

Established in: 1984



Shri Datta Prasadik Shikshan Prasarak Mandal's,

**Late Rajkamalji Bharti Arts, Commerce and Smt. Sushilabai R.
Bharti Science College Arni, Dist.Yavatmal**

Affiliated to Sant Gadge Baba Amravati University, Amravati

NAAC Accredited (First Cycle)

Dr. Kirantai S. Bharti
President

Adv. Siddharth S. Bharti
Secretary

Dr. N. A. Pistulkar
Principal

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CODE OF CONDUCT FOR COLLEGE PRINCIPAL

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
3. 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;
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
7. Manage their private affairs in a manner consistent with the dignity of the profession;
8. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
9. Participate in extension, co-curricular and extra-curricular activities, including the community service;
10. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour

CODE OF CONDUCT FOR THE TEACHING STAFF

1. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
2. All the teachers should be present in the respective staff rooms of departments.
3. The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
4. All the teachers should keep the code or Professional Ethics for College Teachers given by UGC and the other statutory bodies from time to time.
5. They should maintain a personal contact with the students.
6. Members of the teaching staff may borrow books from the College library, and they can keep text books with them for the whole academic year. Other books may be kept up to 30 days. At a time, they can take maximum 5 books. However, all books borrowed from the library should be returned before 30th April every year. All the privileges for the staff regarding the borrowing of the books can be revoked at times of grave necessities and the librarian will inform the matter beforehand.
7. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

8. Teachers and their Responsibilities

8.1 Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals 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/her precepts and practices.

8.2 They should adhere to a responsible pattern of conduct and demeanours expected of them by the community.

8.3 They should manage their private affairs in a manner consistent with the dignity of the profession.

8.4 They should seek to make professional growth continuous through study and research.

8.5 They should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

8.6 They should maintain active membership of professional organizations and strive to improve education and profession through them.

8.7 They should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication

8.8 They should cooperate and assist in carrying out 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 in the conduct of university and College examinations, including supervision, invigilation and evaluation.

8.9 They should participate in extension, co-curricular and extra-curricular activities including community service.

9. Teachers and Students

9.1 Teachers should respect the right and dignity of the student in expressing his/her opinion.

9.2 They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

9.3 They should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

9.4 They should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

9.5 They should inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

9.6 They should be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

9.7 They should pay attention to only the attainment of the student in the assessment of merit.

9.8 They should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

9.9 They should aid students to develop an understanding of our national heritage and national goals.

9.10 They should refrain from inciting and instigating students against other students, colleagues or administration.

10. Teachers and Colleagues

10.1 They should treat members of the profession in the same manner as they themselves wish to be treated.

10.2 They should speak respectfully of other teachers and render assistance for professional betterment.

10.3 They should refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

10.4 They should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

11. Teachers and Authorities

11.1 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 organizations for change of any such rule detrimental to the professional interest.

11.2 They should refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.

11.3 They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

11.4 They should cooperate through their organizations in the formulation of policies of the other institutions and accept offices.

11.5 They should cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

11.6 They should adhere to the conditions of contract.

11.7 They should give and expect due notice before a change of position is made.

11.8 They should 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.

12. Teachers and Non-Teaching Staff

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

12.2 Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

13. Teachers and Guardians

13.1 Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of 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.

14. Teachers and Society

14.1 Teachers should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

14.2 They should work to improve education in the community and strengthen the community's moral and intellectual life.

14.3 They should 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.

14.4 They should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

14.5 They should 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 NON-TEACHING STAFF

- ❖ All the supporting staff shall perform his/her duties efficiently, as per the Government and Institutional norms.
- ❖ It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the leaders from time to time.
- ❖ The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- ❖ The supporting staff shall extend full support to the department for the development of the labs and also in the maintenance of instruments / equipments.
- ❖ The supporting staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- ❖ The supporting staff shall extend their full fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
- ❖ The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.
- ❖ The supporting staff shall take efforts to pursue higher education.
- ❖ The supporting staff shall discharge all the professional activities through proper channel.
- ❖ The supporting staff should not be absent from the duties without the prior permission of the authorities.
- ❖ The staff shall not involve either directly or indirectly in any form of business / external

assignments during their service.

- ❖ The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
- ❖ The staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.

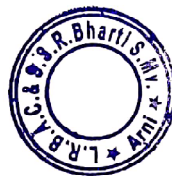
CODE OF CONDUCT FOR STUDENTS


1. It is mandatory for each student to wear STUDENT IDENTITY CARD during the college hours.
2. The medium of conversation in the college premises should be strictly English/Marathi/Hindi/Mother tongue.
3. Change of classroom between lectures should be done in silence and in an orderly manner.
4. Shouting or whistling, running, talking in/around corridor or the college building is not allowed.
5. Students must move in an orderly manner while they are moving in the college premises.
6. Students are not allowed to bring personal sports equipments to college.
7. Other than textbooks or library books, no books, magazines or papers should be brought to the college without prior permission of the Director, Knowledge Resource Centre.
8. It is not advisable to bring to college valuable articles like expensive watches, fountain pens, cameras, mobile phone or any electronic gadgets and jewellery etc. The college is not responsible for any article lost. In case of any loss, the college will not be responsible.
9. Care must be taken of the college property and no one is allowed to scratch or spoil the desks and chairs or damage any college furniture, write or draw anything on the walls or in any way damage any article belonging to others.
10. No student should bring any weapon or sharp articles like scissors, knife, cutter, steel/metal bangle etc. to the college.
11. No student is allowed to enter/come to college on a motorcycle or scooter. Students coming to college by bicycle should refrain from double or triple riding. Students must not ride the bicycle in the college compound.

12. Students must come to college in neat and clean uniform only. This rule applies even when they come to college for any purpose other than attending class or even after college hours. Scribbling on uniform or its improper wearing is punishable.
13. It is compulsory for students to wear lab coat/apron during practical periods in Chemistry.
14. No student is allowed to visit the canteen during the teaching periods.
15. Any kind of gathering/celebration in the classroom/canteen or anywhere in or around college campus is not allowed.
16. Eye teasing is strictly prohibited inside the college premises and no such act will be spared.
17. Students must submit acknowledgment/ consent form/ class assignment/ assessment or any other proforma to the concerned incharge within the stipulated period.
18. Students should be watchful of their behavior and gestures when in the college premises.

ATTENDANCE, LEAVE RULES AND WITHDRAWAL

1. Every student must have at least 80% attendance to appear in the Half Yearly Examination. Those who fail to fulfill this criteria, will be debarred. Request from the defaulter in this regard will not be entertained. .
2. No re-examination will be held for the student who remains absent in any of tests/examination in any class.
3. Re-admission will be purely at the discretion of the Principal and that too with re-admission fee.
4. Transfer Certificate will not be issued until and unless all dues of the college are settled. Any request for Transfer Certificate must be made atleast three days in advance.




Principal
Late R. Bharti Arts, Com. &
Smt. S.R. Bharti Sci. College
Dist. Yavatmal