



Prerna Education Society's
Shree Pandharinath Arts & Commerce College

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Code of Conduct

Code of Conduct for faculties

Governing terms and conditions of service of teachers working in colleges

Code of Professional Ethics:

As members of the college community, all teachers, non-teaching staff, students, members of the statutory bodies are responsible for sustaining the highest ethical standards. The College values integrity, honesty and fairness strive to integrate these values into its teaching, research and other activities.

In order to set standards of higher education teaching staff will strive to:

1. Maintain high ethical standards, honesty, courtesy, good behavior accountability and transparency.
2. Regard themselves as learners and engage in continual professional development.
3. Respect confidential information on college.
4. Must be cognizant of and comply with the relevant policies, standards, laws, rules and regulations promote the principles of merit, fairness and impartiality in discharge of duties.
5. Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
6. Take decisions solely in college interest and use or cause to use college resources efficiently, effectively and economically.
7. Make choices, take decisions and make recommendations on merit alone.
8. Maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him.
9. Perform and discharge his/her duties with the highest degree of professionalism and dedication to the best of his abilities.

Teachers and their Professional Rights:

Teachers of the college in reference to this code of professional ethics means Professors, Associate Professors, Assistant Professors and such other persons as may be

appointed for imparting instruction or conducting research in any College or Institution affiliated to the University and are designated as teachers by the Ordinances.

Every teacher of the college shall abide by the Code of Professional Ethics framed by the college and the following lapses would constitute misconduct on the part of a college teacher.

In support of the college's central functions as an institution of higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, learning, research, and public service. The authority to discipline faculty members in appropriate cases derives from the shared recognition by the faculty and the administration that the purpose of discipline is to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include:

Participation in the governance of the college as provided in the Ordinances, rules and the regulations of the college through academic bodies including:

- Approval of course content and manner of instruction
- Establishment of requirements for degrees
- Appointment and promotion of faculty
- Discipline of members of the faculty, and the formulation of rules and procedures for discipline of students and
- Establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement.

Teachers and their Responsibilities:

The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A Teacher should:

1. Handle the subjects assigned by the Head of the Department.
2. Complete the syllabus in time. Teachers shall produce good results in the subject handled by them and are accountable for the same.
3. Maintain Decorum both inside and outside the classroom and set a good example to the students.
4. Carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
5. Seek to make professional growth continuous through study and research.

6. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation.

Dress Code: Faculty:

Following is the dress code for the faculty of institute:

Male- Tucked in White Shirts and shoes.

Female- Saree

Teachers and the students:

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion
2. Deal impartially with students regardless of their religion, caste political, economic, social and physical characteristics
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
6. Be affectionate to the students and not behave in a vindictive manner onwards any of them for any reason
7. Pay attention to only the attainment of the student in the assessment of merit
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
9. Aid students to develop an understanding of our national heritage and national goals
10. Refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated
2. Speak respectfully of other teachers and render assistance for professional betterment
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities

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 and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
4. Co-operate with the authorities for the betterment of the College keeping in view the interest and in conformity with dignity of the profession.
5. No whole-time salaried teacher of the University shall engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.
6. Teachers may engage in consultancy work, publication of Journals and similar work of academic nature as per College guidelines and with prior approval of the College.

Teaching and non-teaching staff:

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within 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.

Code of Conduct for students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs. 100. Late coming will also result in loss of attendance for the corresponding hour.
3. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned. 7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
4. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
5. Students can leave the campus during class hours only after getting a gate pass from the Principal, HOD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
6. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
7. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi covered sleepers. Lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coat.
8. All the students are expected to attend all college functions in college uniform unless otherwise specified. All the students shall wear their identity cards, well displayed. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of VJEC academic values will be referred to the discipline committee.
9. As per the Govt. order, students shall not bring powered vehicles inside the campus. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

10. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
11. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
12. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned H.O.D will be treated as a case of indiscipline.
13. All the students are advised to follow the VJEC Mobile phone policy and bring to the notice of the authorities violations if any.
14. Accessing Social Networking Sites such as Face book, Twitter etc. is prohibited within the college campus however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
15. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
16. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.


Principal
Shree Pandharinath Arts & Commerce College, Narkhed.