

HANDBOOK OF CODE OF CONDUCT

- Students,
- Teachers,
- Principal,
- Director Physical
Education,
- Librarian,
Non Teaching Staff.

SHRI CHHATRAPATI SHIVAJI SHIKSAN SANSTHA ADAS,

Shri Chhatrapati Shivaji Mahavidyalaya, Kaij,

**Affiliated to Dr.Babasaheb Ambedkar Marathwada University,
Aurangabad Maharashtra (431123)**

CODE OF CONDUCT

Code of Professional Ethics:

Our college has developed a Code of Professional Ethics which is consistent with the guidelines of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, Maharashtra State Government and University Grants Commission New, Delhi regulation 2018.

Code of conduct for Students

I. Students and their responsibilities:

The students must be eager to learn, curious, enthusiastic, hard worker, honest, and social. It is education that makes man human; student is a important phase in the life to mould, create, and shape the life with the guidance of the teacher. Following are the responsibilities of the students to conduct to become a responsible citizen of the nation

Students Should:

1. It is important that the student attends the college from the day of opening to the last day of each semester during the academic year.
2. All students are expected to be in college every day and on time for each class, as per the academic time-table, class tests & examinations
3. Every student is expected to have a minimum of 75% attendance during each semester. If not the student will not be eligible to appear for the final examination. Students will be required to give a valid reason for absence from college or class.
4. The students shall follow all the University norms, as notified from time to time.
5. Carrying/using mobile phones is prohibited in the academic premises (classrooms, corridors, library, lab etc)
6. Use of Internet for the purpose other than academic activities, is strictly banned and Use of Social networking sites is banned.
7. Students have to wear prescribed uniforms in the college
8. All students must carry their college Identity Card; they are required to show their ID cards to the college authorities when ever demanded; any loss of ID card should be immediately reported to the college office.

9. Ragging is a criminal offence. Ragging is prohibited under 'Anti-Ragging Act, 1999'. Any student found indulging in ragging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary action will be taken as per orders of Court.

10. Harassment, whether written, verbal, sexual, physical, is a serious offence and will be a punishable act.

Code of conduct for Teachers

II. 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:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them
6. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
7. Discourage and not fuddle in plagiarism and other non ethical behavior in teaching and research;
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition

9. 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
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.
11. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus
12. Teachers should thumb and sign the attendance register while reporting for duty
13. Teachers must be aware about their workload
14. Teachers should remain in the campus till the end of the College hours
15. Prior written permission is required from the Principal at least a day in advance before leave
16. Teachers should handle the subjects assigned by the Head of the Department.
17. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them should be good counselors and Facilitators.
18. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
19. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
20. Teachers should attend the College neatly dressed, and wearing shoes
21. Teachers are banned from using cell phones while taking classes.
22. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Independence Day and Republic Day celebrations.

Teachers and Authorities:

Teachers should:

1. 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;
2. Refrain from undertaking any other employment, 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 institution 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 institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Adhere to the terms of contract;

Teachers and Guardians

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 college.

Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
2. Work to improve education in the community and strengthen the community's moral and intellectual life
3. 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
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. 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.

III. College Principal and their responsibilities:

The College Principal is the captain of the ship that drove the ship of the college in the right direction; he/she is the head authority of the college to create, mould, and shape the college; the principal is the moving spirit of the college that circulate blood in veins to conduct college in a proper way; he/she has to shoulder greater responsibilities

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability
2. Conduct himself/herself with transparency, honesty, highest degree of ethics and decision making that is in the best interest of the college
3. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to, the nation and society.
6. Adhere to a responsible pattern of conduct and demeanour expected of them by the community
7. Manage their private affairs in a manner consistent with the dignity of the profession
8. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
- 10 Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional Endeavour.

IV. Director Physical Education and Sports:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community
2. Manage their private affairs in a manner consistent with the dignity of the profession
3. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
4. Participate in extension, co-curricular and extra-curricular activities, including the community service

V. Librarian and their responsibilities:

Library is the soul of the college that try to satisfy thrust of the knowledge; library is the treasure that provides knowledge, wisdom, and make human social, cultural; Librarian is the person of authority in the library to shoulder the responsibilities

1. Librarians and information professionals are members of the profession which is descended from the tradition of the librarian profession, the profession which is possessed of its own ethos, structure, associations, the system of professional education and recruitment. Librarians and information professionals accept duties resulting from the public mission characteristic of the librarianship and professional information services and they strive to shape and strengthen the positive image of their profession.

2. Librarians and information professionals' task is to recognize satisfy and develop informational, educational, scientific, cultural, aesthetic and entertainment needs of the users. Their particular duty is the creation of opportunities for free public access to national and international information resources as well as the preservation and public transmission of the cultural and scientific heritage.

3. Librarians and information professionals oppose the censorship and any forms of limiting access to information, knowledge and culture, referring to the rationality, common sense and the best professional practice.

4. Libraries and information centers are institutions of "public trust" whose motto is care for "the public good" in all fields of their activity. As far as the tasks and duties of their employing institutions and the usage of their collections and information resources are concerned, librarians and information professionals are obliged to offer services of the highest quality with equal diligence to all users.

5. While respecting the diversity of the users, librarians and information professionals 1 of 5 are always guided by the principle of equal opportunities and respect for human rights, in particular the right to intellectual freedom and free access to knowledge, information and culture. They strive to learn ethical principles valid for groups they serve and cooperate with and try to respect them.

6. Librarians and information professionals respect users' right to privacy and discretion

7. While working in libraries and information centers of public funding, librarians and information professionals strive to provide their basic information services free of charge, in

particular the access to fully valuable materials of cognitive, utilizable or entertaining nature, within their institution, beyond it and in its digital space.

8. Librarians and information professionals respect the author rights and intellectual property rights. 9. While caring about the high quality of their services, librarians and information professionals continuously perfect their knowledge and skills and strive to employ all their professional competence in their professional activity.

VI. Non-Teaching Staff and their responsibilities:

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours
2. Non-Teaching staff should wear official dress
3. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached
4. Non-Teaching staff shall not leave the College premises without permission before working hours
5. Non-teaching staff those are handling official activity should maintain proper register/documentation.
