



M.C.E. Society's

**M. A. Rangoonwala Institute of Hotel Management and Research**

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# CODE OF CONDUCT HANDBOOK

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M.C.E Society's M.A.Rangoonwala Institute of Hotel Management and Research is affiliated to Savitribai Phule Pune University and recognised by the Government of Maharashtra. The college adheres to the code of conduct prescribed by the University Grants Commission (UGC), Government of Maharashtra and Savitribai Phule Pune University.

### Composition of Code of Conduct Committee

The college has constituted the code of conduct committee comprising of following Members;

| S.No. | Member                               | Designation in College    |
|-------|--------------------------------------|---------------------------|
| 1     | Chairperson: Head of the Institution | Principal                 |
| 2     | Secretary                            | Assistant Professor       |
| 3     | One Member from the Management       | Management Representative |
| 4     | IQAC Co-ordinator                    | Associate Professor       |
| 5     | Senior Administrative Officer        | Administration Clerk      |
| 6     | Two Students from Students Council   | Student                   |

### Code of Professional Ethics for Teachers

(Adopted from the guidelines of UGC-<https://www.ugc.ac.in/oldpdf/pub/report/5.pdf>)

#### Responsibilities of the teacher:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college

examinations, including supervision, invigilation and evaluation; and

- Participate in extension, co-curricular and extra-curricular activities including community service.

### Teacher and Students

#### Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

### Teachers and Colleagues

#### Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### Teachers and Authorities

#### Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### Teachers and Non-Teaching Staff

##### Teachers should:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### Teachers and Guardians

##### Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### Teachers and Society

##### Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National

### Code of Conduct for Non-Teaching Staff

- Every staff employed in the college shall adhere to his/her duties efficiently and diligently.
- All staff must follow the grooming and hygiene standards prescribed by the management.
- All the staff must be punctual and discipline in regards to their work.
- Staff should have a good rapport with the students, colleagues and superiors.
- Staff should abstain themselves from any form harassment or unlawful acts.
- No staff shall remain absent from his/her duties without the prior permission of the principal.
- Staff shall not engage himself/herself in any act which harms the image of the college.
- Staff should refrain himself from passing the information about the colleagues to any outside individuals or agency without his/her permission.

### Code of Conduct for Students

(As per the Rules and Regulations prescribed in the College Admission Prospectus)

- Student would be bound by the rules & regulation framed by the Institute from time to time.
- Attendance from the first day of every semester / term is compulsory, failing which; the student is liable to be fined.
- No student would be eligible to appear for the university examination unless he/she has paid his / her dues, completed his / her term work and must have registered 75% attendance as per the university norms.
- Student should be regular & punctual in attending theory & practical classes during the semester. Break timing should be adhered to.
- Prior permission of the Principal is absolutely necessary for leave of absence for any reason whatsoever; in case of leave on medical grounds the student must inform to the institute immediately and later submit the leave application along with a Medical certificate.
- Internal marks will be granted to the student on the basis of his / her attendance, conduct & performance during the tutorials / internal examination.
- The principal is liable to remove any student from the roll of the institute for his/her continued absence, misconduct misbehavior / or unsatisfactory performance.
- A student may be refused admission to practical or lecture, and may be marked as absent if he/she fails to bring required journal uniform and equipment etc.
- Students are expected to be well groomed & well behaved within the premises of the institute.
- Students must carry an authorized Identity Card at all times.
- Students must be in their complete prescribed uniform as required for their practical.
- Vehicles should be parked only in the demarcated parking lot under lock & key. Institute will not be responsible for loses or damage caused.
- Student must inculcate the habit of regularly reading the notice put upon the notice board.
- Student must attend social & national event organized by the institute.
- Smoking, Consumption of alcohol, use of drugs and ragging in any form is strictly prohibited in the campus.
- Students are liable to be penalized for any damage to institute property equipment, furniture, library books, etc and the cost of damage shall be recovered from the concerned students.



- Students should empty and hand over their lockers to the office at the end of every year.
- Students shall not go to the press or any other publicity media without prior permission of the Principal.
- Any changes in the residential address of the student must be intimated to the Institute immediately.
- No student will be allowed to have lunch, if he/she does not attend the theory classes in the morning.
- Each student is supposed to follow the restaurant and dining hall rota duties, as put up on the notice board.
- Lunch given in the Institute is not a statutory obligation on the Institute. Students have to accept whatever is offered as Training Food.
- Students will not attend private Out Door Catering (ODC) during the tenure of the study in the Institute, without prior permission of the principal, failing which strict action would be taken. Students are expected to take part in indoor/outdoor catering arranged by the Institute.
- Vacation Training in hotel is compulsory and every student must complete the Training satisfactory, followed by submission of the Training Report.
- Parents/Guardians are responsible to keep themselves in touch with the Institute with regard to the progress of their ward.
- In case the student intends to take transfer to any other college during the course, he/she shall be liable to pay the total fee of the course for the remaining years to the college.