

R. S. S. P. Mandal Ltd. Chalisgaon Sanstha's
NANASAHEB YASHVANTRAO NARAYANRAO CHAVAN
ARTS, SCIENCE AND COMMERCE COLLEGE
CHALISGAON Dist. Jalgaon (M. S.)

Code of Conduct

Preliminaries:

The profession of teaching has a very regard all over the world. It is regarded as the most sacred profession universally. This is because teaching / learning is an integral aspect of human life. Education, in general, aims at the all round development of a learner: intellectual, physical, spiritual and moral. Education also creates skills and knowledge and inculcates the values like patriotism, secularism, humanity, peace and understanding amongst students.

In the present scenario higher education needs to strive for excellence in teaching, learning, research and innovation to meet social, national and global challenges. This can be achieved through a rigorous observance and practice of professional ethics. Teachers have a right to emolument, social position and adequate conditions of service. They also have a number of responsibilities towards learners, society, country, the world and the mankind. It is here that the code of conduct acquires a nuclear significance.

Our institution/College has developed a code of conduct for Principal, faculty, non-teaching-staff and students in consonance with the objectives of higher education.

Core Values of R. S. S. P. Mandal and the Institution/College:

Every educational Sanstha or educational institution functions in consonance with a set of core values. Core values are the fundamental values like upliftment of society, betterment of mankind, compassion, understanding, respect, environmental awareness, patriotism and commitment to national development. The Rashtriya Sahakari Shikshan Prasarak Mandal Ltd. Chalisgaon was founded by a visionary Late Nanasaheb Yashvantrao Narayanrao Chavan and his like-minded colleagues under the hangover of national independence. At the present the R. S. S. P. Mandal is running 01 Senior College, 05 Junior Colleges, 24 High schools, 03 Primary Schools, 01 School for Blind Students, 01 School for Girls ,01 Ashram Shala (Residential School) and -----Hostels. The Senior

College and all other units are being run with the following missions underlying the core values:

- 1) spreading education for the upliftment of deprived section in the rural area
- 2) inculcating the values of patriotism, sacrifice and respect for physical labour amongst the students.

In tune with the missions of the R. S. S. P. Mandal Ltd. Chalisgaon Nanasaheb Yashvantrao Narayanrao Chavan Arts, Science and Commerce College has been functioning with the following objectives:

- 1) spreading higher education in the rural area by providing academic facilities in conventional as well as recently emerging streams.
- 2) striving for developing competencies as well as value system among the students.

These objectives of the institution are subservient to the core human values.

Code of conduct for the Principal:

The Principal of the institution shall:

- 1) endeavour to fulfil the vision, mission and goals of the Sanstha.
- 2) promote all the staff members to update their knowledge by encouraging them to organize and participate in seminars, conferences, workshops, symposia, orientation and refresher courses.
- 3) encourage the faculty to carry out research and publish their research papers/articles in reputed national, international journals, e-journals and books/volumes.
- 4) strive for procurement, optimum utilization and maintenance of **ICT in teaching**, learning, research and extension activities on the campus.
- 5) take all necessary actions to maintain discipline on the campus.
- 6) treat all faculty members, non-teaching staff, students and stakeholders on equal footing and not indulge in favouritism.
- 7) involve all the stakeholders in the development of the institution.
- 8) promote the decentralization of power for the effective administration of the institution.

Code of Conduct for Faculty:

The faculty shall:

- 1) perform their duties of teaching, guiding and conducting practicals and tutorials in a punctual, conscientious and dedicated manner.
- 2) impart teaching after thorough preparation for the lessons and **use of ICT** for this purpose.
- 3) grow professionally through study, research and attending seminars, conferences, symposia, workshops and professional meetings.
- 4) identify the needs and abilities of the students and guide them in their physical, intellectual, emotional, moral and spiritual development.
- 5) treat all students equally irrespective of their religion, caste, creed, colour, sex, social class and language.
- 6) motivate students to inculcate scientific outlook and a sense of respect for physical labour.
- 7) abstain from accepting any remuneration for coaching, mentoring and guiding students except the one stipulated legally.
- 8) abstain from provoking students which may lead to religious or communal ill-will.
- 9) create awareness amongst students of their responsible citizenship and moral duty to contribute to **national development**.
- 10) respect social, religious, intellectual and linguistic differences amongst students and adapt their instruction accordingly.
- 11) **inculcate competencies and skills** amongst students to enable them to face national and international challenges.
- 12) establish cordial and healthy relationship with parents /guardians of students.
- 13) keep the parents /guardians informed informally about the progress and needs of students.
- 14) develop a sense of respect amongst students for their parents/guardians and elders.
- 15) meet the parents/guardians either informally or through meetings of the Management and functions of the institution to promote free and mutual exchange of ideas for the benefits of students, teachers and the institution.
- 16) exercise their rights and utilize their knowledge and skills to cater to social and national needs, problems and their solution.

- 17) work to improve the moral and intellectual life of the society/community by participating in various social, cultural, religious and academic activities.
- 18) abstain from any activity which tends to promote communal and religious hatred and enmity amongst different communities, religions or linguistic groups. In other words, teachers shall strive for **national integration** and for conservation of **patriotism** amongst the social members.
- 19) treat all colleagues with respect and on equal footing.
- 20) abstain from passing derogatory and baseless remarks / allegations against colleagues.
- 21) cooperate with the colleagues in curricular, extra-curricular and research activities.
- 22) strive to achieve the mission and goals of the institution.
- 23) behave with the Management and the Principal in a respectful manner.
- 24) not indulge in any activity detrimental to the image of the Management and the institution.
- 25) not divulge any confidential information related to the Management and the institution.
- 26) contribute to keep the campus of the institution tobacco-free, drug-free, pollution-free and plastic-free.
- 27) be obliged to prohibit sexual harassment of a colleague and student on the campus of the institution.
- 28) not indulge in any activity of utilizing the campus for political or other canvassing purposes.
- 29) not indulge in any unacceptable behavior like theft, favouritism and insubordination.
- 30) not behave in any way that will obstruct teaching, learning, research, extra-curricular and administrative activity on the campus.

Code of Conduct for Non-Teaching Staff:

Every non-teaching staff member shall:

- 1) abide by the rules of dress code on the campus.
- 2) ensure the cleanliness, maintenance and proper utilization of equipments, apparatus, classrooms and any material in the library, laboratory and on the campus of the institution.

- 3) treat the Management, Principal, all teachers and non-teaching members with respect and on equal footing irrespective of their religion, caste, creed, colour, social class and language.
- 4) cooperate in the joint welfare of all the teachers and non-teaching staff.
- 5) contribute to keep the campus of the institution tobacco-free, drug-free, pollution-free and plastic-free.
- 6) be obliged to prohibit sexual harassment of a colleague and student on the campus of the institution.
- 7) not indulge in any activity of utilizing the campus for political or other canvassing purposes.

Code of Conduct for Students:

Every student admitted in this institution shall:

- 1) have 75% of attendance for the theory classes, practicals and tutorials.
- 2) appear for tests and examinations as per the time table of the university and the institution.
- 3) always carry with him/her the Identity Card issued by the institution.
- 4) read the notices put up on the notice boards of the institution regularly.
- 5) no indulge in any activity that will damage the property of the institution.
- 6) not indulge in any political and anti-social activity organized by outside agency on the campus of the institution.
- 7) abstain from any form of ragging on the campus of the institution.
- 8) not sit on and damage any vehicle parked on the campus.
- 9) contribute to keep the campus of the institution tobacco-free, drug-free, pollution-free and plastic-free.
- 10) be obliged to prohibit sexual harassment of any student and faculty of the institution.
- 11) abide by the rules and regulations stipulated for the development of the institution from time to time.

Code of Conduct for Students in the Library:

Every student entering the library shall:

- 1) Carry with him/her a valid Identity Card issued by the institution.
- 2) enter his/her name and put signature in the registration book.

- 3) Not use other student's Identity Card for library use.
- 4) Use books, newspapers, journals, dictionaries and encyclopaedia carefully.
- 5) Maintain an atmosphere of dignity and silence in the library.
- 6) Incur own responsibility for theft of any personal belongings from the library.
- 7) Keep his/her mobile on "off" or "vibration" or "silent" mode while being in the library.
- 8) Not consume food and drink other than drinking water in the library.
- 9) Not use pen drive for copying any material from the library without the permission of the librarian.
- 10) Not misuse National Resource Centre (NRC) and reprography facilities in the library.
- 11) Not be issued/lent any book from the library without valid Identity Card.
- 12) Abide by the decision of the librarian regarding discipline in the library.
- 13) Be liable for stringent action for violation of code of conduct.