

A HAND BOOK OF CODE OF PROFESSIONAL ETHICS



SHRI VITTHAL RUKHMINI ART'S, COMMERCE & SCIENCE COLLEGE SAWANA

The Institution

Reaccredited by NAAC with C grade with CGPA of 1.64

Affiliated to Sant Gadge Baba Amravati University,
Amravati

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Code of Professional Ethics for Principal

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.
2. Along with administrative responsibility a principal must attain towards practical approach.
3. The principal should deal the staff members prejudice. He should always think about the excellence of the students.
4. 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 Professional Ethics for Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct herself/himself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

1. 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.
2. Teachers should follow the academic calendar to conduct various activities mentioned in the same.
3. Teacher should submit the academic report at the end of the session.
4. 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.
5. While managing their personal and social affairs, they should always try to maintain the dignity of the Institute and profession.
6. 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.
7. 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 meetings.
8. 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.

9. Encourage the students to improve their attainments, develop their personalities and At the same time contribute to community welfare.

General Rules-

1. No teacher shall take part in, subscribe to in aid of or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of Indian Union, or to disturb public peace.
2. No teacher shall stand for elections to Parliament / State Legislature or Local Bodies without the prior permission of the Managing Committee.
3. No teacher shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
4. No teacher shall in any manner criticize adversely in public the administrative actions of the Managing Committee of her/him college.
5. No teacher shall except in accordance with any general or special order of the Managing Committee or in the performance in good faith of the duties assigned to her/him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
6. No teacher shall, except with the previous sanction of the Managing Committee, engage, directly or indirectly, in any trade, occupation or business or undertake any employment including private tuition work.
7. No teacher shall appear in an examination without obtaining prior permission of the Principal. Provided that a teacher may, without such sanction,

- undertake honorary work of a purely social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that her/ his official duties do not thereby suffer, but she/he shall not undertake or shall discontinue such work if so directed by the Principal of her/his College.
8. No teacher of the College shall write or guide or a help book or cheap notes. She/he shall follow the procedure laid down by the College in case he intends to publish any work.
 9. No teacher shall be habitual in debtness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
 10. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to her/his service in the College.
 11. No teacher shall be a member, representative or office bearer, of any association representing or purporting to represent teachers or any class of teaching profession unless such association satisfies the following conditions:
 - its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees, as the case may be;
 - It is not in any way connected with any political party or organization or does not engage in any political activity.
 12. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
 13. Unless in any case it be expressly provided for, the whole time of the teacher shall be at disposal of the College and she/he shall serve the College in such capacity and at

Such places as she/ he may, from time to time, be directed by the Principal/ Managing Committee of the College.

14. If a teacher, who is assigned an examination duty, either by the Controller of examination (COE) or by the University Office, fails to perform the same, she/he shall be treated as absent from the College for the period in question, besides being liable to such other disciplinary action, under the rules.
15. No teacher in College shall apply for any other job, post or scholarship without previous sanction of the Principal of his College. Provided persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.
16. Save in exceptional circumstances, No teacher shall absent himself from duties without having first obtained the permission of the authority provided in the leave Ordinances.
17. No teacher shall take part in any activity which in the judgment of Principal is calculated to lead to indiscipline in the College.

Code of Conduct towards Students -

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
4. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
5. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
6. Inculcate among students scientific temper, spirit of inquiry and ideals of

- democracy, patriotism, social justice, environmental protection and peace;
7. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
 8. Pay attention to only the attainment of the student in the assessment of merit;
 9. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
 10. Aid students to develop an understanding of our national heritage and national goals; and
 11. Refrain from inciting students against other students, colleagues or administration.

Code of Conduct towards Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Code of Conduct towards Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules

- and adhere to procedures and methods consistent with their profession.
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
 3. Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand;
 4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
 5. Co-operate with the authorities for the betterment of the College keeping in view the interest and inconformity with the dignity of the profession.

Code of Conduct towards Non-Teaching Staff:

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within educational institution;
 2. Help in the functioning of joint-staff councils covering both the teachers and the non- teaching staff.
1. On the whole teachers should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

Code of Conduct for Non- Teaching employees:-

1. No employee shall stand for elections to Parliament / State Legislature or Local Bodies without the prior permission of the Managing Committee.
2. No employee shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
3. No employee shall in any manner criticize adversely in public the administrative actions of the Managing Committee of his college.
4. No employee shall except in accordance with any general or special order of the Managing Committee or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
5. No employee shall, except with the previous sanction of the Managing Committee, engage, directly or indirectly, in any trade, occupation or business or undertake any employment.
6. No employee shall appear in an examination without obtaining prior permission of the Principal.
7. An employee shall not be habitual in debtness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
8. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.

General

9. Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
10. Unless in any case it be expressly provided for, the whole time of an employee shall be at disposal of the College and he shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal/ Managing Committee of his College.
11. If an employee, who is assigned an examination duty, either by the Local Controller of examination (COE) or the University, fails to perform the same, he shall be treated as absent from his institution for the period in question, besides being liable to such other disciplinary action, under the rules.
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Code of Conduct for Students

College provides a code of conduct which every student entering its portals is expected to follow. Each student of the college is expected to look on herself as the custodian of the college. She is expected to conduct herself with decorum and dignity that is worthy of the Institution. The students are expected to observe the following rules:

1. To listen carefully to the instructions given assembly and follow them earnestly.

It is the duty of every student to pay proper respect to the teachers, office staff and hostel staff.

2. Special attention must be given to the instructions on the notice board.
3. Cleanliness must be maintained at all costs. Bits of papers and skins of fruit should be put into dust bins kept for the purpose at various places.
4. Roaming about in the corridors is not allowed.
5. Before leaving the class-rooms, the students must ensure all the lights and fans are switched off.
6. Students must talk softly and not shout from a distance.
7. Day scholars are not allowed to enter the hostel.
8. Students must behave properly in the bus. They can get down only at the stops from where they board the bus. A student will be allowed to get down on the way only if she shows permission letter from her parents/ guardians to that effect.
9. Students should utilize their free periods in the library and must not indulge in unnecessary loud talk or gossip.
10. Students should be punctual and regular in attending their classes. They must


- bring their identity cards daily and must produce the same if asked by a teacher.
11. Writing and sticking bills on the walls of the college, hostel and office buildings is strictly prohibited.
 12. Use of mobile phones by the students is strictly prohibited in the college.
 13. Ignorance of rules will not be accepted as an excuse for their non-observance.
 14. The college time table once made is final. No appeal from students for any change in time table will be entertained.
 15. A student found guilty of unfair means during an examination will be liable to deterrent punishment, which may even take the form of expulsion from the college or disqualification from the End Semester Examination.
 16. The college has a stringent security system in place. College Authorities will, in no way be responsible for any student (day scholar or boarder) who defies the discipline and dupe the security personnel to move out of the campus.

Code of Conduct for Librarian

1. To prepare and issue of Library cards to students and staff.
2. To follow up return of books issued to students and staff members.
3. To maintain fine collection register and instruct students to deposit the fine
4. To display new arrivals by photocopy of the cover page of the books and journals.
5. To receive international journals & magazines and highlight important articles & news.
6. To compile back volumes of journals and periodicals and arrange for binding and stacking.
7. To maintain the day wise records of visits of staff faculty members in library.
8. Display of cuttings of newspapers on education /social matters on notice board
9. The list of requirements of books submits to the principal for further procurement.
10. To ensure discipline of the students in the library.
11. To effectively encourage faculty & student to use e-journals books keeping always in working condition.
12. Regularly undertake binding of books which are damaged.
13. Any other matter assigned by Principal from time to time.

Code of Conduct for Lab. Attendant

1. To ensure safety of the students in the laboratory.
2. To draw the lab schedules for the students and display on the board.
3. To record and maintain the attendance of the students.
4. To ensure discipline of the students in the laboratory.
5. To conduct lab examination as and when required.
6. To assist the faculty member in conducting lab sessions of their students.
7. To maintain the dead stock /consumable/semi consumable registers of respective Laboratories
8. Maintenance of all instruments/equipment in the respective laboratories.
9. To carry out any other duties assigned by the faculty member/Head/Principal.
10. To check at least once in a week working of instruments & equipment underlaboratory.
11. To prepare the requirement of consumables for the lab and place indent for the same.


IOAC Co-ordinator
Shri. Vitthal Rukhmini
Arts, Commerce and Science
College, Sawana
Mahagaon Dist. Yavatmal (M.S.)


Dr. Hemant Mahalle
Principal
Shri Vitthal Rukhmini Arts,
Comm. & Science College
Sawana Tq. Mahagaon