



**SHRI SAIBABA GRAMIN VIKAS SANSTHA, GADCHIROLI'S
FULE-AMBEDKAR COLLEGE OF SOCIAL WORK, GADCHIROLI
HANDBOOK OF CODE OF CONDUCT**

CODE OF PROFESSIONAL ETHICS FOR THE TEACHERS

(Following code of ethics for the teachers is as per guidelines published in Government of Maharashtra, Higher & Technical Education Department Government Resolution No. Misc-2018/C.R.56/18/UNI-1 Mantralaya Annex, Mumbai – 400 032 Date: 08 March, 2019)

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, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour 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;
- viii. 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- ix. Participate in extension, co-curricular and extra-curricular activities, including the community service.
- x. Teacher should maintain the etiquettes and wear dress code selected for the teachers by the college.

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. ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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
- vii. 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.
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

VI. Teachers and Guardians

Teachers should:

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.

CODE OF CONDUCT FOR THE STUDENTS

1. It is compulsory to all the students to be in college uniform during field work, Rural Camp, Study Tour, other programmes and in the college.

2. It is compulsory to all the students to abide by the rules, regulations and discipline resolved by the college. If any student break these rules, regulations and discipline strict action will be taken against such student.
3. The students should be regular and punctual. They must sit in the class before the commencement of the lecture and never leave the college before completion of all lectures.
4. It is compulsory to complete all the activities, programmes, given task on time.
5. Use of mobile phones in the campus and in the classroom is prohibited. If the students are found using mobile in the campus and classroom strict action will be taken against them.
6. It is strictly prohibited to chew tobacco, Guthkha and drink alcoholic liquor.
7. The students must not involve in any destructive movements.
8. If any student found to be taking ragging of other student in the college and in the places where field work, Rural Camps, Study tours are conducted, an action will be taken against such student as per provision.
9. Minimum 75% attendance is compulsory.
10. The students must not submit fake documents in the college if such students found his/her admission will be cancelled.
11. Maintain discipline during any curricular, extra-curricular and co-curricular activities and behave with everybody in good manners. If any student found to be spoiling the image of the college strict action will be taken against such student.
12. It is compulsory to follow instructions published through the notices.
13. If any argumentative issue is happened in the college the students should submit their opinion or sayings in writing to the Principal. The final decision of the Principal will be binding to all.
14. If any student remains absent in the college for continuous fifteen days, an admission of such student will be cancelled without giving him/her any prior notice.
15. College uniform and college identity card are compulsory in the college campus, in the places where any activity of the college is conducted.
16. The students must complete their research work properly and do not copy the data of other published work. Plagiarism is offence, no student will make use of unfair means.

CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. The non-teaching staff should work properly within time as per their allotted work.
2. They should behave with the students politely and complete the work of the students as early as possible.
3. To communicate with the students informatively and enthusiastically
4. To publish the notices on the board regarding the issues related with the non-teaching staff.

5. To provide an information regarding scholarship, fellowship, admission process, exam schedule, time table on time.
6. To keep the service book of the staff updated.
7. To maintain the files of the college properly.
8. To keep the date safe and handle the equipments of the college delicately.
9. Non-teaching staff should behave with the teachers politely and complete the works on time.
10. To work skillfully and enthusiastically for the development of the college.
11. To keep the website of the college updated.
12. To maintain the building and campus neatly.
13. To provide information and submit documents to the university, Social Welfare office, other offices which are required compulsorily to be informed and submitted, however with the permission of the Principal.
14. To help the teaching staff whenever there is need to help them for academic purposes.
15. Non-Teaching staff should maintain the etiquettes and wear dress code selected for them by the college.
16. Non-teaching staff should participate in short term course, some conferences which are conducted for enhancing and updating the knowledge of non-teaching staff.
17. The non-teaching staff must maintain integrity and deal with the parents, alumni staff, students and other stakeholders politely.
18. The non-teaching staff should update their knowledge and also contribute to the development of the society by showing their best performance in the college and in the community wherever is necessary under curricular, co-curricular and extra-curricular activities to maintain the quality of education

Code of Conduct for the Library

1. The staff of the library must behave with the students politely and give them information about the books properly.
2. They should issue the books to the students and the staff of the college as per prescribed schedule.
3. To maintain silence in the reading room.
4. To keep software of library updated.
5. To keep the books safe, neat and clean.
6. To maintain the record of the library properly.
7. Library staff should maintain the etiquettes and wear dress code selected for them by the college.

8. Library staff should participate in short term course, some conferences which are conducted for enhancing and updating the knowledge of library/non-teaching staff.
9. The library staff should work with integrity and deal with the people of the community in polite manner.
10. The library staff should update their knowledge and also contribute to the development of the society by showing their best performance in the college and in the community wherever is necessary under curricular, co-curricular and extra-curricular activities to maintain the quality of education.

A handwritten signature in blue ink, appearing to read 'Shanuj', with a horizontal line underneath it.

Principal,

Fule-Ambedkar College of Social Work, Gadchiroli