



Shri Guru Buddhiswami Shikshan Prasarak Sanstha's
SHRI GURU BUDDHISWAMI MAHAVIDYALAYA,
Purna (Jn.), Dist., Parbhani (M.S.), India. Pin – 431511.

(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)
Re-accredited by NAAC at 'B' Grade with '2.42' CGPA; ISO 9001:2015 Certified Institute
Awarded *The Best College (Rural) 2019-2020* by S.R.T.M.U. Nanded

A Handbook of
CODE OF CONDUCT AND PROFESSIONAL ETHICS
FOR THE INTERNAL STAKEHOLDERS
[Values and Ethics Need Nurturance and Fortification]

Designed and Developed by
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Shri Guru Buddhiswami Mahavidyalaya, Purna (Jn.)

Core Values

Equity- SGBMP runs on the principle of **Equity** and **Justice** to all.

Empathy- SGBMP shows **Empathy** with its stakeholders.

Accountability- SGBMP is **Accountable** to its stakeholders.

Honesty- **Honesty** is SGBM's Policy.

Code of Professional Ethics

Principal & Vice Principal

1. College Principal should:

- a) 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.
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- c) Act as steward of the college's assets, in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- f) Manage his/her private affairs in a manner consistent with the dignity of the profession.
- g) Discourage and not pamper in plagiarism and other non-ethical behaviour in teaching and research.
- h) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- i) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavour.

2. Vice Principal should:

- a) Act as the Academic facilitator.
- b) Accept the responsibility of academic and evaluation coordinator.
- c) Accept all the responsibilities of the Principal in his absence.
- d) Conduct and participate in extension, co-curricular and extra-curricular activities, including the community service.
- e) Monitor and control the discipline in the College.
- f) Act as a messenger of all the participants of the organization.

3. Teachers and their Responsibilities:

Teaching is a very noble profession. A teacher has a very crucial role in shaping the characters, personality and career of the students. 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.

I. Teacher 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, 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;
- ix. 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
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

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, cast gender, political, economic, social and physical characteristics;
- iii. Recognise 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 go
- 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 making 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 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
- 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

Teachers should:

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

VIII. Director Physical Education and Sports (College) and Librarian (College)

Director Physical Education and Sports (College) and Librarian (College) should:

- i. Adhere to a responsible pattern of conduct demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- iv. Participate in extension, co-curricular and extra-curricular activities, including the community services;
- v. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

General Rules

Regularity & Appearance:

- i. Teacher must report in time as per the working hours stipulated from time to time and should be available on campus unless and otherwise, they are assigned duties elsewhere.
- ii. Prior permission should be obtained for reporting late in the morning or leaving early, without detriment to his/her duties.
- iii. Teachers shall reach the College at least 15 minutes before the schedule time of the College.
- iv. Teachers should remain on the campus till the end of the College timing.
- v. HOD's are custodians of all the equipments in the labs. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment's, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean and tidy.
- vi. Any instruction issued by the Competent Authority by way of Circulars from time to time must be complied with.
- vii. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- viii. Teachers must always wear their identity badges on the campus.
- ix. Teachers are expected to attend Departmental, academic and association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- x. Teachers are expected to offer, to take up extra classes for students of Certificate Courses, Diploma Courses and other Career Oriented Programmes, if directed by the Management.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences

- i. Teachers should endeavour to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- ii. Teachers must attempt to take up Research projects.
- iii. Teachers should attend FDP Programmes, Short Term Courses, Induction Programmes etc., to keep themselves abreast with the latest in their respective field.
- iv. Science & IT Teachers should undergo Practical Training in Industry.

IX. Non-Teaching Staff

Office Superintendent Should:

- a) Act as a middleman of academic and administrative activities.
- b) Maintain and update service book of all the teaching and non-teaching staff.
- c) Examine Admission & Eligibility documents of Students & registers of admission.

- d) Administer and maintain personal files of staff and faculty.
- e) Maintain discipline and work schedule of class IV employees.
- f) Maintain Leave Register.
- g) Maintain Movement Register for staff under office administration.
- h) Initiate and record all correspondence and put up the same to Principal /HOD & section heads.
- i) Act as an information officer of the organization.
- j) OS shall be responsible for all the substances assigned to establishment section, student section, stores section, maintenance section and security section.
- k) To take care of biometric obligation.

Head Clerk should

- a) Establish printing of brochures and placement documents for the organization.
- b) Initiate and record all correspondence and put up the same to Principal /HOD & section heads.
- c) He shall be responsible for all the matters assigned to establishment section, students' section, stores section, maintenance section and security section.
- d) Any other duties assigned by the principal from time to time.

Accountant Should:

- a) Prepare annual budget estimate of the college under guidance of the Principal.
- b) Prepare documents for submission of six monthly and annual audit.
- c) Allotment of Budgets to every department of the college.
- a) Verify the bills for payment and check the monthly pay sheet.
- b) Check the cash book daily and file TDS returns.
- c) Hold custody of receipt books and vouchers.
- d) Prepare all the records as required for audit.
- e) Settle the journey claims and advances.
- f) Any other duties assigned by the Principal from time to time.

General Rules

Non-Teaching Staff should:

- a) Remain on Duty during College hours. They should report for duty at least 20 minutes in advance to their schedule time.
- b) Wear the Uniform provided by the Management.
- c) Wear their identity symbol during working hours.
- d) (Whoever is assigned with laboratory work) keep the labs clean and tidy.
- e) Report about Loss or damage to the HOD in writing immediately.
- f) (Laboratory staff) shall maintain a stock register for all the articles, equipments, chemicals, etc purchased. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures should be obtained.

- g) Maintain a separate register for the damaged equipment and if any money is to be collected from the students towards damages, as per the direction of the HOD, the amount should be handed over to, for deposit in the College account.
- h) Carry out their duties as instructed by the authorities to whom they are attached.
- i) Not leave the College during the working hours.
- j) Be cooperative in nature with students.
- k) Display notices, distribute mark sheets, attendance sheets etc. relating to students.
- l) Be active regarding maintaining discipline and other activities with the help of class teachers.
- m) Actively take part in curricular, co-curricular and extra-curricular activities.
- n) Carry out any other duties assigned by the Principal from time to time.
- o) Check at least once in a week working of instruments and equipments in the laboratories.
- p) Prepare the requirement of consumables for the lab and place indent for the same.

Librarian/ Library Assistant/ Library Attendant Should:

- a) Prepare and issue Library cards to students and staff.
- b) Follow up return of books issued to students and staff members.
- c) Maintain Fine Collection Register and instruct students, the defaulters to pay the fine.
- d) Maintain Internet facility Available for Students in the College.
- e) Maintain and update Library Automation Software's.
- f) Display new arrivals by photocopy of the cover page of the books and journals.
- g) Receive international journals & magazines and highlight important articles & news.
- h) Compile back volumes of journals and periodicals and arrange for binding and Stacking.
- i) Maintain the day wise records of visits of faculty members in the library.
- j) Display of the cuttings of newspapers on education /social matters on Notice Board.
- k) Submit the list of requirements of books to the Principal for further action.
- l) Ensure discipline of the students in the library.
- m) Carry out any other matter assigned by the Principal from time to time.

X. Examination Officer Should:

- a) Conduct all Examinations related to the University and College.
- b) Correspond with university regarding university examinations such as results, form fill-up, registration card, admit card and student's complaints regarding examinations.
- c) Obtain result sheets of students from University and distribute them to the students.
- d) Assign Examination duty to teachers as invigilators, Assistant officer-in-charge etc.
- e) Deliver examination routine, date of form fill-up of the University Exams by displaying them on the Notice Board.

Student Charter / Code of Conduct

Students Should:

- i. Perform sincerely in the college. He / She should pay respect to the teachers, non-teaching staff members, the staff in the library. If the students face any problem, they should meet the Principal or the Vice-Principal of the College.
- ii. Wear regularly the Uniform (Dress code) and carry Identity Card on campus.
- iii. Avoid smoking, drinking alcohol and chewing 'gutkha' / tobacco on the college campus.
- iv. Not click photographs in the college campus & avoid the use of cell phone strictly.
- v. Not bring in any such weapons in the college which would physically harm others.
- vi. Not write anything on the walls of the classroom & of the toilets. If such a thing happens students will be strictly punished.
- vii. Not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & recompense should be taken from them.
- viii. Not make noise on the college campus and in the reading room.
- ix. Strictly follow the rules of the office and the library, which are mandatory for all the students.
- x. Not organize any picnic on their own without the permission of the Principal and the Vice Principal.
- xi. Not approach any media (electronic, print as well as social media) for their grievances, they should first lodge complaint with Grievance Redressal Cell or the Principal.
- xii. Not participate in any activity against the college, and society and should avoid caste and religion-based unfair activities.
- xiii. Participate in the sports, cultural and other extra-curricular activities and co-operate the college management.
- xiv. Not engage in any unfair means which will be treated as an offence and necessary action will be taken against such students.
- xv. Not resort to any malpractices either in the documents or in the examinations.
- xvi. Not be allowed to constitute any Board or Association without obtaining formal permission from the Principal.
- xvii. Keep the receipts of the fees paid and other documents in tack and produce whenever demanded.
- xviii. Strictly follow all the instructions given on the College Notice Board and in the College prospectus.
- xix. Not roam around in the college campus during the lecture time and behave in a rude manner.

- xx. Not bring radio, camera or cell-phone in the college.
- xxi. Not bring a dummy person as a parent in the college, which would be an offence.
- xxii. Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular “UGC Regulation No. f-1-8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.

**Co-ordinator,
IQAC**

**Principal &
Chairman, IQAC**