



Shri Shivaji Education Society, Amravati's



SHRI SHIVAJI SCIENCE & ARTS COLLEGE, CHIKHLI DIST. BULDANA



ISO 9001 : 2015 Certified

CODE OF CONDUCT & PROFESSIONAL ETHICS



CODE OF CONDUCT & PROFESSIONAL ETHICS

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Principal

Shri Shivaji Science & Arts College, Chikhli

Dist. Buldana (MS) 443 201

Email : shivajichk@rediffmail.com

Website : shivajichk.com

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Shri Shivaji Education Society Amravati's
**SHRI SHIVAJI SCIENCE &
ARTS COLLEGE, CHIKHLI
DIST. BULDANA (MS)**



CODE OF CONDUCT & PROFESSIONAL ETHICS



- Guided By -

Dr. O. S. Deshmukh
(Principal)



- Editor -

Prof. Dr. V. U. Pochhi
(IQAC Coordinator)

Dr. J. J. Jadhao
(NAAC Coordinator)

Dr. S. I. Jukkalkar
(Member IQAC)

Date of Publication : July 2019

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Dr. O. S. Deshmukh

Principal



Principal's Message : _____

Shri Shivaji Science & Arts College, Chikhli, Dist. Buldana, is established in 1967 to serve ever growing educational needs of the society. Dr. Panjabrao Deshmukh and Dalitmitra Pandharinath Patil come together under the banner of Shri Shivaji Education Society, Amravati. Adv. R. D. Bhonde 'Sarkar' and Dalitmitra Santoshrao Patil along with other sociopolitical leader helped a lot to establish this institution. The farmers also contributed in this holy and sacred task.

Over the years, the college has set commendable tradition of initiative and imagination and has grown in to an institution of significant stature in the educational scene. The college has laid guidelines for its stakeholder's viz. teachers, students, other staff members and parents. It gives me a sense of gratification and pleasure that the college has released its Handbook of Code of Conduct & Professional Ethics, which dwells on the dos and don'ts pertaining to all the stakeholders.

The handbook clearly outlines the instructions and set of procedures to be followed by the Principal, teachers, students and other staff members to ensure a smooth and healthy functioning of the college. Order and discipline and sincerity of purpose should be the hallmark of any educational institution.

I hope and pray that the stakeholders will strive to abide by the code of conduct and professional ethics that will contribute to college's growth and potential.

Introduction :

Shri Shivaji Science & Arts College, Chikhli, Dist. Buldana, is pleased to declare its policy of Code of Conduct and Professional Ethics to be abided by the Faculty Members and Students. The underlying purpose is to ensure that the College provides a high-quality service to its pupils and stakeholders in accordance with the Mission and Vision Statements and to promote public confidence in the integrity of the Institution. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, duties, responsibilities including the restrictions flowing from it.

This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both the forms- soft and hard.

It has been drafted to comply with the College Policies and Procedures formulated under the directives of the UGC, Government of Maharashtra, Sant Gadge Baba Amravati University, Amravati and the Governing Body of the College. This handbook elaborates the code of conduct to be exhibited by students, faculty, administrators and staffs of college.

This code of conduct intends for escalating the ethics and upholding the morality inside the campus. All are requested to adhere to this code and help in creating an energetic and cohesive environment.



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IQAC Committee

| S.N. | Name of the Member | Designation |
|-------------|-----------------------------------------|-----------------------------|
| 1. | Dr. Omraj S. Deshmukh | Chairman |
| 2. | Hon'ble Shri. Dr. Ramchandra N. Shelke | Member |
| 3. | Hon'ble Principal Dr. Nilesh N. Gawande | Member |
| 4. | Shri. S. S. Gawai | Member |
| 5. | Dr. V. M. Hemke | Member |
| 6. | Shri. S. A. Salve | Member |
| 7. | Dr. M. T. Nikam | Member |
| 8. | Dr. S. I. Jukkalkar | Member |
| 9. | Dr. D. B. Bobade | Member |
| 10. | Dr. G. G. Malte | Member |
| 11. | Dr. J. J. Jadhao | Member |
| 12. | Mr. V. M. Bhutekar | Parent Representative |
| 13. | Dr. G. D. Thorat | Alumni Representative |
| 14. | Mr. G. S. Sonune | Student's Representative |
| 15. | Dr. V. U. Pochhi | Member Secretary |



CODE OF CONDUCT

The code of conduct for the various stakeholders of the college is as follows:

1. Code of Conduct For The Students:

- Any act of indiscipline by any student will result in sever punishment.
- Damage to institutional property done by students will carry punishment and compensation for the loss.
- Outsiders should neither be invited nor entertained by the students in the college campus.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expression and activities in the college campus.
- Students are not allowed to walk in the corridor, make noise when the classes are in progress.
- Without prior permission of authority no one is permitted to organize any programme.
- It is must for every student to carry I-card in college campus every day.
- As per the guide line of the universities, the average attendance of every student should be minimum 75%. Bellow it the students are not allowed to appear for exam.
- It is must for every student to wear college uniform regularly.



- The students should switch off their mobile phone in the class room, laboratory and library.
- Disciplinary action will be taken against the students indulging in eve teasing, molestation, ragging and harassment.
- Students must approach the teachers with good manners. Any impolite behavior will be taken seriously.
- It is must to maintain cleanliness in the college campus.
- Tobacco chewing, smoking and other activities pertaining to addiction are prohibited.
- It is must for every student to park their vehicles in parking area.

2. Code of Conduct For Staff:

A) Teachers:

- Teachers should follow the college schedule strictly.
- It is expected that the teachers should perform the assigned duties punctually.
- The teacher should devote their time for the welfare of the institute and students' academic development.
- Besides teaching the teachers should participated actively in the extracurricular activities for the all-round development of the students.
- The teachers should perform their role as mentor of the students by guiding them not only in studies but also in some personal issues.
- The teachers should wear college uniform with ID cards.



- As per guide lines of the university all the teachers should actively participate in all kinds of examination works.
- All the teachers should have co-operative relations with each other.
- The teachers should get their leave application sanctioned from the Hon'ble Principal well in advance.

B) Supporting Staff:

- Staff must be punctual, sincere and regular in their approach.
- The staff must follow the instruction of coordinators of committees and head of the departments.
- The staff must wear uniform and ID cards.
- The staff should take additional responsibilities assigned by the Principal.
- Staff should maintain cleanliness in laboratory, library, office and college campus.
- All the staff should have co-operative relations with each other, and students.

C) Administrative Staff:

- The staff should follow the office schedule strictly.
- The staff must always wear uniform and ID cards.
- Staff must be regular, punctual, sincere in their approach.
- The staff must co-operate the students and parents.



- The information required by the university administration and the government should be provided on time.
- The orders of the Principal should be followed strictly by the staff.

D) Principal:

- The Principal should study perfectly all the university acts and statutes, government resolutions and NAAC manual perfectly and implement it for the welfare of the institution and all the stakeholders.
- The principal should have transparent, impartial and cooperative view about staff members and other stakeholders.
- The Principal should monitor the academic work.
- Orientation Programmes should be organized to enhance efficiency in the work of the institution.
- The Principal should encourage the faculty members by guiding them to overcome difficulty in their works.
- The Principal should perform a balanced role among students, staff, management and society.

E) Parents:

- The Parents should monitor the progress of their wards.
- The Parents should always keep in touch with teachers and Principal for their wards progress.
- As and when the institute calls for parental meeting, they should attend it without fail.



F) IQAC

- The IQAC members should explain and inform all the stake holders the expectations of NAAC for the academic and excellent functioning of the institution.
- The IQAC should recommend the improvement in use of ICT. As per the new guidelines of NAAC IT Infrastructure Development in Administrative Office, Library, Class Rooms should be improved and used for administration and teaching-learning work.
- It is the responsibility of the IQAC to form committees to collect the required data for AQAR and NAAC accreditation.
- The IQAC members should guide and monitor the annual academic progress of the institution.
- The IQAC should motivate research activities for teachers and students.
- IQAC should promote curricular, co-curricular and extension activities.
- For the overall development of the students IQAC should promote cultural, sports, NSS and NCC activities.
- To create job opportunities and inspiration among the students IQAC should take initiatives to guide the students to prepare for Competitive Exams and Placements in various sectors.
- To acquaint with recent trends in the academic field, IQAC should take steps to organize conferences, workshops and seminars for teachers and students.
- The IQAC should guide the teaching faculty to submit PBAS annually and also help the non-teaching and administrative staff to complete formalities in documentation for their promotions.



PROFESSIONAL ETHICS

Teaching profession is considered as one of the ideal professions in society. A teacher shapes the personality of students and works as a guide to the society. Teachers contribution to nation building is very important. Therefore, teachers should be always aware of their professional ethics.

Teacher should

1. Manage their private affairs in a manner consistent with the dignity of the profession.
2. Seek to make professional growth continuous through study and research.
3. Participate in extension, co-curricular and extra-curricular activities including community services.

Teacher & Student

1. Deal justly and impartially with student regardless of their religion, caste, political, economic, social and physical characteristics.
2. Respect the right and dignity of the students in expressing his/ her opinion.
3. Inculcate among student scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
4. Help students to understanding of our national heritage and national goals.

Teacher & Colleagues

1. Maintain ideal relations with colleagues for the betterment of profession and the goals of the institution.



2. Teachers should not indulge in differentiating colleagues on the basis of caste, creed, religion, race or sex in their professional and institutional development.

Code of Ethics to Check Malpractices & Plagiarism for Researchers

The Institute always promotes and inspires their researchers (Teachers & Students) for originality in research.

1. The research papers should be original, unpublished or not under dual publications.
2. While citing the references, the references should be as per the rules and norms set by UGC and top concerning bodies.
3. The time to time regulations regarding research publication by statutory bodies are applicable to every scientific worker as an individual responsibility.
4. The Institute expects that the research should not only limited to broad spectrum, it should also focus on local issues.
5. The Institute reserves the right to take necessary action on the malpractitioners.

Teachers, Other Staff & Guardians

Staff acts as mediator between guardians and students and every teacher should be always in contact with the guardians for the progress of the students.

Staff & Society

1. Work to improve the education in the community and strengthen the community's moral and intellectual life.



2. Be aware of social problems and take part in such activities which supports to the progress of society and eventually nation.
3. Perform the duties of citizenship, participate in community activities as per need.
4. Both staff members and governing body should work co-operatively for the benefit of the institution.

Staff and Authorities

1. Staff of the institution should abide the rules and regulations laid down by the Government, UGC, University and the Parent Education Society.
2. The staff should have good communication with the authorities to avoid misunderstanding related to the information which needed to be provided by the institutions time to time.

Institution, Staff, Students and Differently Abled (*Divyangjan*)

From the humanitarian point of view, it is the duty of Institution, Staff and Students to cooperate and behave friendly with Differently Abled Students And Staff. The following points should be considered:

1. The institution should provide required infrastructure for the Differently Abled such as ramps, separate washrooms, wheel chairs, lifts.
2. Braille Software/facilities should be provided to the Differently Abled wherever necessary.
3. Scribe for the examinations should be made available to the Differently Abled.
4. Teachers, nonteaching staff and students should cooperate and first preference should be given to the needs of Differently Abled.

थोर कर्मयोगी

संत श्री गाडगे बाबांचा दशसूत्री संदेश



| | |
|--------------------------------|-------------------|
| भुकेलेल्यांना | : अन्न |
| तहानलेल्यांना | : पाणी |
| उघड्यानागड्यांना | : वस्त्र |
| गरीब मुलामुलींना | : शिक्षणासाठी मदत |
| बेघरांना | : आसरा |
| अंध, पंगू, रोग्यांना | : औषधोपचार |
| बेकारांना | : रोजगार |
| पशू, पक्षी, मुक्या प्राण्यांना | : अभय |
| गरीब तरुण-तरुणींचे | : लग्न |
| दुःखी व निराशांना | : हिंमत |

हाच आजचा रोकडा धर्म आहे ।
हिच खरी भक्ती व देवपूजा आहे ।

CODE OF CONDUCT



PROFESSIONAL ETHICS

Values...

Trustworthiness

Honesty

Integrity

Loyalty

Justice

Privacy

Safety

Autonomy

Accountability

Promise-Keeping



Responsibility

Compassion

Security

Equality

Fairness

Respect

Service

Friendship

Authenticity

Independence