

## **Dr. Annasaheb G. D. Bendale Mahila Mahavidyalaya, Jalgaon**

### **Code of Conduct for Students: -**

- i) All students are advised to follow the rules and regulations of the college during the tenure of studies.
- ii) No student shall participate directly or indirectly, in any political activity, anti-social movement or a movement with destructive and incendiary objectives. Any student found involved in such activities shall be debarred /rusticated from the college.
- iii) Students should note that any misconduct on her/their part like disfigurement of college property, damage to furniture, electric/fixtures etc. shall be taken seriously and will incur penalty.
- iv) No student shall sit on vehicles parked in the college premises.
- v) Students should come to the college in appropriate, neat and clean clothes.
- vi) Students should be punctual in attending lectures, practical etc.
- vii) Students shall appear for all tests and examinations conducted by the concerned teacher and the college from time to time.
- viii) No student shall remain absent without any valid reason. In case of unavoidable circumstances, the concerned student should seek the permission of the principal and get the leave sanctioned.
- ix) A student must have 80% attendance of the total number of instructional days in each term to make her eligible to appear for the university examination. Leaves sanctioned by the principal shall not be considered in her attendance. Attendance of a day means to be present for all the lectures/ Practical / Tutorials of that day.
- x) All student shall get the identity card prepared within 15 days from the date of allotment of the roll numbers. Students shall always carry the identity card as long as they remain on the campus.
- xi) Students in their own interest should regularly read notice displayed on the notice boards. Any loss suffered by the student as a result of not having read notice shall be solely her responsibility.
- xii) Ragging within or outside the college campus is prohibited. Ragging shall mean display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a fellow student. Whoever directly or indirectly commits, participates in, abets or propagates ragging shall be dismissed from the college and no institution shall admit her for a period of 5 years thereafter. The offence can also invite punishment in the form of fine and imprisonment.
- xiii) All the rules and regulations formulated by the college from time to time shall be binding on all students.

### **Code of conduct for Teachers and Handbook on Human Values: -**

#### **1. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to behave himself/herself in accordance with the ideals/ ethics of the profession. A teacher should be constantly aware of moral duty towards his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practices. 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should:**

- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii) Be punctual in the fulfilment of academic, co-curricular, extra-curricular responsibilities assigned to him/her by the college, university, govt. authorities from time to time.
- iii) Always present himself/herself in neat, clean and appropriate attire and follow the prescribed norms in this respect.
- iv) Manage their private affairs in a manner consistent with dignity of the profession.
- v) Make professional growth continuously through study and research.
- vi) Express free and frank opinion by participation in meetings, seminars, conferences etc. so as to contribute to knowledge in a meaningful way.
- vii) Maintain active membership of professional organizations and strive to improve education and profession through them.
- viii) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- ix) Carry out academically and socially relevant research that contributes to national development significantly and also fulfills the conditions for his promotion in this regard.
- x) Co-operate and assist in carrying out functions related 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 in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- xi) Participate in extension, co-curricular and extracurricular activities including community service.

**II. Relationship between Teachers and Students**

Teachers should:

- i) respect the right and dignity of the students in expressing his/her opinion.
- ii) deal justly and impartially with students regardless of their religion, caste, economic, social and physical status.
- iii) recognize the difference in the aptitude and capabilities of the 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 the scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- vi) be affectionate to students and not behave in a vindictive manner towards any of them for any reason.

- vii) pay attention to only the attainments of the students in the assessment of their merits.
- viii) make themselves available to the student even beyond their class hours and help and guide students without expectations.
- ix) guide 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. Teacher and College:**

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 lodging unsubstantiated complaints against colleagues to higher authorities.
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **IV Teachers and Authorities:**

Teacher should

- i) discharge their professional responsibilities according to the existing rules and regulations 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 responsibilities thereof.
- iv) co-operate with their organization in the formulation of policies of their institution.
- v) co-operate with the authorities for the betterment of the institution keeping in view the interest in conformity with dignity of the profession;
- vi) should adhere to the conditions of contract;
- vii) refrain from availing themselves of leaves except on unavoidable ground and as far as possible with prior intimation, to the authority keeping in view their particular responsibility for completion of academic schedule.

### **V Teachers and Guardians:**

Teachers should

- i) maintain contact with the guardians of their students send reports of the performance of their wards to the guardians whenever necessary.
- ii) meet the guardians in the meeting convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

## **VI Teachers and Society:**

Teachers should

- i) consider that education is a public service and strive to keep the public informed of the educational programs 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.
- 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 activity which tends to promote feeling of hatred of enmity among different communities, religions or linguistic group.
- vi) and actively promote National Integration.

## **Code of Conduct for Supporting Staff**

- i) The employee of the college shall be at the disposal of college for full-time and shall serve in such capacity and at such place as he may from time to time, be so directed
- ii) The employee shall abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations, and Rules and directives and decisions of the Competent Authority. The employee shall also observe, and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
- iii) The employee shall at all time maintain absolute integrity, and show devote to duty, and shall do nothing which is unbecoming of an employee of the college. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- iv) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University of the College
- v) No employee shall be in the discharge of the Official duties dealing with any, after matter relating to award of any contract in favor of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority After such permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm or body as the case may be.
- vi) (a) The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the University or the College or outsider,

to whom he is not authorized to communicate such document or information, or to make any use thereof.

(b) The employee shall not contribute to the Press any matter connected with the University or the College without obtaining the previous permission of the Competent Authority or without such permission make use of any document paper or information, which he has received in his possession in his Official capacity. He shall also not try to obtain unauthorizedly any information document, paper which may not come in his possession in his official capacity, in order to make any use thereof.

(c) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the University or College or bring the University or the College in disrepute.

vii) (i) The employee shall not take active part in politics or in violent demonstrations. He shall not take part in campaigning or canvassing in any manner for and on behalf of or against any candidate in elections in the University authorities.

(ii) No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he take part in, or subscribe in aid of, or assist in any other manner, any political movement or activity.

(iii) No employee shall canvass or otherwise interfere with, or use his influence in connection with, or take part in an election to any legislature or local authority (hereinafter referred to as "the election")

Provided that, an employee qualified to vote at such election may exercise his right to vote, and where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

Explanation- (1) Where an employee assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force or by an order of the Government, he shall not be deemed to have contravened the provisions of this rule.

(2) The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with the election and his proposing or seconding the nomination of a candidate at the election shall amount to taking part in the election, within the meaning of this rule, and accordingly, an employee shall, in any such eventualities, be deemed to have contravened the provisions of this rule.

viii) The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize the policy of action of the Competent Authority.

- ix) The employee without the explicit permission of die Competent Authority shall not ask for accept contribution to, or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.
- x) The employee shall not accept or permit member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the University of College.
- xi) The employee shall not accept solicit, or seek except with the previous sanction of the Competent At any outside office, stipendiary or honorary work. He shall not engage in a trade or business or canvass in support of in any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit society.

Every employee shall report to the Competent Authority if any member or family is engaged in any trade or business or owns or commission agency the Competent Authority may grant the permission if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities The Competent Authority, while granting this sanction, may stipulate that any tees received by the employee for undertaking the work shall be paid in whole or in part to the University or College.

Provided that, this provision shall not be applicable to the honorary work of special charitable nature. or literary artistic or scientific in character, including T.V/Radio talk without affecting his official duties.

- xii) The employee shall not apply for job, post or scholarship without the previous knowledge of the Competent Authority.
- xiii) The employee shall not absent himself from his duties, having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit:

Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his own physical state was unable to convey the cause of his absence.

- xiv) The employee shall not bid either directly or indirectly, at any auction of any University or College property nor shall he submit any tender for any supply to the University or College.
- xv) The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.
- xvi) The employee shall not enter upon a course of studies or appeal for any examination by university or other bodies without the previous permission of the Competent Authority.