



An Institution of  
the Society for the Higher Education  
of Women in India

Sophia College for Women  
Empowered Autonomous

Bhulabhai Desai Road  
Mumbai – 400026

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[www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com)

## HR Policy (General Rules, Code of Conduct & Recruitment)

1.	Administrative Policy Number(APN): SCWAPN/23	<b>Functional Area:</b> Recruitment administration and code of conduct for teachers and promoting human relations.
2.	Brief Description of the Policy:	Purpose: To ensure the best use of human capital in the institution and regulate and provision recruitment day to day management and enhancement of employees of the institution.  Audience: Students
3.	Policy Applies to:	Students
4.	Effective from the Date:	26 <sup>th</sup> November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority :	IQAC
7.	Superseding Authority:	Principal
8.	Last Reviewed. / Updated:	New Policy
9.	Reason for the policy:	To regulate day to day affairs in the institution in the area of administration and interaction between the stakeholders especially teachers.
10.	References for the policy:	UGC/ University

## **Introduction**

Sophia College (Autonomous) is headed by the Trust, The Society of Higher Education for Women in India (SHEWI). The Chairperson of SHEWI, works in conjunction with the

Board of Trustees, which includes the Secretary Trustee of SHEWI, the Treasurer SHEWI. Other trustees who collectively oversee the overall administration of the institution and take policy decisions with regard to matters such as infrastructure, appointments, and salaries.

The key components of the organizational structure of the college are Governing Body, Academic Council, Finance Committee, IQAC, College Development Committee, Planning and Evaluation Committee, Board of Studies and Examination Committee, and other statutory Committees work towards the improvement and sustenance of quality.

Principal is the ultimate decision-making authority and establishes the quality policy and objectives of the College. Oversees the day-to-day functioning of the institution and liaising with various academic and government bodies to ensure the continued growth of the institution.

The Principal oversees academic matters with the Vice-Principals of the degree college and Coordinators of the self-financed courses. The HODs and staff works closely with the them to plan activities and execute them in the most efficient manner possible.

Administrative responsibilities are catered by the Registrar, Office Superintendent, Head clerks, Senior Clerk, Junior Clerks, Assistants, and Peons.

## **Recruitment processes**

Selection Procedure: For Full time qualified Teaching Staff:

### Selection

- Advertisement draft is approved by the University.
- Advertisement is published in three leading News Papers (1Regional & 2English)
- Interview Selection Committee is appointed by the University
- Vice Chancellor Nominee and subject experts are nominated by the University of Mumbai
- Interviews are conducted
- Selection Committee Report is prepared.

### Approval

Once the candidate is selected, the report is sent to University and Management for approval long with the required documents.

### Promotions

CAS promotions of teachers are done as per University Norms. Appointment of full time teachers on consolidated salary is done as per the statutes.



**Non-Teaching Staff :**

Appointments and promotions of non-teaching staff are made as per the Statues and Management Guidelines.

Service Books and Leave Records are properly maintained.

Leave records are maintained electronically as well as manually in college and computerized by administrative department. An 'Employees' Policy' containing the set of guidelines regarding the discipline and code of conduct for all employees of the college is followed.

The recruitment processes of the college shall be guided by the rules and regulations prescribed respectively from time to time by UGC guidelines, Maharashtra state government guidelines , the university guidelines and the management guidelines with regard to recruitment and promotion of the employees of the institution.

*A.P. Pabli*

**IQAC Coordinator**



*Sharda Pabli*

**Principal**

**Coordinator  
IQAC  
Sophia College**

**PRINCIPAL, SOPHIA COLLEGE,  
BHULABHAI DEASI ROAD,  
MUMBAI-400 026.**

# GENERAL RULES & REGULATIONS OF THE COLLEGE

1. **Identity Cards:** Students should wear their Identity Cards on entering the college campus. Identity cards without photograph, stamp and signature are not valid.

2. **Administrative Office Timings:**

Day	During Term (i.e. regular working days)	During Vacations
Monday- Friday	10:30 a.m. to 12:30 p.m. 2:00 to 3:00 p.m.	10:30 a.m. to 12:30 p.m.
Saturday	10:30 a.m. to 12 p.m.	10:30 a.m. to 12 p.m.

3. **Holidays & Non-instructional days:**

The College will be closed on:

- Sundays and all Public Holidays declared by the Government. Holidays prescribed by the Maharashtra State Department of Education or University of Mumbai, for vacations and for mid-term (e.g. Ganesh Festival, Christmas).
- 'Non-Instructional Days' are declared by the Principal. These will be communicated to all students and staff.

4. **Applications for Certificates/Testimonials:**

Kindly contact the *Administrative Office* during office hours if you wish to obtain the following: Your original retrievable documents (e.g. Mark sheet, Passing Certificate), Testimonials, Letters of Recommendation, Attestation of documents (with proof), Principal's signature, etc. Nominal charges are applicable for certain special services, details of which are displayed on the Admin. Office Notice Board.

## ACADEMIC MATTERS

1. **Course Syllabi:** The syllabi for all courses (Junior College, Undergraduate and Post-Graduate programmes) are available on the college website.
2. **Announcements:** WhatsApp groups, Google Classroom, Jr. & Sr. College Notice Boards and announcements on the public address system will bring to your attention matters of immediate concern, changes in lecture schedules, room changes, events, Tests, etc.
3. **Class Time Tables:** Time Tables are displayed on the respective Class Notice Boards and shared on Class groups. You are expected to be punctual and regular for all lectures, tutorials, presentations and practicals.

## ATTENDANCE NORMS

**Commitment to attendance:** Upon admission to Junior and Senior College, you will have signed an undertaking relating to **HSC Board rules/ University Ordinances, assuring regular attendance while understanding the consequences of defaulting.** Be consciously aware that 75 percent attendance is expected at Lectures and Practicals.

In the degree programmes, the College is required to strictly follow the University of Mumbai provisions mentioned in Ordinance 6086 (effective from 2014-2015 - Circular UG/01 of 2014). *Please note:* Under these Ordinances, **the College may not permit the appearing at College Examinations of those students who do not fulfil the necessary requirements.** These include the following:

- (a) A minimum 50% attendance for each Course;
- (b) An average attendance in each Semester of 75% of the days on which lectures, practicals, tutorials etc. are delivered; and
- (c) Completion of the course of study at the College to the satisfaction of the Principal.

**Attendance Records:** Attendance is taken daily. In the Jr. College, in addition to attendance records maintained by teachers, a daily Attendance Register for all classes is maintained in the Vice Principal's office, which is open to inspection by the HSC Board and Education Inspectors from the State Department of Education.

### Absence:

You are expected to inform the Vice Principal/Coordinator if you take 3 and more days of absence, at the *time of taking leave or immediately thereafter*. The leave application must be signed by the parent/guardian.

Medical leave should be supported by a valid Medical Certificate. If you have taken leave to participate in State/National/International events, please support your application with relevant documents (e.g. Certificates of Attendance/Merit, Letter from DSO etc.)

**DEFAULTERS' LIST:** A list of students whose attendance is unsatisfactory will be displayed on your respective Class Notice Board from time to time. *Defaulting students and their parents/guardians will be called to the college, to meet the concerned authorities.*

Students with *unsatisfactory attendance* may be debarred from appearance at Tests/Examinations.

Parents and guardians are encouraged to keep themselves informed of their daughter's/ward's attendance and academic progress. If you would like to meet the Vice Principals/Course Coordinators please do so *during their office hours*.

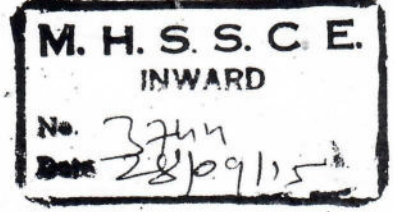


A handwritten signature in blue ink, appearing to read "Ananda Amritmahal", is written over a light blue grid background.

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**Dr. (Sr) Ananda Amritmahal**  
Principal, Sophia College Autonomous





क्र./अनिवि/आयसीडी/२०१५-१६/२५५

परिपत्रक

विद्यापीठातील सर्व विभागाचे संचालक/विभागप्रमुख, प्राचार्य, सर ज.जी. वास्तुशास्त्र महाविद्यालय व प्रभारी ग्रंथपाल, विद्यापीठ ग्रंथालय तसेच प्राचार्य/संचालक, सर्व संलग्नित महाविद्यालये/संस्था यांना कळविण्यात येते की, दिनांक ५ नोव्हेंबर, २०१४ रोजी झालेल्या व्यवस्थापन परिषदेच्या बैठकीत विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) तयार करण्याकरता नेमलेल्या समितीने सादर केलेल्या मसुदयाला दिनांक २७ जुन, २०१५ रोजी झालेल्या व्यवस्थापन परिषदेच्या बैठकीत बाब क्र. १३ अन्वये मान्यता देण्यात आली.

पुढे असाही ठराव करण्यात आला की, विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) वर आपल्या जर काही सूचना असतील तर त्या लिखित स्वरूपात देण्यात याव्यात व त्या सुचनांवर चर्चा करून आवश्यकतेनुसार मसुदयामध्ये समावेश करण्यात येईल.

विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) सोबत जोडत असून आपल्या सूचना लिखित स्वरूपात अध्यापक नियुक्ती विभागास त्वरित पाठविण्यात याव्यात.

मुंबई-४०० ०३२  
२९ ऑगस्ट, २०१५

*[Signature]*  
२९/९/१५  
कुलसचिव

प्रति,

विद्यापीठातील सर्व विभागाचे संचालक/विभागप्रमुख, प्राचार्य, सर ज.जी. वास्तुशास्त्र महाविद्यालय व ग्रंथपाल, विद्यापीठ ग्रंथालय.

माहितीसाठी आणि पुढील कार्यवाहीकरिता रवाना:-

१. कुलगुरूंचे कार्यकारी सचिव
२. प्र-कुलगुरूंचे स्वीय सहायक
३. कुलसचिवांचे स्वीय सहायक
४. संचालक, महाविद्यालये व विद्यापीठ विकास मंडळ
५. वित्त व लेखा अधिकारी
६. स्थानापन्न उपकुलसचिव, कार्यकारी प्राधिकरणे विभाग. व्यवस्थापन परिषद दि. २७ जुन, २०१५ बाब क्र. १३ नुसार पारित झालेल्या ठरावाचा कार्यवाही अहवाल.

*[Signature]*  
कुलसचिव

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३१/८/१५

**UNIVERSITY OF MUMBAI**  
**CODE OF CONDUCT FOR UNIVERSITY AND COLLEGE TEACHERS**

Introduction-

The contribution that the teaching profession makes to society is significant.

Whoever accepts teaching as a profession assumes the obligation to conduct himself/herself as per the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that have already been set forth and which he/she seek to inculcate among students must be his, her ideals. Teachers should be caring, fair, and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality, and specific needs of students and promote their holistic development. He should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, etc.

A teacher should take pride in having joined the teaching profession and under no circumstances should express his/her disregard for the profession by repenting his/her decision.

University Grants Commission prescribed measures including Code of Professional Ethics for teachers. However, despite the expectation of the voluntary observance of the code, some cases of violation or partial adherence to it are likely to occur. Therefore, to ensure that all members of the profession follow the ethical principles enshrined in the code of professional ethics, the University of Mumbai prepared this Code of Conduct for University and College teachers under its jurisdiction.

This code of conduct for teachers will enhance and deepen the confidence and trust that society places in teachers.

Definitions are given in the Act and the Statutes shall apply to these Rules regarding Code of Conduct unless there is anything repugnant in the subjects or context.

1 "Act" means the Maharashtra Universities Act, 1994,

2 "Appointing Authority" means the authority empowered to make the appointment of a

teacher.

3 "Appellate Authority". means the authority prescribed by the Management Council of the university.

4 "Disciplinary Authority" means the Vice-Chancellor/ Management of the College as the case may be, to impose on a teacher any of the penalties specified in the schedule,

5 "Head" includes Head of the University department (or Schools)/ recognized Institution/ Principal of the affiliated college.

6 "Institution". Includes University departments (or Schools)) affiliated colleges / recognized Institutions

7 "Management" includes Management of an affiliated college,

8 "Prescribed authority" means the Vice-Chancellor, or the authority prescribed by the Board of Management Council of the university for these rules as a whole or any individual rules.

9 "Schedule" means the schedule appended to these rules. 10 "State Government" means the Government of Maharashtra.

1. Teachers means as defined in the MU Act 1994 and includes teacher working on temporarily, ad hoc, part-time or on clock hour basis.

2 "University" means the University of Mumbai.

3. "Vice-Chancellor/ Registrar means the Vice-Chancellor and Registrar of the University of Mumbai,

The following shall be the rules governing the code of conduct for teachers:

1 A teacher shall comply with the provisions of the Act, Government Resolutions, Statues, Ordinance, Regulations, Rules, Circulars, and other directions issued thereunder from time to time by the University and the Central and the State Government,

2 A teacher shall not in the course of his/her duties disobey, disregard, or wilfully default in carrying out any lawful instructions, reasonable orders, or directives given by any person or body having authority to give such lawful instructions, reasonable orders, or directives. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Head Management/University, A teacher shall, however, have the right to express his/her difference with the policies and decisions of the institutions/management authorities and officers of the University



- 3 A teacher shall not commit acts of insubordination and defines lawful orders.
4. Every teacher shall always maintain absolute integrity and devotion to duty.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the University or the college and the cause of education and give full cooperation in all academic programs and other activities conducive to the welfare of the student community.
- 6 It shall be incumbent on every teacher to perform the academic duties such as preparation of lecturers, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance, etc. A teacher shall engage classes regularly and punctuality and impart lessons and instructions and do such internal assessment/examinations evaluation as the Head of the Institution shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
7. A teacher shall report to the duty regularly and punctually.
- 8 A teacher shall sign the attendance register on arrival and before leaving the campus after working hours. A Head of the institution shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head.
- 9 A Head of the institution shall keep a record of attendance of the teachers working in his institution. Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
- 10 A teacher shall devote the requisite number of teaching hours as assigned by the Head of the Institution according to the teaching workload,
- 11 A teacher shall not neglect to correct practical records, classwork, or homework done by the students.
- 12 A teacher while being present in the institution shall not absent himself (except with the previous permission of the principal of the school) from classes which he is required to attend,
- 13 A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of the institution to do so.
- 14 A teacher shall not leave the institution during working hours without the permission of the head of the institution. A teacher leaving the institution for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency.
- 15 A teacher shall not remain absent from the institution without leave or the previous

permission of the Head of the Institution//Management/University, provided that where such absent without leave or the previous permission, is due reasons beyond the control of the teacher concerned, It shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.

16 A teacher shall report for any additional duty assigned by the Head of Institution/Management/University, whether before or after the working hours.

17 A teacher shall do all work connected with extracurricular and co-curricular activities assigned to him from time to time by the Head of his Institution/Management/University.

18 A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment /home examinations conducted by the institution. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment, and reassessment of answer books including moderation, preparing *result, invigilation superintendent* of examination center, working as a member of the team of squad/ observer, coding-decoding of answer books, coordinating work of Central-assessment, etc. assigned to him by the University or by the Head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties.

19 A teacher shall not be partial in the assessment of a student or deliberately over the mark, under the mark, or victimize a student/s on any grounds.

20 A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offense.

21 A teacher shall not discriminate against any student on political grounds or for reasons of caste, creed, sect, religion, sex, nationality, languages, or reasons of personal nature...

22 A teacher shall not practice or incite any student to practice casteism, communalism, or untouchability.

23 A teacher shall not use his position to spread their political, religious, or other ideologies among students.

24 A teacher shall not propagate through his teaching lessons or otherwise, communal, or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.

25 A teacher shall not behave or encourage or incite students or, teachers or employees to behave in a rowdy or disorderly manner in the institution premises.

26 A teacher shall not cause or incite any other person to cause any damage to the institution's property.

27 A teacher shall not incite students or teachers against other students or teachers, colleagues or administration/governing body of the college and the university, this does not interfere with the right of a teacher to express his opinion on principles in seminars, etc.

28 A teacher shall help the Head of the institution to enforce and maintain discipline amongst the students.

29 A teacher shall work in the best interest of students and of university/institution.

30 A teacher shall not subject a student to or encourage other students to subject a student to torture or other cruel, inhuman, or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.

31 A teacher shall not do anything that shall suggest or create the impression that a student is more favored than any other student.

32 A teacher shall serve as a role model to learners showing a high degree of decency in speech, mannerism, discipline, dressing, and in general.

33 A teacher shall inculcate among students' scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace.

34 A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organized by the university institutions/ on other days of national importance., ✓

35 A teacher shall not misbehave with students or their parents/guardians, teachers, or other employees of the institution.

36 A teacher shall not use abusive language, quarrel, or display riotous behavior.

37 A teacher shall not make false accusations against the head of the institution/management authorities/colleagues/employees/students whether after being provoked or otherwise.

38 A teacher shall refrain from lodging unsubstantiated allegations against colleagues and higher authorities,

39 A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employee/s or any person at his/her workplace.

40. A teacher shall not engage in any other gainful economic activity at the workplace. A

teacher shall not engage himself in any private tuition for which a fee/remuneration is charged either within or outside the precincts of the institution in which he is working.

41 A teacher shall not prepare or publish any book commonly known as "keys".

42 A teacher shall not engage himself as a selling agent or canvasser for any publishing firm or trader.

43 A teacher shall not furnish incorrect information regarding his qualifications, experience, age, etc. in respect of his appointment/promotion.

44 A teacher shall not raise questions of caste, creed, religion, race, or sex in his relationship with his colleagues, and try to use the above considerations for improvement of his prospects.

45 No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall not be under the influence of any intoxicating drink or drug during his duty.

46 A teacher shall not smoke in the classroom during working hours or in any place within the campus of the institution/university,

47 A teacher shall not, except following any general or special order of the University or the Institution or in the performance in good faith of duties assigned to him/her, divulge, or directly communicate any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document."

48 A teacher shall not misappropriate an institution's property, or commit acts of theft, fraud, or embezzlement of funds.

49 A teacher shall submit a report of the project/activity undertaken by him along with a statement of accounts with all vouchers) to the sponsoring agency within a stipulated time.,

50 A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities/ university,

51 A teacher shall not take an active part in politics to cause interference in the discharge of his duties shall not be in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the institution/ University education. But a teacher can become, or continue to be, a member of any literary, scientific, or professional organization,

52 A teacher shall not without previous intimation to the Vice-Chancellor or the Management



of the Institution as the case may be, stand for election or accept nomination to any local body, the legislature of the State or Parliament. Nor shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his /her being elected or nominated he /she shall if so, required by the University or the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such local body, Legislature or Parliament. The University or the Institution, as the case may be direct a teacher who has been elected or nominated to any local body, Legislature or Parliament to apply for leave for the whole or part of the period and any leave to a teacher nominated to any local body, Legislature or Parliament shall not prejudice his /her right to promotion, increments or other benefits, if any, to which he /she would have been entitled had he /she not proceeded on leave.

53 A teacher shall not contest any election of Banks/Societies/Sports or Socio-Cultural Associations without previous intimation to the Head of the institution/Management/University,

54 A teacher shall not approach the court of law regarding any matter related to his service/employment without exhausting available remedies and without giving proper intimation to the Head/Management University,

55 A teacher shall not misuse or carelessly use amenities provided to him/her by the University or the-Institution to facilitate the discharge of his /her duties. A teacher shall not make use of the resources and/or facilities of the institution/university/management for personal, commercial, political, or villainous purposes.

56 A teacher has academic freedom which entitles him to criticize ideas and methods, but he shall not defame others,

57 A teacher shall not rudely and aggressively behave persistently with other staff members and students.

58 A teacher who supervises another staff has a special responsibility to treat their staff fairly and honestly, He shall make available development and training opportunities without patronage, favoritism, or unfair discrimination.

59 A teacher shall not participate in decisions to the appointment of a relative or a family

member.

60 A teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any student or his parent/guardian or any person with whom he has come into a contract by his position in the institution, to do any kind of favor to the student.,

61 A teacher shall take paid outside consultative work only by institution/university's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research, and administrative duties.

62 A teacher shall not join or continue to be a member of an association the objects and activities of which are prejudicial to the interest of the Institution/University as the case may be or the sovereignty and integrity of India or public order or morality. Provided that a teacher may become a member of the Association of teachers' as may be approved by the University according to rules.

63 A teacher shall not give unauthorized interviews or releases to electronic and print media. He shall not use the electronic/print media with malafide intention of defaming the institution/university,

64 A teacher shall not in any radio broadcast or any document published anonymously or in his name person or any communication to the press or the name of any other any public utterance make any statement or express an opinion which is like character assassination, reflection on the personal life of his superiors/colleagues, or which is like criticism of individual as distinct from a policy decision. Provided that nothing in this rule shall apply to any statement made or views expressed by a teacher in his official capacity or the due performance of the duties assigned to him on academic matters.

65 A teacher shall not, except with the previous sanction of the Vice-Chancellor or the authorities of the institution engage directly or indirectly in any trade or business or under any other employment.

66 A teacher shall not bring or attempt any influence to bear upon any question in respect of matters about his service.

67 A teacher shall not involve himself/herself in any activity that is likely to bring the teaching profession into disrepute. It shall therefore be the responsibility of every teacher to preserve the dignity and honour of his profession and maintain his/her dignity, honour, and integrity:

68 Notwithstanding anything hereinbefore contained, bona fide criticism or expression of opinion by any teacher shall not constitute misconduct.

Misconduct: Failure to conform to the above-mentioned Rules shall be construed as misconduct,

The enforcement of the Code is the responsibility of the appointing/disciplinary authority. The violation of the code of conduct invites disciplinary action for which detailed procedure and penalties need to be prescribed. The magnitude or seriousness may not be the same in all cases. Hence the cases of violation or non-observance shall have to be dealt with at different levels and in different ways under the nature of the violation.

Creating Awareness-to, To begin with, code should be translated into Marathi and Hindi and circulated widely amongst the teachers, it should be uploaded on the websites of the university and affiliated colleges. The Academic Staff College should include the code in the curriculum, of orientation and refresher programs. At the time of initial appointment, a teacher should be provided a copy of the code of professional ethics and a copy of a code of conduct for perusal and an undertaking should be taken from him/her that he/she would always strive to observe the Code in letter and spirit.