

Shankarrao Jagtap Arts and Commerce College, Wagholi, Tehsil- Koregaon, District- Satara. Code of Conduct



A. CODE OF CONDUCT

Code of Conduct is a set of rules and guidelines set up by institutions to ensure a disciplined, healthy and smooth running of higher educational institution where the students and the staffs mutually engage in an environment of exchange of knowledge.

According to UGC norms, 2010 and later on in the guidelines published in “Mulya Pravah - Inculcation of Human Values and Professionals Ethics in Higher Educational Institutions”, (2019) UGC focused on the creation of human values and practices to ensure rich learning environment in the higher education institution.

Shankarrao Jagtap Arts and Commerce College, Wagholi Tehsil- Koregaon, District- Satara has set up code of conduct along with some core values of the institution which is displayed in its website www.sjaccollegewagholi.ac.in

Code of Conduct of Shankarrao Jagtap Arts and Commerce College, Wagholi Tehsil- Koregaon, District- Satara

The college has formulated a code of conduct or a set of rules and regulations governing the behavior or conduct of individuals entering the college premises in the capacity of any one of the following:

- 1) Teachers
- 2) Students
- 3) Non- Teaching Staff
- 4) Parents

CODE OF PROFESSIONAL ETHICS

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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour 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, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.



II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students 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) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

(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 dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made; and

(viii) 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:

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

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



VI. TEACHERS AND GUARDIANS

Teachers should:

(i) 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.

Practice 1: Behaviour and Decorum:

➤ Proper and courteous behaviour as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment. Showing due respect to all office bearers and chairpersons.

➤ Proper and polite use of language as means of verbal expression, communication and exchange. Use of informal and casual forms of address, abusive and slang words is strictly forbidden. This is to ensure that the

atmosphere of the college is maintained. Correct use of language whether English, Bengali or Hindi to uphold standards expected in any academic institution. As literate and/or educated members of the college community, each one is responsible for upholding standards of correctness while speaking in a particular language. All college notices, letters and invitations are to be written in correct and formal English or Bengali as the case may be.

➤ Use of the polite conversational tone while addressing and interacting with each other, students and visitors. Shouting, screaming and calling out to one another in loud voices or engaging in loud conversation or discussion while walking down the corridors during class hours is strictly forbidden. There should be complete silence in the Library.

➤ Use of proper gait, posture and gesture while walking, standing or sitting in corridors, in classrooms and laboratories. Pushing, jostling or shoving anyone to make way for oneself or while overtaking another is strictly forbidden.

▪ **Practice 2: Cleanliness and maintenance of college property:**

➤ Correct use of facilities in toilets and washrooms as per standard norms practised in all public places like malls, etc., to ensure toilets remain clean and usable throughout the day. Use of bins to dispose of garbage and litter. Loud and noisy manner of gargling, cleaning of mouths and spitting (except in basins), belching, burping, smoking or chewing and spitting of paan, gutka, khaini, etc., in the college premises are strictly forbidden. This is to maintain public decency, health and hygiene.

➤ Eating inside the Library or any of the classrooms is strictly prohibited. Food is to be eaten only in the College Canteen and Girls' Common Room, in the Staff Rooms and in the Office rooms of the College. Exception and exemption will be made on days on which College seminars and workshops are conducted.

➤ Responsible use of every article of college property and every facility provided by the college. Vigilance against damage and misuse of college property and resources. The College expects each member to be alert and vigilant and to report any misuse, damage or defacement of any item of college property including e-resources and college websites.

➤ The College requests all its members to work in a spirit of cooperation and harmony, to remove unnecessary and unpleasant altercations, conflicts through peaceful negotiation and discussion and to refrain from engaging in bitter verbal

Code of Conduct for Visitors

As a college located in the rural area, security of the premises and members is of normal priority to the college authorities. This code is part of the security measures adopted by the college authorities to protect all members and visitors and the college premises and property from external threat of any kind. The college building is within the jurisdiction of the Wathar station Police Station (WSPS) and is under its protection. In case of emergency, the college can use the facilities extended by the WSPS to handle any untoward or awkward situation.

- All visitors invited by the College are **GUESTS** and are to be treated as such and will enjoy the hospitality extended by the College.
- Visitors seeking information about any aspect of the college will be directed by the concerned staff personnel to the relevant place be it Office, Principal's office, Staff room. No visitor will be permitted to come uninvited to classrooms and examination halls.

- Visitors must come by prior appointment to meet teachers. They are to be seated in the college lobby in case they arrive without appointment and will be permitted to visit the Staff room only if the teacher concerned instructs. No outsider can ramble or loiter into the college. This will be seen as trespassing and **trespassers will be prosecuted**. Staff members will be responsible for those they invite to the college premises within college hours. Staff members will not invite any visitor to the college premises or use parking space beyond college hours.

- The college is under CCTV surveillance; cameras are installed at all entry and exit points.

- The College guarantees safety and security to all within its precincts particularly guests

PROFESSIONAL ETHICS

UGC set up guidelines for professional ethics in "Mulya Pravah - Inculcation of Human Values and Professionals Ethics in Higher Educational Institutions" to inculcate value learning and professional ethics in higher educational institutions

A professional code of ethics sets a standard for which each member of the Higher Education can be expected to meet. It is a promise to act in a manner that protects the stakeholder's well-being. A professional code of ethics informs the public what to expect of the Higher education personnel.

exchanges and/or activities that may threaten the stability and smooth functioning of the administrative and academic machinery of the college.



▪ **Practice 3: Maintaining identity:**

➤ All the Staff members shall carry their identity cards along with them on every working day of the college.

Code of Conduct for students:

The students are the bearers of college legacy. So, Shankarrao Jagtap Arts and Commerce College, Wagholi ensures that they abide by certain college codes as soon as they enter the institution. They have to abide by the set of rules along with the below given codes:

- Use of mobile phones in college premises during class hours is strictly forbidden except academic and research activities. Use of mobile phones in the Library is strictly prohibited.
- Students are not allowed to bring in outsiders (those without formal invitation issued by the College) or to use the college premises and the college property to host parties to celebrate events of a personal nature or to induct outsiders as guests in the name of student events like Freshers Welcome, etc.
- As student-members of the college they are responsible for all items of the College property they use and will be held liable for the damage, defacing and/or for the removal of any article owned by the college from the college premises.
- Proper and courteous behavior as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment.
- The students have to show due respect to all office bearers and chairpersons.
- All the students shall carry their identity cards every day to the college.

PROFESSIONAL RELATIONSHIP

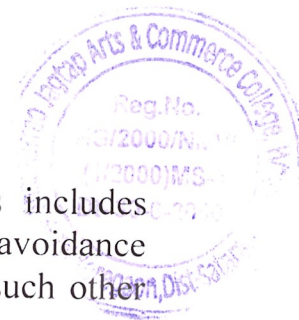
The teachers are the engines of any higher education institution. They are the torch bearers. A healthy knowledge flow in any institution makes it an effective learning centre. To make sure an appropriate knowledge flow inside the institution, the UGC emphasized on the professional relationship among the faculty, staffs and with the students.

LIST 1: PROFESSIONAL RELATIONSHIP PRACTICES IN SHANKARRAO JAGTAP ARTS AND COMMERCE COLLEGE, WAGHOLI

▪ With the students:

- Function as mentors to the students and extending all possible help for their development
- Encourage students to question, in their pursuit of learning.
- Respect confidentiality of information about students and refraining from making negative comments about students
- Maintain emotional stability in front of students and look after their mental health
- Maintain objectivity in situations and refrain from favoritism on any ground.
- The college maintains record of the student counseling done by the mentors from time to time. The mentors in the department take mental and academic responsibility of the students and assist in their overall development.
- Being a rural college, Shankarrao Jagtap Arts and Commerce College, Wagholi maintains strict principle of equality accommodating diversity among students regarding gender, civil status, economic status, sexual orientation, religion, age, disability, race, ethnicity, etc.
- The college maintains a positive learner centric module to help not only the students to grow but to have a mutual growth of students and the service providers.

According to UGC guidelines professional “Code of ethics includes integrity, objectivity, professional competence, professional conduct, avoidance of conflict of interest, transparency and information disclosure and such other ethical principles as may be specified in these regulations”.



LIST 1:

Code Of Professional Ethical Practices in Shankarrao Jagtap Arts and Commerce College, Wagholi

The following are some of the professional ethical practices followed by Shankarrao Jagtap Arts and Commerce College, Wagholi

- The college research cell vigils that the professional growth of the college is continuously maintained through study and research activities.
- No animal is being hurt or no mal practices are performed in the college.
- No toxic elements are used in the college premises to ensure that no environmental damage is done.
- The faculty members of the college co-operate 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 the conduct of university and college examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service. The National Service Scheme (NSS) wing of the college comprises of students and teachers. The teachers while supervising the team of students set suitable for community development goals for the NSS wing.
- The college makes sure that any faculty member of the college take responsibility for teaching a course/subject only if the teacher possesses required educational qualification and thorough knowledge of subject matter and display a communicable interest for it
- The college encourages in learning orientation by instructing the faculties to continuously keeping the course content rich with current examples, accurate, authoritative and appropriate to the level of the student's program of studies.

ETWORK PRACTICE

Collection of knowledge is not the prime goal of higher education in India, but also the application of it. UGC and Human Resource Development Centers have thus put forth the criteria of network in Higher education to ensure the flow of knowledge from teachers to students to industry/ organizations and finally to society.

LIST 1: Relationship Practices in Shankarrao Jagtap Arts and Commerce College, Wagholi

- The college maintains collaborations with different institutions/ organizations inviting lectures from them to have a network flow of learning centric system.
- A career counseling cell is there in college that invites several business campus information to students of relevant discipline.
- The college looks after training the students in essential professional and life skills such as team work, communication skills, leadership skills, time management skills etc;
- The college is in constant pursuit of infusing the spirit of innovation and critical thinking among the students thereby promoting avenues for display of these talents linking them with the world and work.
- The college maintains annual alumni associations meet to conduct networking among students and alumnae.




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▪ **With the teachers (colleagues):**

- Maintain respectful relation with the colleagues
- Render assistance for professional development of junior colleagues if and when sought.
- Refrain from soliciting criticisms of colleagues from student
- Maintain confidentiality and objectivity in dealing with any improper situations if and when arises about any colleague.

▪ **With the management:**

- Show respect to the management while addressing them.
- Expected to promptly accomplish reporting and administrative obligations
- Refrain from actions which are in disagreement with institutional mission, goals and policies.




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