



Dharmaveer Diliprao Rahate Shikshan Va Bahu-Uddeshiya Sanstha, Mehkar's

Smt. Sindhutai Jadhao Arts & Science Mahavidyalaya

Janephal Road, Mehkar Dist. Buldana, Maharashtra 443301

Affiliated to Sant Gadge Baba Amravati University, Amravati (College Code-330)

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President

Mr. Prataprao Jadhao
MP Buldana

Secretary

Mr. Rushikesh Jadhao
M.B.A. (H.R.)

Principal

Prof. Dr. Balaji Lahorkar
M.Sc., M.A., M.Ed., SET, Ph.D.

Code of Conduct

Core Values of the Institution

- i. Public service is the prime motto.
- ii. To strengthen the community's moral and intellectual life by improving education in the community.
- iii. Participate in the problem solving activities as would be conducive to the progress of society.
- iv. Refrain the activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Code of Professional Ethics

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; and

x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

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, cast gender, political, economic, social and physical characteristics;
- iii. Recognise 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 inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards 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 inciting students against other students, colleagues or administration.

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; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

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 interfere with 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 through their organizations in the formulation of policies of the other institutions and accept offices;
- v. 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;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; and
- viii. 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.

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 nonteaching staff.

Teachers and Guardians

Teachers should:

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 institution.

Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes 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 shoulder 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.

College Principal

College Principal should:

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
2. Conduct himself/herself with transparency, fairness, 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 demeanor 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 consideration of caste, creed, religion, race, gender or sex in their professional Endeavour

Student Code of Ethics

Students are expected to adhere to and practice the Code of Ethics on a National/State/District and college level and while representing the same.

Representation

Every student is expected to represent him or herself honestly and respectfully in all situations, whether orally or in written statements. They should provide only truthful material information on all applications, financial aid forms, waivers, and any other official document. Students are also expected to behave respectfully to all administrators, faculty, staff, students, and visitors in a college environment and to behave respectfully when representing the colleges at off-campus events. Students will not consciously misrepresent him or herself to any member of the community or to any other person.

Academic Honesty

Students are expected to maintain the highest standards of academic integrity. Work that is not of the student's own creation will receive no credit. If a student is uncertain of what these standards are, he or she may consult his or her instructor for appropriate mentor/proctor, but a student's ignorance is no legitimate defense for academic dishonesty. Academic dishonesty includes

lying, cheating, stealing, and using unauthorized materials on any assignment, quiz or exam.

The act of lying is to intentionally provide false information or a false statement with the purpose of misleading or with irresponsible regard of the truth. Lying, in both academic and non-academic activities, is impermissible.

Cheating is acting dishonestly in order to gain an unfair advantage. Cheating includes giving or receiving unauthorized aid on any assignment, quiz, or exam. Faculty members must be consulted regarding which materials are acceptable for students to use on any assignment, quiz, or exam. Not complying with the restrictions of the faculty will result in appropriate discipline, as decided by the instructor or department.

Stealing is the act of taking without permission and without intention to return. The prohibition of stealing includes property of any nature as well as academic work.

Respect for National/State/District/College Rules and Regulations

Students are expected to adhere to the rules and regulations set at/by the National/ State/ District/ College.

College Property: Graffiti and defacement of school property is unacceptable and a violation of District Rule and Regulation. Students shall be responsible for the costs of the damages resultant from their behavior. In order to ensure that the campus facilities remain in pristine condition, students are also expected to report instances of graffiti or defacement/damage of college

property immediately as well as consciously account for or dispose properly of their belongings.

Illegal Substances & Betting: The use of illegal drugs and alcohol & Involved in any kind of betting is not permitted on college property as well as the abuse or misuse of prescription drugs.

Sexual Assault and Harassment: Students shall refrain from using language or acting in a manner that is disrespectful or inappropriate towards other students and members of the college community. Sexual assault and harassment is inexcusable and shall result in disciplinary action in accordance with the college policy.

Usage of Mobile Phones: Students are prohibited in using mobile phones in the class and during any other academic activity unless the authority allows for some academic activity. No permitted usage will result in confiscation and seizure of mobile phone.

Display of ID card: Students should compulsorily wear College ID-Card and should be visible, any violation will result in heavy penalty and non-permissible in the college campus. **Respect for the Open Exchange of Ideas:** Students shall be guaranteed that their Freedom of Speech will be observed by all college members, including other students. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting or using language with malicious intent that damages/hurts National/ State/ District/ College name and fame.

Classroom Conduct: Students must behave respectfully toward their peers and teaching and non teaching faculty members. In the classroom setting, students may not interrupt their classmates or faculty members, make fun of them or their expressed views, or disrupt the learning environment. It is important to maintain the best learning environment for all students and faculty members.


Coordinator - IQAC
Smt. Sindhutal Jadhao College
Mehkar, Dist. Buldana


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