



**Shri Shivaji Education Society Amravati's**



**Shri Shivaji Science & Arts College,  
Chikhli Dist. Buldana (MS)**

# **Code of Conduct & Professional Ethics**

**IQAC**

**Guided By**

**Prof. Dr. A. M. Garode  
(Principal)**

**Editor**

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(Co-Coordinator)**

**Prof. Dr. S. I. Jukkalkar  
(Member IQAC)**

## **IQAC Committee**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>
1.	Dr. A. M. Garode	Chairman (Officiating Principal)
2.	Mr. A. D. Warhade	Administrative officer
3.	Prof. D. B. Bobade	Member
4.	Dr. M. T. Nikam	Member
5.	Dr. G. G. Malte	Member
6.	Prof. J. J. Jadhao	Member
7.	Dr. G. T. Ambhore	Member
8.	Dr. S. I Jukkalkar	Member
9.	Dr. V. M. Hemke	Member
10.	Dr. R. N. Shelke	Member from Management
11.	Mr. S. B. Wayal	Industrialist
12.	Dr. V. M. Magar	Local Society
13.	Ku. Prachi Mawal	Student Representative
14.	Dr. A. G. Jadhao	Alumni
15.	Mr. V. M. Bhutekar	Stakeholder
16.	Dr. V. U. Pochhi	Co-ordinator

# Code of Conduct





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# **Shri Shivaji Science & Arts College, Chikhli Dist. Buldana (MS)**

## **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%. Below 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.

- The teachers should get their leave application sanctioned from the Hon'ble Principal well in advance.
- All the teachers should have co-operative relations with each other.

### **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 statues, 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 stakeholders 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

## Values

Honesty  
Trustworthiness  
Integrity  
Promise-keeping  
Accountability  
Loyalty  
Justice  
Autonomy  
Privacy  
Safety



Security  
Equality  
Fairness  
Respect  
Responsibility  
Service  
Compassion  
Friendship  
Independence  
Authenticity



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## **Shri Shivaji Science & Arts College, Chikhli Dist. Buldana (MS)**

### **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 activates 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. Scriber 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.