

Shri Sant Savta Mali Gramin Mahavidyalay Phulambri

Code of Professional Ethics

I. 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.

II. 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, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize 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.

III. 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 endeavor.

IV. 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.

V. 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 non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) 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.

VII. 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 should;

- (a) 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;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) 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;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

Job Responsibilities for Lab. Attendant:

1. Ensure safety of students.
2. Display lab schedules on the notice board.
3. Record and maintain attendance of students.
4. Ensure discipline of students in the laboratory.
5. Help & assist students in experiment activities.
6. Conduct lab examination periodically.
7. Maintain lab clean and hygiene.
8. Maintain dead stock/ consumable/ semi consumable registers of respective laboratories.
9. Follow the instruction and duties assigned by the faculty members/ Principal/ Management/ University / Government.
10. Prepare requirement of the consumables for the lab and place the indent.

Job Responsibilities of Non- Teaching Staff:

1. Stay in office during college hours.
2. Wear uniform and identity card.
3. Maintain clean and hygiene atmosphere in the college premises.
4. Follow the instructions and duties assigned by the faculty/ professor/ principal/ management.
5. Keep vigilance on the student activities in the college & ask students to attend the classes.
6. Maintain a register of the activities carried out on daily basis.
7. Inspire students to maintain discipline in the college premises.
8. Help and assist students in various activities.

Job Responsibilities of Senior Clerk:

1. Supervise admission procedure, collect admission and eligibility documents.
2. Maintain personal files of staff and faculty.
3. Maintaining P.F. account, casual leave register, and movement register for teaching and nonteaching staff.
4. Prepare budget estimate of the college under the guidance of Principal.
5. Prepare documents for submission of annual audit.
6. File ETDS returns.
7. Check, Verify bills & Custody of receipt books and vouchers.
8. Keeping discipline and work schedule of class IV employees.
9. Organize printing of stationary for the Institute.
10. Assist Principal in receiving guests and visiting dignitaries in a dignified manner.
11. Initiate and record all correspondence & put up the same to Principal /HOD & Faculty members.
12. Responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
13. Maintain the records of scholarships of students.
14. Maintain record of biometric.
15. Take responsibility of all the matters assigned to establishment section, students section, stores section, maintenance section and security section.

16. All other duties assigned by the Principal from time to time

Job Responsibilities of Clerk:

1. Maintain Discipline in the premises.
2. Wear Uniform and college ID Card.
3. Check website of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
4. Maintaining and updating of personal files of teaching and non-teaching staff.
5. Maintenance of attendance registers, service books, leave record of teaching and non-teaching staff.
6. Completion of attendance of faculty and non-teaching staff and forwarding the same to Senior Clerk for preparation of payment.
7. Issuing various certificates to the students like bonafide, ID Card, TC and other scholarship related work.
8. Various Fees collection and maintaining the data of the students.
9. Preparing roll call of the students and provide to the concerned faculty members.
10. Maintain student friendly atmosphere in the premises.
11. Help and assist students in their work.
12. All other duties assigned by the Principal from time to time.

Code of Conduct for Students:

1. Every student should maintain good behaviour with everyone in the institute. If any complaint, student should talk to principal.
2. Wearing of Identity card is mandatory.
3. Student should follow the discipline of parking their vehicles.
4. Roaming without a reason in the premises and bunking classes is not allowed.
5. Any kind of alcoholic intake inside the campus is strictly prohibited.
6. Intake of Paan and tobacco is not allowed in the campus of the college.
7. Use of mobiles and selfies is not allowed.
8. Harmful weapons are not allowed in the campus.
9. Students are liable for punishment for spoiling walls of the institute by scribbling anywhere.
10. Student will be punished and fined for damaging property or infrastructure of the institute.
11. Making noise, disturbing or wandering inside the corridors is prohibited.
12. Every students should follow the rules of library and office.
13. Unless permitted by the principal, students should not arrange any kind of visits or picnics on their own.
14. Students having complaint should communicate to the principal or teacher without taking any action.
15. No students should entertain or support any caste or religion.
16. Participation in various curricular activities of the institute is expected.
17. Misconduct or following any unfair means in the exam is liable for punishment.
18. Every student is supposed to submit original certificates to the institute and keep attested copies with them.
19. Action will be taken against students if it's found that they have made changes in any document on their own.

20. Students will not be allowed to form any board or associations without the permission of the principal.
21. It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.
22. Students should take admission in the college by filling in the form given by the college only.
23. Each student will be given an Identity card by the college. Student should stick a passport size photograph on it. He/She should show it if asked by the teachers, officers and administrative staff.
24. A student only with good behaviour is promoted to next semester.
25. Seeking admission every year is mandatory.
26. Fees paid by the students while not be returned.
27. 80% of attendance is mandatory for every student in each semester.
28. College instructions, communications through message mail and notices are to be strictly followed by the students.
29. Misbehaviour and movement in the campus at the time of lectures is an offence.
30. Carrying of mobile and other entertainment aids is an offence.
31. Bringing a dummy person as a parent in the college is an offence.
32. The Principal has the right to give admission or cancel it at any moment without giving any reason.
33. Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular "UGC Regulation No.f-1- 8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
34. Change of stream after admission by the students is prohibited.
35. A visitor should seek permission from the office to meet the student.
36. Maintain discipline and healthy environment in Annual gatherings and Annual prize distribution programmes.
37. Self-presence of students is compulsory at the time of collection of his documents (personal).
38. A student is liable for loss for non-submission of documents in the institution.
39. Strictly follow instructions & maintain discipline.