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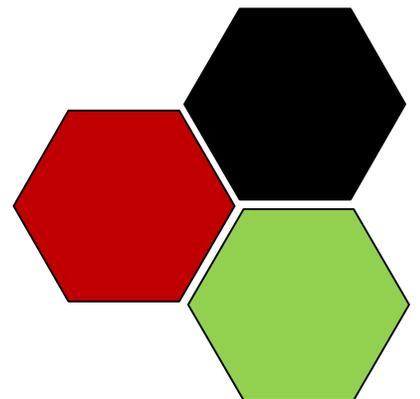
# CODE OF CONDUCT

&

# PROFESSIONAL ETHICS

*Published by Principal*

**Matoshri Subhadrabai Patil Arts & Late  
Pandurangji Thakare Commerce College  
Manora, Dist. Washim Maharashtra.**



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## **Code of Conduct, A Handbook Exists for Students, Teachers, Governing body, and Administration including Principal / Officials and Support Staff.**

The College strictly follow the disciplines (code of conduct) set by the governing bodies and the Institution. We circulate brochures of the college which deal with the code of conduct for the students at the beginning of the session. We have introduced dress code for students and teacher and we strictly implement it without compromise. Identity card is compulsory for everyone in the college campus. The founder president of our society, Hon'ble **Shri Arvind Bhau Ingole** is a visionary social worker, is very accurate for transparency and code of conduct. He has set code of conduct in the constitution of society for teachers, staff, Principal and governing bodies.

The result of the same is seen that since the establishment of the college, no serious grievance is noticed in the conduct of the staff. We have also displayed Institutional; social and national code of conduct in the college campus such as preamble of Indian Constitution, quote by the eminent philosophers on the display board. Thoughts have been written on the board situated at the entrance gate to promote code of conduct among the students and staff.

# **CODE OF CONDUCT FOR STUDENTS**

## **1. Discipline:**

The College maintains strict discipline in the campus. The students are advised to follow the instructions of the Principal and teaching faculties. Any act of indiscipline or violation of rules will not be entertained. In case of such a violation, a strict action will be taken including removal of their names from the roll call along with counseling and positive motivation etc.

## **2. Attendance:**

As per the University rules, every student is required at least 80% attendance in the class room lectures. If the students found outside the classroom during the lectures, a strict actions would be taken. The students remaining continuous absent without genuine reasons will be fined at the time of clearance.

## **3. The Use of Mobile:**

The use of Mobile phone in the College Campus is strictly prohibited. They can keep the cell phone on the silent mode.

## **4. Dress Code:**

The dress code is followed (for the five days of the week-Mon., Tues, Wed. Fri. and Sat.) in the campus. The students are advised to follow the same. Thursday will go with the choice based still they should follow the moral and social conduct. Any violation of the code will be fined.

## **5. Identity Card:**

At the beginning of the session, the college provides a identity card to each one. The students are advised to collect their identity card from the Library as per the schedule of allotment from the respective department. It is compulsory for everyone to bear the card in the college campus in a prominently visible way. No students will be allowed to attend classes or other activities without the same.

## **6. Individual Activities:**

Students are prohibited to form any types of association or to conduct any personal activities in the college Campus. However, Fare Well programme can be conducted by them with the permission of the Principal. While conducting such a programme, they are bound to follow the rules and regulations formed by the college.

## **7. Ragging:**

Ragging is strictly prohibited in the college campus as per the law formed by the Government. Any violation of the law deserves the strict disciplinary action.

## **8. Cleanliness:**

To maintain cleanliness of the Campus is a collective responsibility. Hence, it is compulsory for every student to use Colour coded Waste Bins which are placed at the distance of 20 Meters to dispose the waste. The Green Bins are reserved for the wet waste and yellow for the dry. They are also instructed to minimize the use of plastic in the campus. It is also

compulsory for NSS students to participate in weekly Cleanliness Drives held in the Campus and outside it.

### **9. Social or Communal Harmony:**

All the students are instructed to avoid any type of discrimination. While living in the Campus, they should always remember that we are all the equal citizens of the Nation and should do acts that can help to strengthen harmonious atmosphere. Any type of communalism, intolerance and discrimination cannot be accepted.

### **10. Green Practices:**

The students are instructed to minimize the use of vehicles to come the College by using Bicycles and Public Transport. The College observe Saturday of week as a No Vehicle Day to reduce carbon emission. No vehicle will be permitted within campus on the mentioned day of week. Electricity is a national property. Hence, it should be used very carefully. In ideal hours, it is responsibility of every student to switch off the power supply of appliances.

### **11. Dignity of College:**

The College should be taken as home by the students. Hence, they should maintain the dignity of the same. They must take proper care of College property. Any willful damage to or misuse of the property of the College will be dealt with as a breach of discipline.

## Code of Conduct for the Hostel

1. The hostel should be taken as home by the students. Hence, they should maintain the dignity of the hostel, college, and the fellow students.
2. A student (admitted in the hostel) should follow the moral code of conduct set by our civilization in the campus as well as outside it.
3. They should not leave the campus without pre permission from the Warden. While leaving the campus with permission, they should make the entry of the same in the movement register.
4. It is compulsory for everyone to remain present at the time of regular roll calling.
5. No girl student is allowed to remain outside the hostel premises after 8.00 p.m.
6. The guests or visitors are not allowed to stay in hostel. They are permitted to receive the Parents or close relatives in the waiting room of the hostel with prior permission.
7. A student once admitted to the hostel continues to be a hostel inmate throughout the academic year. No change will be entertained in the mid of the session. She has to pay the room rent for the full academic session. In any case, the paid amount will not be refunded.
8. Students will be personally or collectively responsible for any loss or damage to the hostel Property.

- 09.** The use of electrical appliances like heaters, hotplates, iron press etc. in the hostel rooms are not allowed.
- 10.** Students must not keep valuable things in their rooms. They should take the proper care of the purse money. It is their responsibility to lock the rooms properly while leaving.
- 11.** Ragging is a serious crime as per the Government legislations. The students are advised not to involve in such a petty matter. Any acts of such activities will be taken seriously and the college reserve the right to take strict actions.

## **Code of Professional Ethics for Teachers**

### **A) Intuitional Code of Conduct**

- I.** Teachers should prepare a perspective plan for teaching at the beginning of the academic session duly signed by the head of the Department and the principal of the Institute and try at the possible level to allow it to complete the syllabus on time.
- II.** Teachers should follow the academic calendar to conduct various activities mentioned in the same.
- III.** Teachers should follow the dress code introduced by the college authority.

**IV.** Teachers should submit the academic report at the end of the session.

**V.** Tutor ward system must be effectively implemented. Teacher should acquaint the economical

and medical background of the students.

**VI.** Teacher should be loyal to the Institution and the parent society while performing extracurricular activities. They should always keep the vision and goals set by the Institution.

**VII.** While managing their personal and social affairs, they should always try to maintain the dignity of the Institute and profession.

**VIII.** While working in the Institute, teachers should give respect to the dignity of the colleagues, non teaching staff and students. They must work with a comprehensive attitude

and should handle every difficulty judiciously and rationally.

**IX.** Teacher should discuss their professional grievances in the staff council meeting with the permission of the chair. They can also discuss their professional difficulties in the meeting.

**X.** Every teacher is responsible to maintain the decorum and dignity of the Institute. They are allowed to prohibit any unwanted incidents in the campus. If a specific student or group of students who are noticed to spoil the nurturing atmosphere of the Institute, they should oppose

it on time and try to handle the matter at the personal level or at the Institutional level.

**X.** Teacher can behave in a friendly manner with the students while keeping the decorum of the profession and dignity of the Institute.

**XI.** Teacher should carry out the various responsibilities related to the functioning of the Institution and administration, curricula, extra-curricular and extension activities that have been assigned or may be assigned to them from time to time.

**XII.** No teacher is allowed to remain absent without the specific mechanism introduced by the Institute. Prior written permission is required from the principal at least a day in advance. The emergency situation can be considered and the principal is free to take a decision regarding the emergency situation.

**XIII.** While availing casual leave/ duty leave, the respective teacher should manage his missing lectures with engaging extra classes. He should take the care for completing the syllabus.

**XIV.** Medical leave will be sanctioned on the basis of the medical report and nature of illness.

**XV.** Other leaves are applicable as per the UGC and governments rules and regulation.

**XVI.** No teacher can leave the college in working hours without the permission of the principal.

**XVII.** Teachers are never allowed to go on strike without the prior information to the Principal.

They are also never allowed to form any political organisation in the college campus.

**XVIII.** Teachers should maintain the secular and fearless atmosphere in the college campus.

**XIX.** Teachers should always promote national, moral and human values in the college campus as well as outside the campus.

## **UGC Recommended Code of Professional Ethics for Teachers**

### **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.

### **Teachers should:**

- (i) Adhere to a responsible pattern of conduct and demeanour 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, 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) To 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; and
- (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 the 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 tuitions 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 in bonhomie.

**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) Performs 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.

## **Code of Conduct for Principal**

The Principal is the prime teacher/head to lead the academics. Reaching this pedestal he/she allows a stable and wise form. According to the National Education Policy 1986, it has been accepted that no one can attain the level of a teacher in a society. A Principal is considered to be a senior as he possesses the knowledge and experience and hence has the supreme to all the qualities of a teacher thus he plays the significant crucial role in administration and implementation of various schemes. The overall work management and conducting of all activities in lead colleges, Post Graduate College and Graduate College is done by the Principal. The qualitative achievement and transformation cannot be achieved without the active and sensitive participation of the Principal. Hence it is the Prime responsibility of a Principal to incorporate all the Govt. schemes to enhance quality education in the colleges.

**1.** It is expected that the Principals of the Colleges prepare an elaborate work scheme and inform all the professors, students as well as the office staff. This detailed direction letter has been processed regarding the relevant subject. Keeping this in mind a feedback from Professors, students and staffs during different meetings will be useful. The details of the completed activity should be processed to the relevant office.

**2.** If a student comes with any problems it must be dealt with seriously and must be given a solution. The problem must not be considered to be taken for granted. If you do not have the knowledge of the rules you must study the relevant rules and present the solution. This concern towards the student will inculcate a sense of belongingness towards the institution. Usually an

attitude of providing no solution or attention would create an emotional interest and over reaction to the situation.

4 A feed-back or substantial record should be counseling regarding the connecting or solution provided from the concerned person to whom the student was directed for his grievance else if the student is not received with concern he will get depressed. This depression among students will descend the liveliness of the college periphery.

5 Along with administrative responsibility a Principal must attention towards practical approach.

6. The principal should deal the staff members objectively with personal bias and prejudice. He should always think about the welfare of his staff and academic excellence of the students.

7. He should guide the staff members and students in case of difficulties. He should allow the staff members to come with their problems during the staff council meeting. He should also give respect to the staff members and try to listen them sympathetically.

## **Code of Conduct for Librarian**

The most significant place in any academic institution is the library. It is always taken as the heart of Institute. It is the place where the students and teachers spend their leisure time during working hours.

### **The responsibilities of the librarian:**

1. The librarian should be cooperative to the students and the staff. He should help them to detect

the specific books in the library cells.

2. He should conduct reading week and birth anniversary of S. R. Ranganathan as a library day.

3. It is the responsibility of the Principal and the librarian to offer a proper accommodation with

proper illumination and peaceful reading room for study. The librarian should make the

availability of the subjective texts and may benefit by the reading room. The library and the

surrounding should be kept clean, well illuminated arrangement of seating and drinking water

should be available.

4. It is the duty of the librarian to create a reading and motivation space in the library. A class-

wise schedule for library hours should be made in the college, academic time table for the

students to issue and return library books and that they do not miss their theory or practical

classes.

5. To enhance current general knowledge of the students a question should be displayed on the library notice board and the next day the correct answer should be flashed. Practice of regular

column like 'Quiz of the Day', 'Thought of the Day' 'Weekly Text Books' should be flashed.

A list of books on 'Personality Development & Great Personalities' should be flashed on the library notice board.

6. The principal and the librarian together should make effort to provide the availability of the College Library to the students after official hours. They should also make it certain that the professors & students get help from the librarian and they are regular to the library in any case.

7. The librarian should offer utmost guidance to the students to complete their project works. The

librarian should provide help in finding the subjective text-books as well as other sources.

They should keep a list of relevant subject text books with the help of the subject professors of

the concerned departments of the college.

**8.** The 'Book Reading Club' in the college plays a very vital role in creating interest in the students for reading text books and learning more about the subjects. The librarian should an important member of this club as a convener and should initiate methods to enhance interest of the students to read books.

# **CODE OF CONDUCT FOR THE GOVERNING BODY**

## **Members of the College's Governing Body should:**

### **1. DUTIES**

**1)** Support the aims and objectives of the College, showing it the highest loyalty, and act in good faith in its interests. Each member should also act honestly and diligently in promoting the interests of the College and its students in the wider community.

**2)** Observe the provisions of the College's Instrument & Articles of Government, with particular reference to the responsibilities which cannot be delegated, e.g. to decide strategic policy and overall direction and to monitor the performance of the Principal and other senior post holders.

**3)** Have regard to the responsibilities given to the Principal in the Articles of - Government, e.g. to implement the decisions of the Governing Body and to manage the College's affairs within the budgets and framework fixed by the Governing Body. Members should work together so that the Governing Body and the Principal perform their respective roles effectively.

**4)** Work within the parameters set out in the Financial Memorandum - should a Governor be concerned that the Governing Body may be acting outside its powers with regard to any particular decision, he/she should immediately refer the matter to the Clerk, who may then take advice from an appropriate independent source, if necessary;

**5)** Work co-operatively with other Governors for the benefit of the College as a whole and not for any improper purpose, or for personal motive.

## **2. COLLECTIVE RESPONSIBILITY**

1) Acknowledge that differences of opinion may arise in discussion of issues at the meetings but, a decision of the Governing Body, even when it is not unanimous, is a decision taken by the Governing Body collectively and each individual Governor has a duty to stand by it, whether or not he/she was present at the meeting when the decision was taken;

2) Note that if a Governor disagrees with a decision taken by the Governing Body, his/her first duty is to have any disagreement discussed and minute. Should the Governor strongly disagree, he/she should consult the Chair and, if necessary, then raise the matter with the Governing Body when it next meets.

3) Base his or her view on matters before the Governing Body on an honest assessment of the available facts, unbiased by partisan or representative views

4) Acknowledge that, as an individual Governor, he or she has no legal authority outside the meetings of the Governing Body and its Committees; and

5) Understand that an individual Governor does not have the right, other than through the Chair and Governing Body's agreement, to make statements or express opinions on behalf of the Governors;

## **3. SKILL, CARE & DILIGENCE**

1) A member of the Governing Body should, in all his/her work for the College, exercise such skill as he/she possesses and such care and diligence as would be expected from a reasonable person in the circumstances. This will be particularly relevant when members act as agents of

the College, e.g., when functions are delegated to a Committee of the Governing Body or the Chair. Members should be careful to act within the terms of reference of any Committees on which they serve.

2) Use social networking sites responsibly both as an individual and governor to ensure that neither personal/professional reputations nor the College's reputation is compromised by inappropriate postings.

#### **4. CONFLICTS OF INTEREST**

1) Resist any temptation or outside pressure to use the position of Governor to benefit yourself or other individuals or agencies and immediately report to the Clerk any offers or receipt of gifts, hospitality or benefits of any kind from a third party, which might be seen to compromise your personal judgment or integrity;

2) Note that an interest does not have to be financial for the purposes of disclosure. If it is likely, or would if publicly known, be perceived as being likely to interfere with the exercise of a Governor's independent judgment, then the interest, financial or otherwise, should immediately be reported to the Clerk and fully disclosed to the Governing Body before the matter giving rise to the interest is considered.

#### **5. CONFIDENTIALITY**

1) Ensure that, as a general principle, students and staff of the College have free access to information about the proceedings of the Governing Body. Accordingly, agendas, minutes and

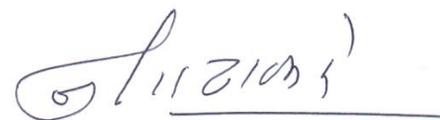
other papers relating to meetings of the Governing Body should be available for public inspection when the Chair of Governors has approved them for publication.

**2)** Respect the confidentiality of those items of business which the Governing Body decides

from time to time, should remain confidential, in line with the Freedom of Information Act 2000. Such excluded items will be kept in a confidential folder by the Clerk and will be circulated in confidence to Governors. However, staff and student Governors may not have access to minutes dealing with matters in respect of which they are required to withdraw from meetings under clauses

**3)** Note the importance of the Governing Body and its Committees having full and frank discussions in order to take decisions collectively. To do this, there must be trust between

Governors with a shared corporate responsibility for decisions. Governors should keep confidential any matter which, by reason of its nature, the Chair or Governors, or the Chair or Members of any Committee, of the Governing Body are satisfied should be dealt with on a Confidential basis.



**Principal**

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