

Adiwasi Shaikshanik Sanshodhan Sanstha's

S. Chandra Mahila Mahavidyalaya

Amgaon

Dist. Gondia (MH-441902)

Affiliated To

Rashtrasant Tukadoji Maharaj Nagpur University,
Nagpur

CODE OF CONDUCT

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I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
 - Any act of indiscipline or misbehavior by any student will attract punishment.
 - Damage to Institute & campus property due to negligence /lack of care would lead to punishment and compensation for loss caused.
 - Students shall only use the waste bins for disposing waste materials in class rooms, offices and ground to make the college campus free from plastic and other litter.
 - Students have to park their bicycles /vehicles in parking zone only. Any student found breaking the rule will be punished.
 - No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
 - Students are prohibited from indulging in anti- institutional, anti- national, anti-social, communal, immoral or political expressions and activities within the Campus.
 - Disciplinary action will be initiated against students indulging into ragging, harassment, bullying and untoward incidents.
 - All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary under taking from the Parents /Guardian of the students.
 - Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
 - Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
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I- CARD

- Every student must carry with her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take her Identity Card and Library Card for Home Lending, from the library at the beginning of the year.
- I- Card will be available a week after she produces her Identity Card size photo graphs along with Admission Receipt/Form.
- The student should collect her I- Card as per instructions from office.
- The student should carry identity card with her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I- card, it should be reported immediately to the coordinator/ HOD and the librarian with an application.

HUMAN VALUES

- Be conscientiously honest in all academic activities with all the stakeholder of the institute.
- Be attentive, fair, and cooperative towards your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

DRESSCODE

- Students are expected to wear college uniform regularly.
- Dress code should be strictly observed.

MOBILE PHONE

- The students should switch off their mobile phones while in the class room, Laboratory, Library etc.as per notification.
 - Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at risk.
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RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING AS PER THE DIRECTIONS OF HON'BLE SUPREME COURT OF INDIA.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India .
- Suspension from attending classes.
- Withholding /Withdrawing scholarship /fellowship and other benefits.
- Debarred from appearing in any test /examination or other evaluation process.
- With holding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension /expulsion from the institution.
- Collective punishment if larger numbers of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken and the same will be informed to the parents.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any end semester examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practical and Term work such as Journals, Assignments and Projects and seminars.

EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of RTM Nagpur University, Nagpur, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy /writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-Programmable calculators. All equipment brought to the examination must be in view during the examination.
- All students should follow the rules of RTM Nagpur University published by university examination department.

CODE OF CONDUCT FOR PROJECT / ASSIGNMENTS etc.:

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

II: INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All staff of the Institute is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender /sexuality /age/marital status
 - pregnancy or likelihood of pregnancy
 - Physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.

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Affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature to a member do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

- The Faculty Member should show no partiality to any segment /individual student.

LEAVES

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per UGC & Maharashtra Government and RTM Nagpur University Rules.

III: CODE OF CONDUCT FOR TEACHING- STAFF

DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department /Institution.

LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab /invigilation. In case of emergency, the HOD or the next senior faculty must be informed.

CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan /teaching plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself / herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the Head of the departments and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.

CLASS ROOM TEACHING

- The staff should engage the full 48 minutes lecture and should not leave the class early.
- The staff should use student centric teaching methodologies like experiential learning, participatory techniques of teaching for effective teaching-learning experience.
- The staff should undertake innovative teaching techniques.

- The staff should encourage students asking doubts/ questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity /originality in the students and should make himself / herself available for doubt clearance.
- Every teaching staff should demonstrate a high standard in teaching and learning by:
 - Engaging students in their learning
 - Working to achieve high level outcomes for all students
 - Maintaining records to manage, monitor, assess and improve student learning
 - Using research and student achievement data to inform professional practice
 - Engaging in reflective practice and developing their professional knowledge and teaching skills
 - Supporting the personal and professional development of others
 - Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - Assisting in developing and mentoring less experienced staff members
 - Accepting responsibility for their own professional learning and development

LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

UNIT TEST/ ASSIGNMENTS/ PROJECTS/ SEMINARS/ FIRST-TERM/ SECOND-TERM

- In problem-oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Unit Test, surprise test, end semester exam, Assignment submission etc. must be conducted as per the academic calendar.

APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report (CAS-API) at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars / workshops /conference, after.
Obtaining necessary permission from the Principal.

- Faculty Members should attempt to publish research papers and articles in reputed UGC recognized International / National Journals, Magazines and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he /she should associate himself / herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

IV: CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

- Student section should
 - Ensure the eligibility of the students and prepare related documents to submit them to RTM Nagpur University, Nagpur within prescribed time limit. Ensure the student document verification by RTM Nagpur University, Nagpur within time limit.
 - Submit the student Prorate, eligibility and student insurance to RTM Nagpur University, Nagpur
 - Ensure timely submission of examination forms to RTM Nagpur University, Nagpur
 - Ensure caste certificate / caste validity from concern divisional office.
 - Provide all necessary student data to prepare various committee reports

LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register.
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level /department level all document files.

PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class, and staffrooms.
- Peon should do all the work assigned by the Head of the department and other staff members.
- Peon should not leave the office until and unless the high authority permits.

V: CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the department should ensure that the workload of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

Head of Department: 14 hours /week

Professor: 14 hours /week

Associate Professor: 14 hours / week

Assistant Professor: 16 hours/week.

- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking in to account of Interests /choices.
- The Head of the Department should arrange the monthly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author textbooks and publish research papers in reputed UGC recognized International /Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all non-teaching staff members of his/her department and submit it to the Principal.

VI: CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plant he budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars /workshops /conferences.
- The Principal should encourage Faculty Members to author textbooks and publish research papers in reputed International/ Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination with in the Institute.
- The Principal should periodically review this Code of Conduct.
 - Aside's necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses .
 - Any of our other policies revealed through monitoring, auditing, and reporting system share eliminated or corrected.
- The Principal is responsible for the development of academic programs of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.

- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committee's and Management.

VII: CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the following members, namely: -
 - Chairperson of the management or his nominee.
 - Secretary of the management or his nominee.
 - One Head of department, to be nominated by the Principal
 - Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman.
 - One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
 - Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
 - Coordinator, Internal Quality Assurance Committee of the college
 - President and Secretary of the College Students 'Council
 - Principal of the college -Member-Secretary.

- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall,-
 - prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra- curricular activities
 - decide about the overall teaching programmers or academic calendar of the college
 - recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
 - take review of the self- financing courses in the college ,if any, and make recommendations for their improvement

- make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
 - Make specific recommendations regarding the improvement in teaching and suitable training programmers for the employees of the college
- Prepare the annual financial estimates(budget) and financial statements of the college or institution and recommend the same to the management for approval
- Formulate proposals of new expenditure provided for in the annual financial estimates(budget).
- Make recommendations regarding the students' and employees' welfare activities in the college.
 - Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
 - Frame suitable admissions procedure for different programs by following the statutory norms
 - Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
 - Recommend the administration about appropriate steps to be taken regarding the discipline, safety, and security issues of the college
 - Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
 - Recommend the distribution of different prizes, medals and awards to the students.
 - Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
 - Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

VIII: PROFESSIONAL ETHICS

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

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, 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, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the 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;
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, 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 temper, spirit of equality and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not be have in a vindictive manner to wards 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 in citing students against to their 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 making unsubstantiated allegations against colleagues to higher authorities;
- (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 interferewith 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 with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (v) Adhere to the terms of contract;
- (vi) Give and expect due notice before a change of position takes place;
- (vii) 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:

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

VII. 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 when ever necessary and Meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institutions

VIII. Teachers and Society

Teachers should:

- (i) Recognize that 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 ;
- (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 should 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

