



**Anjuman Ishaat-e-Taleem Beed's
Milliya Arts Science and Management Science
College Beed, 431122 (M.S.)**

Handbook on

C o d e o f C o n d u c t

for students, teachers, support staff

Human Values & Professional Ethics

TABLE OF CONTENTS

Sr. No.	Description	Page Number
01	Code of Conduct for Students	03-04
02	Code of Conduct for Teachers	05-06
03	Code of Professional Ethics for Teachers	07-12
04	Code of Professional Ethics for Director Physical Education and Sports /Librarian	13
05	Code of conduct and responsibilities of Principal	14 -15
06	Code of Conduct for Support Staff	16-17
07	Human values	18
08	Professional ethics	19

Code of Conduct for Students:

➤ The Student-

- ❖ Must carry identity card in the college campus.
- ❖ Is required to maintain a minimum of 75% average attendance in the classes, failing which the student can not appear for the term and examination and also the student will not avail of any government scheme.
- ❖ Must maintain discipline in the classroom and on the college campus.
- ❖ May use library and reading hall if there is any off period.
- ❖ Should take prior written permission from subject teacher or Principal about absence in the class due to any reason.
- ❖ Should appear for various examinations/tests/tutorials/terminal examination, etc and complete home work within time.
- ❖ Should behave in discipline, not to lagging on college campus.
- ❖ Should not disturb the college campus by shouting and by using mobile phones.
- ❖ Should abide Principal's decision for any misbehavior on the college campus.
- ❖ Should not chew tobacco and spit in the college campus.
- ❖ Should not get involved in any political activation in the college campus.
- ❖ Must attend the entire programme conducted by the college.
- ❖ Should contact to the principal for any academic problem and query.
- ❖ Should keep his/her mobile phone on silent mode in the classes as well as in the college premises.

- ❖ Should avail parents on call by Principal.
- ❖ Must keep in mind that the disobeying the college rules, regulations and discipline will lead to the cancellation of the admission as well as further action.
- ❖ Should not be accompanied by any outsider in the college premises.

Code of Conduct for Teachers:

- ❖ The Teacher appointed on one year probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a post.
- ❖ Annual increment can be granted to teachers by the Principal as a matter of course unless it is specifically withheld.
- ❖ The Governing Body/Principal shall maintain proper and regular service record of the teachers and as and when any punishment is to be given to any staff member, the service record shall be taken into account. Adverse remarks, if any, shall be communicated to the person concerned by the 31 August of the current year and the concerned teacher shall have the right to appeal within 30 days of receipt of the said remarks.
- ❖ Leave cannot be claimed as matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.
- ❖ Duty leave may be allowed to the teachers for attending meetings of the University, State Government, Educational Seminars, Conferences, Workshops, Youth Festivals etc. and for delivering extension lectures
- ❖ Teacher shall not take part or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union, or to disturb public peace.

- ❖ Except with the previous sanction of the college authority wholly or in part, No employee shall participate in managing of any newspaper or any other periodical publication.
- ❖ Except in accordance with the general or special orders of the Principal or college Authorities or in the performance of the duties assigned to him, employee can not convey directly or indirectly any official documents or information to any person to whom he is not authorized to convey the said documents or information.
- ❖ Teacher shall not in any manner criticize adversely in public any administrative action of the Governing Body of the college.
- ❖ Every teacher shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
- ❖ Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.

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/her 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:**
 - ❖ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
 - ❖ Manage their private affairs in a manner consistent with the dignity of the profession;
 - ❖ Seek to make professional growth continuous through study and research;
 - ❖ Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
 - ❖ Maintain active membership of professional organisations and strive to improve education and profession through them;

- ❖ Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- ❖ Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- ❖ Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ❖ 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 Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students

➤ Teachers should:

- ❖ Respect the rights and dignity of the student in expressing his/her opinion;
- ❖ Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- ❖ Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- ❖ Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

- ❖ Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- ❖ Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason; Pay attention to only the attainment of the student in the assessment of merit;
- ❖ Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ❖ Aid students to develop an understanding of our national heritage and national goals; and
- ❖ Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

➤ Teachers should:

- ❖ Treat other members of the profession in the same manner as they themselves wish to be treated;
- ❖ Speak respectfully of other teachers and render assistance for professional betterment;
- ❖ Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- ❖ Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Teachers and Authorities:

➤ Teachers should:

- ❖ 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 organisations for change of any such rule detrimental to the professional interest;
- ❖ Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- ❖ Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- ❖ Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- ❖ 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; adhere to the terms of contract; Give and expect due notice before a change of position takes place; and
- ❖ 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 :

- ❖ Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ❖ Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teachers and Guardians

➤ Teachers should:

- ❖ Try to see through teachers' bodies and organisations, 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:

- ❖ Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided; 98 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4]
- ❖ Work to improve education in the community and strengthen the community's moral and intellectual life.

- ❖ 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;
- ❖ Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- ❖ 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 Professional Ethics:

➤ Director Physical Education and Sports /Librarian should:

- ❖ Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession.
- ❖ Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research.
- ❖ Participate in extension, co-curricular and extra-curricular activities, including the community services.

Code of conduct and responsibilities of Principal:

➤ College Principal should:

- ❖ 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.
- ❖ Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- ❖ 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.
- ❖ Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- ❖ Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- ❖ Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession.

- ❖ Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research; Participate in extension, co-curricular and extra-curricular activities, including the community service.
- ❖ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional Endeavour.

Code of Conduct for Support staff

- ❖ The recruitment of non-teaching staff can be made by direct recruitment, promotion or transfer. However considering appointment by promotion to a higher post due consideration shall be given to seniority-cum-merit and also by recommendation of Principal by observing his/her work and behavior of non-teaching employee.
- ❖ The right of appointment, suspension and dismissal of the clerical staff rest towards the governing body of the college.
- ❖ Office superintendent shall maintain the Service Record of each employee of the college on the printed service books prescribed for the purpose.
- ❖ Office superintendent shall maintain Separate personal files of the employees Confidential Report in the pro forma of each employee shall be recorded every year in the month of June and shall be maintained. Adverse remarks; if any shall be communicated to the concerned employee who will be entitled to represent against such remarks to the appointing authority within three months of the communication of such remarks. The orders passed by the appointing authority in this behalf shall be final.
- ❖ No employee can claim the Leave as a matter of right. When the exigencies of service so require, discretion to refuse leave of any description is reserved to the Principal empowered to grant leave.

- ❖ Office superintendent shall maintain Leave account. All leave other than casual leave must be entered in the service book of the employee & his leave account completed as soon as it is sanctioned.
- ❖ In case of a need, leave without pay (LWP) may be permitted at the recommendation of the Principal, provided no employee may be granted such leave for more than 2 years during the whole period of service.
- ❖ All employees shall abide by the rules of the college and all orders and directions of his competent authorities issued from time to time.
- ❖ Employee of the college will not apply for any post outside the college except through the Principal.

Human values:

There are five main core human values of the college:

1) Righteous conduct:

Care of possession, hygiene, self respect, good behavior, good relationship, helpfulness and good environment are the values of righteous conduct.

2) Peace:

Attention, calmness, dignity, equality, gratitude, humility, patience, satisfaction, self control, and self-esteem are the values of peace.

3) Truth:

Accuracy, curiosity, fairness, honesty, fearlessness, intuition, justice, quest for knowledge, tolerance & understanding are the values of truth.

4) Love:

Affection, care, compassion, dedication, devotion, forgiveness, friendship, humanness, patriotism, sacrifice and trust are the values of love.

5) Non-violence:

Compassion, happiness, manners, morality concern for other, loyalty, brotherhood, care of environment, respect for property and social justice are the values of non-violence.

Professional ethics:

The college is abided by the outlined professional ethics to be followed.

1) Fairness:

We maintain proper balance and fairness and ensure equitable investment to all the stakeholders of the college.

2) Responsibility:

We accept the responsibility for all the action taken by the college.

3) Mutual respect:

We respect each other irrespective of conflicts of opinions.

4) Honesty:

We build trusting relationships by being Honest and truthful.

5) Integrity:

We maintain integrity by being in corruptible and prejudiced.