

**Sarva Shreshta Dan Vidyadan**

**Samaj Shikshan Mandal's**

**Amruteshwar Arts, Commerce & Science College**

**At post Vinzar, Tal. – Velhe, Dist. Pune 412213**

## **CODE OF CONDUCT**

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## **1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.**

### **Introduction:-**

Amruteshwar Arts Commerce and Science college , Vinzar has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of Amruteshwar Arts Commerce and Science college, Vinzar depends on the academic performance as well as on behavior of the students. Our Motto is “*Sarv Shresth Dan Vidya Dan*” The purpose of this code of conduct is to make the Students, Teachers, College Departments /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

### **“ SELF DISCIPLINE IS THE BEST DISCIPLINE”**

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of College are introducing the following code of conduct which must be followed by every student of the college.

<b>1</b>	<b>Classes starts as per the given time table on all the six days of a week.</b>
<b>2</b>	<b>No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.</b>
<b>3</b>	<b>As per Savitribai Phule Pune University rules 75% attendance is mandatory to appear in semester end examination.</b>
<b>4</b>	<b>Every student of the college must always wear the valid Identity Card issued by the college bearing the signature of the Principal, around the neck.</b>
<b>5</b>	<b>Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.</b>
<b>6</b>	<b>Students must adhere to the Dress Code of the College and neat and tidy.</b>

<b>7</b>	<b>Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.</b>
<b>8</b>	<b>If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline &amp; Ragging committee Coordinator.</b>
<b>9</b>	<b>Consuming Alcohol, Tobacco And Smoking Is Strictly Prohibited In The Premises And Out of The College.</b>
<b>10</b>	<b>No student spite in college premises/campus or in class room</b>
<b>11</b>	<b>College premises is under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.</b>
<b>12</b>	<b>During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.</b>
<b>13</b>	<b>Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited if it is used for other than digital educational purpose.</b>
<b>14</b>	<b>Students should make use of College Library and must not loiter in the college premises whenever they have a free period.</b>
<b>15</b>	<b>Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action</b>
<b>16</b>	<b>For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.</b>

<b>17</b>	<b>Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.</b>
<b>18</b>	<b>No function/program in the college campus / class room without prior permission of the principal</b>
<b>19</b>	<b>Student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.</b>

## **2. THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR NON-TEACHING STAFF**

<b>1</b>	<b>Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.</b>
<b>2</b>	<b>Maintain their professional knowledge &amp; skills updated himself/herself professionally for the proper discharge of duties assigned to him/her.</b>
<b>3</b>	<b>Assist in carrying out functions relating to the administrative 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 all types of Examination works.</b>
<b>4</b>	<b>Respect the right and dignity of the student for assisting them any kind of help/guidance etc.</b>

<b>5</b>	<b>Speak respectfully and Behave with polite to the everyone of the college.</b>
<b>6</b>	<b>Deal justly and impartially with students regardless of their religion, caste, political ideology, economical, social and physical characteristics;</b>
<b>7</b>	<b>Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;</b>
<b>8</b>	<b>Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.</b>
<b>9</b>	<b>Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.</b>
<b>10</b>	<b>Should adhere the Professional Ethics and Code of Conduct of the institution.</b>
<b>11</b>	<b>Every employee should apply their knowledge and experience for overall development of the office work of the college.</b>
<b>12</b>	<b>Every employee should behave and perform fair and committed to the best interest of he college.</b>
<b>13</b>	<b>Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.</b>
<b>14</b>	<b>Should maintain the positive relationship with all colleagues &amp; teaching staff and the students of the college.</b>
<b>15</b>	<b>Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone</b>

	<b>should maintain the reputation, discipline &amp; culture of the College at the public places/ in the society.</b>
<b>16</b>	<b>Avoid conflicts between their professional work and personal interest.</b>
<b>17</b>	<b>No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.</b>
<b>18</b>	<b>Should adopt a humane approach in dealing with students who are physically challenged.</b>
<b>19</b>	<b>Be punctual &amp; careful in availing professional opportunities for career development</b>

### **3. THE PROFESSIONAL ETHICS FOR THE TEACHERS** ( As per UGC Notification-2018)

**Introduction:** - The College Is Providing The Following Guidelines Of UGC For Maintaining The Professional Ethics For The Teachers These Guidelines Are Adopted From UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018

Source: [https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

#### **CODE OF PROFESSIONAL ETHICS**

##### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

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.

(i)	<b>Adhere to a responsible pattern of conduct and demeanor expected of them by the community;</b>
(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, seminars, conferences etc. towards the contribution of knowledge;
(v)	Maintain active membership of professional organizations 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)	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.
(viii)	Participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

Teachers should:

(i)	Respect the right and dignity of the student in expressing his/her opinion;
(ii)	Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
(iii)	Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
(iv)	Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
(v)	Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
(vi)	Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
(vii)	Pay attention to only the attainment of the student in the assessment of merit;



(viii)	Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
(ix)	Aid students to develop an understanding of our national heritage and national goals; and
(x)	Refrain from inciting students against other students, colleagues or administration.

### III. 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 lodging unsubstantiated allegations against colleagues to higher authorities; and
(iv)	Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### IV. TEACHERS AND AUTHORITIES:

Teachers should:

(i)	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;
(ii)	Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
(iii)	Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
(iv)	Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
(v)	Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
(vi)	Should adhere to the conditions of contract;

(vii)	Give and expect due notice before a change of position is made; and
(viii)	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.

#### V. TEACHERS AND NON-TEACHING STAFF:

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

#### VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) 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.

#### VII. TEACHERS AND SOCIETY

Teachers should:

(i)	Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
(ii)	Work to improve education in the community and strengthen the community's moral and intellectual life;
(iii)	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;
(iv)	Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
(v)	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 Integration

Source: [https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)