

Shri. BSPM Adhyapak Mahavidyalaya
Shri Balaji shikshan prasarak mandal
Survey No.176.Ring Road. (Shepwadi), Ambajogai.
Tq.Ambajogai. Dist Beed.

Affiliated to
Dr.Babasaheb Ambedkar Marathwada University
Chhatrapati Sambhajinagar

HAND BOOK
CODE OF CONDUCT

(Code of Conduct for the Students,
Human values and Professional Ethics for Principal,
Teaching Staff & Non-Teaching Staff)

Prepared by
INTERNAL QUALITY ASSURANCE CELL
(I.Q.A.C.)

Shri.B.S.P.M. Adhyapak Mahavidyalaya

Our Inspiration

GOALS & OBJECTIVES

1. To produce competent and commitment oriented professionals.
2. To develop skills needed for becoming effective qualitative teachers.
3. To enable the trainees to act as agents of modernization and social change.
4. To cultivate rational thinking and scientific temper, for solving the problems in emerging society.
5. To acquire competencies related to curriculum development, its transaction and evaluation.
6. To know the educational needs of social groups.
7. To promote capabilities for imbibing national values and goals.

❖ VISION

To foster a culture of integrity, respect, responsibility, and professionalism that prepares future educators to become ethical, competent, and socially responsible teachers committed to lifelong learning and nation-building."

❖ MISSION

To establish and uphold standards of ethical behavior, professional responsibility, mutual respect, and academic integrity among all stakeholders, thereby creating a safe, inclusive, and conducive environment for preparing competent, reflective, and socially committed

WORDS FOR THE OUR COLLEGE:

Code of Conduct for Student

Rules & Regulations

1. Students must dress appropriately as per college instructions.
2. Admitted student attend all internal assessment programs in the college.
3. Student admission will be confirmed only on production of the transference certificate/migration certificate from previous college or educational institution
4. After admission, Identity card provided to the student .Student bring it in college premises and to produce it when demanded by college staff.
5. The curriculum, fee structure, admission rules and criteria for every course is likely to be revised from time to time as per University rule.
6. Students restricted for mobile phones, or similar electronic instruments have to be switched off in classrooms, library and during any activity in the college. If such instruments ring or are used during classes, in the library or during activities, the instruments are liable to be confiscated by the college authorities,or fine may be imposed by the college.
7. Smoking cigarettes or taking any addictive substance in college premises including the canteen, hostel, mess etc.is prohibited and if found doing these, student will be liable for disciplinary action.
8. Student have responsibility to keep college premises clean.
9. Student promise that, not to indulge in any ragging activity (as defined by the Maharashtra prohibition of ragging act, 1999) inside the college.
- 10.Student not to indulge in cyber-crime or post any derogatory comment about the college, teachers or fellow students in social media.
- 11.It is mandatory for every student to attend at least 75% of total lectures held in each term in the college, as per University rule.
- 12.In case a student is permitted to participate in the N.S.S. camps or to undergo

training or military duties/Inter University/Inter Collegiate competitions/Sports and games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance to the student.

13. Every student, during term course, shall be under discipline jurisdiction of competent authority which shall take appropriate action in case of indiscipline, misconduct on the part of the student.

14. Obligation of student : Every student, shall all time,

1. Conduct himself properly,
2. Maintain proper behavior,
3. Observe strict discipline, both within campus of the college, Hostel and also outside, in buses, Railway-Trains or at public places or education trip arranged by institution or at play Grounds.
4. Ensure that no act of this consciously or unconsciously brings the college or any establishment or authority connected with it into disrespect.

15. Any act of a student which is contrary to the clause , constitute misconduct and/or indiscipline, which term shall mean and include, among others, any one more of the acts jointly or severally mentioned hereinafter, name.

1. Any act that directly or indirectly cause or attempt to cause distribution in the lawful functioning of the college.
2. Habitual un-punctuality in attending lectures, tutorials, practical, and other course as may be prescribed.
3. Repeated absence from lectures, tutorials, practical, and other course as may be prescribed.
4. Occupation of any building such as, hostel room, such other accommodation in the premises owned or hired by the college, without prior permission from the competent Authority.
5. Permitting or conniving with any person not authorized to occupy any hostel-room, residential quarter, or any accommodation or any part thereof of the college.
6. Securing admission in the institution, to any undergraduate or post graduate program or any other course by fabrication and suppression of facts or information.
7. Obstruction to any student or group of students in his or there legitimate activity as

such, whether in classroom, Laboratories, fields, playground, gymnasium or places of social and cultural activity within the campus of the College.

8. Suppressing material information or supply of false information to the college, for seeking any privilege.
9. Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the college.
10. Possessing or consuming any poison or stupefying drugs or intoxicant in any form .
11. Ragging, bullying, harassing any student in institution or outside thereof.
12. Indulging in any act as would cause annoyance, embarrassment to any other student, or member of the authority of the college to staff member or any member of family of the staff

Indulging in any act of violence, assault, intimidation or threatening in the hostel or outside thereof.

13. Destroying or attempting to destroy or temper with any official record or document of college.
14. Conduct unbecoming of the student, at any meeting or special function or sports and cultural activity arranged by the college or at any other public place.
15. Stealing or damaging any farm produce or any property belonging to the college, staff member of the college or any other student.
16. Instigating violence or participating in any violent demonstration or agitation or violent streak in the college.
17. Violation of any of the rules and regulation of the Institution or orders of the competent authority
18. Gambling in any form in the college.
19. Disorderly behavior in any form or any act specifically forbidden by the competent authority
20. Refusal to appear to give evidence before Inquiry officer appointed by the competent authority with respect to a charge against him
21. Conviction, in the court of Law for criminal offense, involving moral turpitude.
22. Any other act not specifically mentioned hereto before which, whether by commission or omission as would in the circumstances of the case be considered by the competent authority as in act of misconduct and/or indiscipline.

Maharashtra Public University Act, 2016 Disciplinary Powers and Discipline amongst Students Sec. 127.

1. All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the

university, shall vest in the Vice-Chancellor.

2. The Vice-Chancellor may, by an order, delegate all or any of his powers under sub-section (1), as he deems fit, to such other officer as he may nominate in that behalf.
3. The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be canceled Provided that, the Vice-Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.

4. Without prejudice to the powers of the Vice-Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline.
5. Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.
6. Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norms.
7. At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of university institutions and affiliated colleges.

- 8 All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the the principal of the affiliated college or head of the recognized institution.

The Maharashtra Prohibition of Ragging, Act, 1999

1. Ragging within or outside of any educational institution is prohibited under *The Maharashtra Prohibition of Ragging Act, 1999 Act 33 of 1999* under Article-1 and Article-2
2. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
3. Any student convicted of an offense under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
4. (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provision, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately report the same to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.

The Professional Ethics For The Teachers

As per UGC Notification-2018)

I. Teacher : Their Responsibilities

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.

- (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, 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.

(vi) Aid students to develop an understanding of our

National heritage national goals; and

(viii) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

(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:

(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 with their to interfere 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

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

- (i) Try to see through teachers' bodies and organizations, that institution 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

- (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

Source: <https://www.ugc.ac.in>The Professional Ethics For The Teachers

As per UGC Notification-2018)

I. Teacher : Their Responsibilities

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.

- (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, 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.
- pdfnews/5323630_New_Draft_UGCRegulation-2018

HUMAN VALUES AND PROFESSIONAL ETHICS

1 Human Values & Professional Ethics for Management	1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps though their own institutional bodies, professional organizations for change of any such rule detrimental to the professional interest. 2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand. 3. 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. 4. Give and expect due notice before a change of position takes place.
2 Human Values & Professional Ethics for Principal	1. Provide inspirational and motivational value-based academic, executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability. 2. Conduct him/ she with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college. 3. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas 4. Manage their private affairs in a manner consistent with the dignity of the profession. 5. Discourage and not indulge in plagiarism and other non ethical behavior in teaching, research.
3 Human Values & Professional Ethics for HOD	1. To prepare Annual Departmental Academic Calendar at commencement of the session and one copy of it should be submitted to the principal and organize the planned events accordingly. 2. To prepare the Semester wise Time Table of the faculty Department. 3. To guide the faculties of the department to prepare semester /subject wise teaching plan and keep one copy of this plan with departmental file and submit one hard copy to the principal. 4. To manage the lectures & keep watching for smooth conducting. 5. Any program not be organized by any department without permission of the principal.

4 Human Values & Professional Ethics for Teachers	1. Four points from eleven point oath for teachers by Hon. Ex President Late Dr. A.P.J. Abdul Kalam1. First and foremost, I will love teaching. Teaching will be my soul. 2. I realize that am responsible for shaping not just students but ignited youths who are the most powerful resource, earth, on the earth and above the earth. I will be fully committed for the great mission of teaching. 3. As a teacher, it will give me great happiness, student of the class to perform exceedingly well. 4. All my actions with my students will be with kindness and affection mother, like a sister, father or brother.
5 Human Values & Professional Ethics for Librarian	1. Their private affairs in a manner consistent with the dignity of the Manage profession. 2. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research. 3. Participate in extension, co-curricular and extra-curricular activities, including the community service. 4. All final year students should return their library token and library book based on library circular and obtain “NO DUE CERTIFICATE” from the library for getting Hall ticket of University Examination. 5. Students can use well equipped Library study room from 09.00a.m. to 6.00 p.m. with kind permission of the Principal/Librarian.
6 Human Values & Professional Ethics for Non-Teaching	1. Every one of non-teaching staff of the college shall discharge duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time. 2. Maintain their professional knowledge & skills updated professionally for the proper discharge of duties assigned to faculty. 3. Must join/attend the duty punctually every day. 4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission. 5. Advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works

7 Human Values & Professional Ethic for Colleagues	1. Treat other members of the profession in the same manner as they themselves wish to be treated 2. Speak respectfully of other teachers and render assistance for professional betterment 3. Refrain from making unsubstantiated allegations against colleagues to higher Authorities 4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
8 Human Values & Professional Ethic for Students	1. Respect the rights and dignity of the student in expressing his/her opinion. 2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics. 3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs 4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare 5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
9 Human Values & Professional Ethics for Parents	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.
10 Human Values & Professional Ethics for Alumni	The following tenets of our code of conduct when engaging with any college offering activity or communication. 1. College values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate. 2. These values into its education, research, health care and its business practices. 3. We hope that all members of the college community take responsibility in sustaining the high ethical standards of the college. 4. That all students and alumni feel they are welcome at all college activities in any way in which they choose to participate.

11 Human Values & Professional Ethics for Society	1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided 2. Work to improve education in the community and strengthen the community's moral and intellectual life 3. Perform the duties of citizenship; participate in community activities and shoulder responsibilities of public offices 4. 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.
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