



BPCA'S COLLEGE OF PHYSICAL EDUCATION'S CODE OF CONDUCT



Code of conduct for Teaching & Non-Teaching Staff, BPCACPE

Purpose of the Code of Conduct:

The Code of Professional Conduct for Teachers applies to all registered teachers. Its purpose is threefold:

1. To serve as a guideline for teachers to seek ethical and respectful courses through their career in teaching and to uphold the honor and dignity of the teaching profession.
2. This code of conduct may be used by the teachers for their understanding and expectations towards teaching profession.
3. The Code has also been developed in relation to continuing professional development.

There are four unseen pillars of any teaching institutions, code of conduct is based on these pillars viz. CARE, REPECT, TRUST AND INTEGRITY OF AND FOR THE TEACHERS

1. Code of conduct for Principal

- a. The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.
- b. He must Implement the new ideas and plan to execute the vision and mission.
- c. Promote institution interaction and inculcate research development activities.
- d. Listen to the student's ideas and set a supportive tone.
- e. Ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- f. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.

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- g. Recommend and forward communication to the authorities.
- h. Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
- i. Execute any other qualitative and quantitative work for the welfare of the students and institution.
- j. Empower all his staff and students to reach their maximum potential.

2. Duties and Responsibilities of the Coordinators / in-charge

In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

- a. He shall supervise and control the working of the teachers and the employees working in the Department.
- b. He shall review the Self-Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Principal.
- c. He shall, in consultation with the Departmental Committees, prepare the annual budget of the Department, time table of theory/practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.
- d. He shall also prepare developmental plans with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with the Departmental Committee.
- e. He shall plan co-curricular and extra-curricular activities of the department in consultation with the Departmental Committee.
- f. He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the Principal for consideration.

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- g. He shall monitor the purchase of equipment, books etc. which are required to be purchased for his Department as per the procedure laid down by the college.
- h. He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.
- i. He shall perform such other duties and responsibilities as may be assigned to him/her by the Principal from time to time.

3. Code of Conduct for the Teacher

- a. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- b. The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programs, such as Seminars, Orientation programs, Refresher Courses, In-service Training programs, etc. The College Authority shall give the teacher every possible opportunity to do so.
- c. The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, examinations etc. and shall encourage pursuit of learning in the students.
- d. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- e. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.

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- f. Every faculty member should report to the college at least 5 minutes before the commencement of Institute timing and should remain in the campus till the end of the College hours.
- g. Prior written permission should be obtained for reporting late or leaving early without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
- h. Teachers should sign the attendance register while reporting for duty.
- i. Teachers must be aware that their workload is 40 hours a week.
- j. All faculty members must be enthusiastic in taking up the subjects allotted to them.
- k. All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.
- l. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- m. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pants & T-Shirts are prohibited.
- n. Teachers are barred from using cell phones while taking classes (Except in special case/ if needed for teaching etc.)
- o. Teachers must always wear their identity cards while inside the college premises.

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- p. Mentoring scheme must be followed and the teacher should take proper care of his group of students by guiding, motivating, counseling and monitoring their attendance and performance.
- q. Every faculty member should be responsible to conduct regular classes and practical and also take extra classes whenever necessary.
- r. Every faculty member shall respect the right and dignity of the student in expressing his/her opinion.
- s. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- t. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- u. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- v. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- w. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- x. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

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- y. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- z. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private clubs etc. then specific sanction of the college authorities in writing shall be obtained.
- aa. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- bb. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.
- cc. The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University and shall ensure the interest of the University. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.
- dd. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the College, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.

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- ee. A teacher shall help the college authorities to enforce and maintain discipline and good habits among the students.
- ff. A teacher shall assist the College in smooth conduct of the University Examinations.
- gg. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented programs.
- hh. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.

4. Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

- a. Staff members must take initiative to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- b. Staff members are expected to take up Research projects.
- c. Staff members should also attend Faculty Development Programs, Quality Improvement Programs etc. to update their knowledge.
- d. Staff members must undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
- e. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

5. Code of Conduct for Non-Teaching Staffs employed in a College

- a. Every Non-Teaching staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- b. No Non-Teaching Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- c. No Non-Teaching Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private clubs etc. then specific sanction of the college authorities in writing shall be obtained.
- d. Every Non-Teaching staff member employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the college Authority.
- e. Every Non-Teaching staff should report for duty at least 15 minutes in advance.
- f. Every Non-Teaching staff should wear the Uniform provided/decided by the College.
- g. All Non-Teaching staff must always wear their identity badge during working hours.
- h. Non-Teaching Staff assigned to classrooms/rooms/laboratories etc should keep that and premises clean.
- i. Any Loss or damage to any equipment/things from Labs or Classroom should be reported to the Principal in writing immediately.
- j. Non-Teaching Staff shall maintain a stock register for all the articles, equipments etc. It shall be submitted to the HOD and or the Principal at the end of each semester and their signatures obtained.

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- k. Non-Teaching staff shall not leave the College premises without permission before college time.
- l. All Staff members should display the highest possible standards of professional behavior.
- m. All Staff members should be punctual and disciplined towards their work.
- n. Every- Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- o. Every Staff member should cooperate with students, colleagues & superiors.
- p. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
- q. All the staff members should respect the rights and opinions of others.
- r. Every staff member should follow all norms and job details assigned by the Management, HOD & Principal from time to time with full dedication.
- s. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- t. No staff employed in a college shall engage himself/herself in any political activity. He / She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination etc. or any other action as per the Competent Authority.

RULES AND REGULATIONS FOR LEARNER



**Bombay Physical Culture Association's
College of Physical Education
Wadala, Mumbai - 400 031**

General Code of Conduct

- Classes start from 8.00 a.m. and continue up to 2.30 p.m. on all the Six days of a week. Students are advised to come to the Institute by 7.50 am to attend classes. As per university rules 75% attendance is mandatory to appear in semester end examination.
- Students must adhere to the Dress Code of the Institute.
- Use of mobile phones in the classrooms, Library, labs, Play Field area etc.is strictlyprohibited.
- Every student must carry his / her Identity Card while entering the campus and identifyhimself with help of the Identity Card whenever asked for.
- No guests / visitors shall be allowed with the students in the class/lab/ library and as well as prior permission of the In-charge.
- Students must help keep the institute neat and clean and also eatables / beverages are not allowed inside the study areas including labs, library. Students should have their tiffin at given places. Smoking is strictly prohibited in the premises of the institute.
- Students must conserve electricity and water. They must switch off lights & fans whenthey leave the class room, laboratories.

Rules to be followed in laboratory / library / Class Room / Play Field etc.

- All the labs follow certain safety and academic norms for their smooth functioning. Students are advised to keep themselves updated on those norms and follow them accordingly.
- Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy / theft.

- While studying at the Institute, students will have to operate tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the Institute's property, equipment. In case it is found that they have caused any damage to the Institute's property they shall be required to reimburse or make good the damage caused. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.
- The nature of learning in any program may require the students to purchase tools, stationary items from time to time. Specific instructions in this regard will be given by the concerned department / faculty at the beginning of various courses.
- In case of medical emergency in the campus, the student must inform the faculty member / technical assistant without any hesitation.

Rules about Late for Ground/Theory

- Record of late comers will be kept for both practical and theory classes.
- Late record will be considered as absent mark.
- If student joins class after fifteen minute will be marked absent.
- If any student leaves class or practical in between will be considered as absent for that particular session / day.

Rules about Extramural

- Defaulters for attendance and behavior will not be allowed to represent college in extramural competition.
- Each student has to participate maximum in 3 extramural events.

Note: Student will be given only one chance to reappear for internal ground exam and internal theory if he/she had missed during extramural competition.

Behavioral Expectation

- Attending both theory & practical classes in time is mandatory.
- Every Student is supposed to meet the deadlines for submission of assignments, homework and projects.
- Student should respect the college members and speak politely with all the members of the institution. Students should not argue with the teachers, non-teaching staff and seniors, peers.
- Student is expected not to use offensive or foul language.
- Earrings for boys, fancy haircuts and tattoos are strictly prohibited in college.
- Students are not allowed to roam around in malls, theatres etc. or outside wearing the college uniform.
- It is expected that students maintain silence during the classes. It is expected that the students do not disrupt the class by cross- talking, singing, playing games etc.
- Students are not allowed to use mobile phones, tabs, laptops, other gadgets etc. during the lectures / other educational programme / events.
- Students should respect and give space to other individuals.
- Every student is expected to contribute towards the cleanliness of college and campus. Thereby, maintain highest levels of personal and social cleanliness and hygiene.
- It is expected that students maintain their attendance for theory and practical classes. Students should not remain absent without permission.
- Students should take care of their personal belongings and library books.
- Students should maintain dignity of college and all members.

Following examples of misbehaviors is strictly prohibited

- Fighting during class, in hostel, in the campus
- Argument with Teaching and Non-Teaching Faculty
- Argument with students during class or Disruptive talking during class
- Comments, taunts (Teacher & Students) or Physical Abuse
- Discrimination of any form
- Use of Mobile phones in ground sessions, Class and Library
- Misbehavior during Intramural and Extramural
- Sleeping in class and Library
- Indecent or socially unacceptable behavior
- Misbehave with other gender
- Cheating / mal practicing in Examination
- Destruction / Damage of Physical Property of the institution.
- Video / Audio recording by students
- Theft
- Substance abuse or consuming Alcohol-tobacco or any drugs other than medicine
- Birthday celebration in college campus
- Sports uniform in class is not allowed

Any other Behavior that is found inappropriate or detrimental to College Discipline.

Library Rules

- While coming in library it is compulsory to have your college ID card
- Library Timing
- All Working days of the Institute Monday to Saturday: - 10.00 am to 5.30 pm.

Membership

- All registered students of the institute are eligible to become members of Library.
- To become a member of Library, a student has to submit 3 copies stamp size photograph, his/her address proof, Photocopy of College Fee Challan to the Library Assistant, who will further guide him/her regarding membership procedure. Readers shall always notify any change of his/her permanent address to the Librarian in writing.
- Membership to the library is not transferable.
- Library membership cards or other identity cards are to be shown, if demanded, at the time of entering into the library or whenever asked for in the library.
- While in the library, all persons shall observe all basic and elementary principles of library ethics, obey the rules and procedures of the library, and maintain to discipline enforced by the Librarian.
- Dress code for students will be observed in the library even beyond class timings.
- Conversation, gossiping, sleeping, sitting on top of the table and speaking, use of mobile are not allowed in the library.
- The arrangement of chairs in the reading rooms should not be disturbed.
- Users are not allowed to distort or deface any book, magazine, newspaper. If a student requires any article, it may be photocopied / photo from mobile with permission of the Librarian.
- No reader shall bring any non-member into the library, nor shall lend, even temporarily, library books borrowed by him to others.
- Without obtaining special permission from the head of the institution, no other person is allowed to use the library.

- Upon any infringement of the Library rules, students may forfeit the privileges and memberships.
- No reader who has been thus excluded from the privileges of the library shall be allowed to borrow books unless and until such person be reinstated by the Library Committee.
- Every member of the library shall be responsible for the safe custody of any library book borrowed by him for study in the Library Reading Room or for use at home.
- Library books shall never be left unattended on the table of the library. The borrower shall be held responsible for loss, mutilation or damage, if any, while the book stands issued on his account.

Note: Use of the Library is strictly reserved for the readers possessing BPC A CPE library borrower's Library card.

Circulation Rules

- One book against producing one Reader's ticket could be borrowed for a period of 15 days from the date of issue.
- Only 1 book will be issued on 1 card. Each student will get maximum 3 books.
- Use your own Library Card.
- Exchange of cards is strictly prohibited.
- Students will not be allowed to take books home without Library Card.
- CD/ periodicals /Thesis will be issued only in Reading Hall.
- Student can get one Additional book for study at home by depositing the additional deposit amount of Rs:-100/- (refundable, only after checking the condition and no of pages of the books)
- Xerox Copies will not make available for students.

- Fine of Rs.5/-per day will be charged if the books are not returned on due date.
- In case borrowers fail to replace a lost or damaged book within a month from the due date of its return, he/she shall pay to the library 5 times of the book.
- Master 2nd years student can issue only master degree thesis for period of 15 days. Failing to return the thesis after 15 days the student will be charged a fine of Rs.10/-per day.
- A borrower shall replace a book if it is lost while in custody.
- A person losing or damaging Library books repeatedly shall be debarred from using the library.
- All readers are required to maintain the perfect silence and Discipline in the Library.
- Reference material not to be lent-out

Renewal of Books

- The same book may be re-issued 2 times, if it is not in demand. Loss of Identity cards should be immediately reported to the Librarian.
- A duplicate thereof, shall be issued after payment of Rs:-100/-

NO Dues

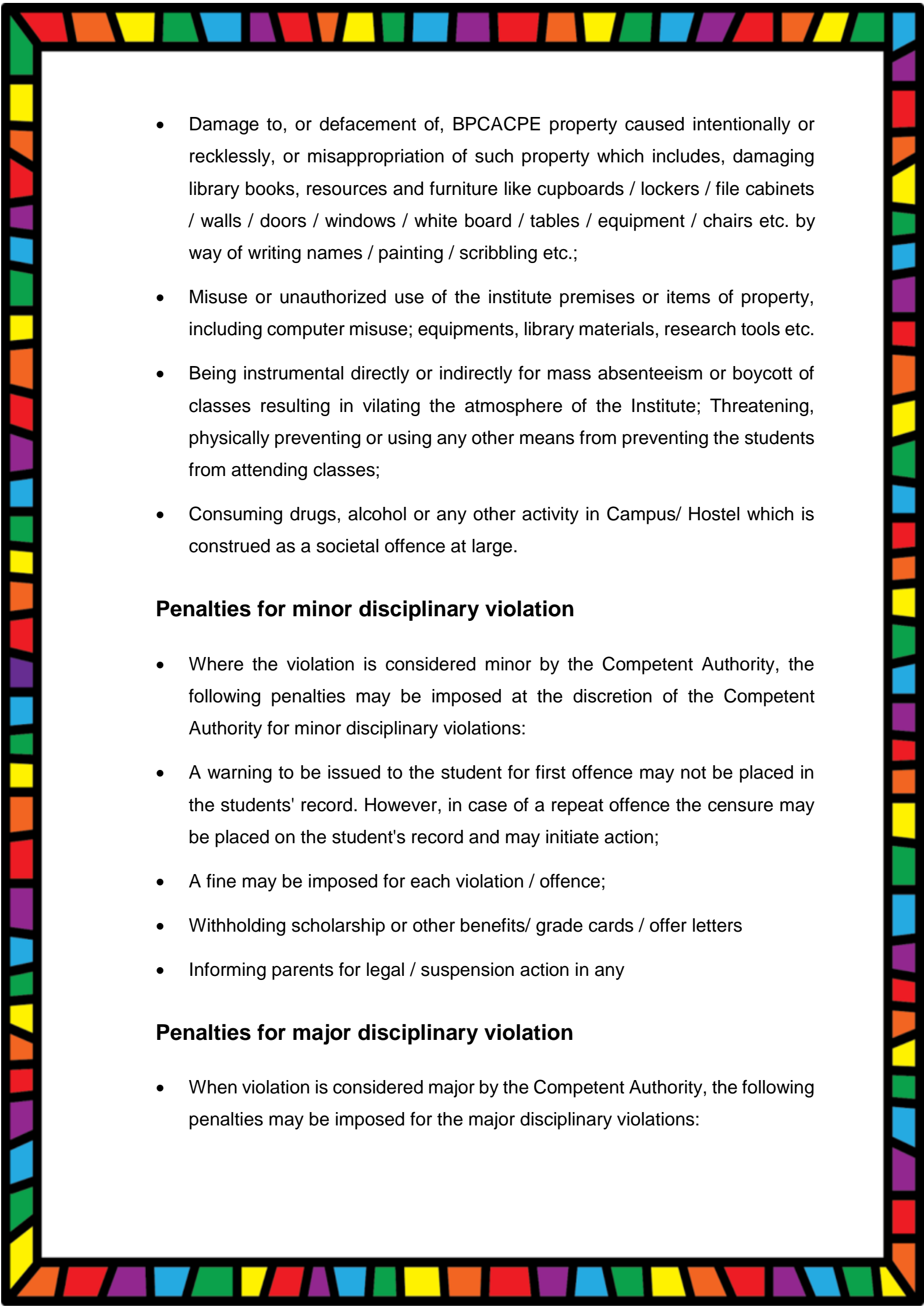
- The users of Library must return all the Library books and other documents borrowed by them and cleared all Library dues before the Year end.

Reading Hall Rules

- Mobile Phone to be kept on silent mode in Library Premises
- The student must carry ID card along with them while sitting in the library reading hall.
- Eatables in the library is not allowed
- Please report to us immediately, if you find anyone damaging the library materials.
- Any infringement of library rules may lead to the withdrawal of membership privileges.

Following activities shall be deemed as act of indiscipline

- Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere
- Using abusive language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members;
- Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises; whilst on BPCACPE premises.
- Fraud, deceit, deception, dishonesty or theft in relation to this institute or its staff, or in connection with holding any office in BPCACPE, or in relation to being a student of this institute;

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- Damage to, or defacement of, BPCACPE property caused intentionally or recklessly, or misappropriation of such property which includes, damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls / doors / windows / white board / tables / equipment / chairs etc. by way of writing names / painting / scribbling etc.;
 - Misuse or unauthorized use of the institute premises or items of property, including computer misuse; equipments, library materials, research tools etc.
 - Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vilating the atmosphere of the Institute; Threatening, physically preventing or using any other means from preventing the students from attending classes;
 - Consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large.

Penalties for minor disciplinary violation

- Where the violation is considered minor by the Competent Authority, the following penalties may be imposed at the discretion of the Competent Authority for minor disciplinary violations:
- A warning to be issued to the student for first offence may not be placed in the students' record. However, in case of a repeat offence the censure may be placed on the student's record and may initiate action;
- A fine may be imposed for each violation / offence;
- Withholding scholarship or other benefits/ grade cards / offer letters
- Informing parents for legal / suspension action in any

Penalties for major disciplinary violation

- When violation is considered major by the Competent Authority, the following penalties may be imposed for the major disciplinary violations:

- Suspension / debarment from the institute/ hostel where the student will be declared suspended / debarred from entering the premises, facilities and from attending the classes or;
- Permanent expulsion from the institute or;
- The defaulter may be debarred from taking an examination or examinations for one year or more than one year.
- Any other course of action which may be reasonable in the circumstances.

Consequences of Misbehavior

Any incidence of misbehavior occurred would be dealt with in the following manner:

- Warning & Record by the coordinator / In-charge
- Written letter & Parents meeting with Principal (information to parent & meeting with parent at discretion of the principal)
- Denying Privileges like Hostel/ Intramural / Extramural / Exam / Programme etc.
- Debarring from appearing for University Examination
- Debarring from admission to a course
- Rustication/ Expulsion from the college

Note: Above rules and regulations, expected behaviors are in addition to that mentioned in the guidelines of the university. College will employ disciplinary measures as suggested by the university and according to college discipline policy.

Penalties for ragging

As per Supreme Court Judgment ragging is - any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other student, Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

The punishment may also take the shape of:

- withholding scholarships or other benefits
- debarring from representation in events
- withhold results
- suspend or expel from hostel or institute

Forums for discussions / complaints / suggestions

- Any complaint regarding women's sexual harassment may be addressed to the internal complaints committee or the Principal in writing or orally. Details of the committee are displayed in the college.
- Any complaint regarding ragging should be addressed to the Anti-ragging committee. Details of the same are available in the college and hostel premises.
- Complaints/suggestions/opinions regarding other issues/matters can be conveyed through drop box, or can be told directly to the coordinator / In-charge or the Principal in written.