



Nirmal Krida and Samaj Prabodhan Trust's

ARTS, SCIENCE & COMMERCE COLLEGE

Badnapur, Tq. Badnapur, Dist. Jalna - 431 202.

NAAC Accredited "B"

"Nirmal Campus"

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INTERNAL QUALITY ASSURANCE CELL

CRITERIA VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard.

Code of conduct for Teachers

This code of conduct is with the guidelines framed by the UGC Regulations 2010

1. Code of professional ethics-

a) Teachers and their responsibility-

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii. Manage their private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research.
- iv. Express free and frank opinion by participation at professional meetings ,seminar,conference etc, towards contribution of knowledge.
- v. Maintain active membership of professional organization and strive to improve education and profession through them.
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- vii. Participate in extension, co-curricular and extra- curricular activities including community services.

b) Teachers and students-

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with student regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize the difference in the aptitude and capabilities among students and strive to meet their individual needs.
- iv. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- v. Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.

- vi. Pay attention to only the attainment of student in the assessment of merit.
- vii. Aid student to develop an understanding of our national heritage and national goals.

c) Teachers and Colleagues-

Teachers should-

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from allowing consideration of caste creed, religion race or sex in their professional endeavor.

d) Teachers and authorities-

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to the 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.
- ii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such office may demand.
- iii. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- iv. Should adhere to the condition of contract.
- v. Give and expect due notice before a change of position is made.

e) Teachers and non-teaching staff-

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

f) Teachers and Guardians-

Teacher should:

- i. Try to see through teachers bodies and organization, that institutions maintain contact with the guardians their students , send report 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 benefits of the institution.

g) Teachers and Society-

Teachers should:

- i. Recognize that the education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.

Code of Conduct for students-

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed.
3. All the students are expected to be present in the class well -within time and late coming will attract a fine. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
7. All the students are expected to attend all college functions in college uniform unless otherwise specified.
8. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
9. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
10. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
11. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond

class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.

12. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
13. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
14. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
15. 28. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
16. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
17. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
18. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
19. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
20. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
21. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

22. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
23. Pay fees, in advance or in time, which will avoid fines.
24. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
25. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of the college, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.