

**PRATAP MEMORIAL CHARITABLE TRUST, GONDIA**

**RUNS**

**SHANKARLAL AGRAWAL SCIENCE COLLEGE**

**SALEKASA – 441916 Dist. – GONDIA (MS)**

*(Established: 2008-09)* NAAC Accredited with CGPA 1.94

Website: [www.sascsalekasa.co.in](http://www.sascsalekasa.co.in) Email: [sasciencecollege@gmail.com](mailto:sasciencecollege@gmail.com) Phone/Fax: 07180-244355

**Affiliated to**

**(R.T.M. Nagpur University Nagpur and Recognized By  
Government of Maharashtra)**



# **CODE OF CONDUCT & ETHICS POLICY**

# Disclaimer

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## Draft & Monitoring Committee

- |   |                       |
|---|-----------------------|
| <b>1. Dr. S. Narayan Murthy (Principal):</b>          | <b>Chairman.</b>      |
| <b>2. B. K. Mendhe (Assistant Professor):</b>         | <b>Vice-Chairman.</b> |
| <b>3. Dr. S. D. Puri (Assistant Professor):</b>       | <b>Secretary.</b>     |
| <b>4. Dr. M. P. Nandeshwar (Assistant Professor):</b> | <b>Member.</b>        |
| <b>5. Dr. S. S. Biranwar (Director of Phy. Edu.):</b> | <b>Member.</b>        |
| <b>6. Mr. S. N. Bisen (Sr. Clerk):</b>                | <b>Member.</b>        |
| <b>7. Miss Sneharika Patle (Student):</b>             | <b>Member.</b>        |

# FOREWORD

This document on “**Code of Conduct & Ethics Policy**” has been compiled to provide all the stakeholders of Shankarlal Agrawal Science College Salekasa, a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfilment of social responsibilities at designated levels. In cognizance of the magnitude of the responsibility inherently involved in education system, all the concerned stakeholders including governing body, staff and students, need to accept and adhere to the highest ethical standards in the teaching-learning process.

This system of ‘corrective measures’ in place will help the administration to identify any kind of breach of code of conduct and immediately adopt necessary corrective steps for restoring the desired professional ethics and human values. In short, through this document our institution helps all stakeholders to understand their dynamic role for the betterment of the institution, society & the nation as the whole.

**Dr. S. Narayan Murthy**

**Principal**

**Shankarlal Agrawal Science College, Salekasa**

## **Our Vision**

*Shankarlal Agrawal Science College Salekasa, District Gondia established in a rural, undeveloped & remote area with an aim to provide "Science Education" to all the students belong from this unexposed area, where a student can learn, think & develop themselves as a strong competitor & ready to face all challenges of life and Also to motivate other people for the development of such other backward area of this district.*

*Thus, we have a great vision to reform students through quality education into a valuable human resource with rational and human attitude for Family, Society and Nation.*

## **Our Mission**

*To spread and percolate "Excellence in Education" among the socially and economically deprived people of this rural and backward area. College has a strong commitment with students for their "Holistic Development" to competence himself not only for employment, entrepreneurship but also will be able to understand his role and responsibilities towards Family, Society and Nation.*

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## Introduction

In higher education system every university, every institution should need to maintain the “Essence of Discipline” for its proper functioning and betterment of society. Hence it the fundamental duty of every university and every institution to framed various rules and regulation in the form of “Code of Conduct & Ethics Policy” for various internal and external stakeholders.

## Objectives

The main objective to preparing this document ‘Code of Conduct & Ethics Policy’ is to make aware all the stakeholder about their roles, duties and responsibilities towards institutions, society and nation and also to support all the stakeholders to build good character and valuable human resource.

With a view of this thought our institution has formulated following ‘Code of Conduct & Ethics Policy’ for students, employees & other stakeholders:

# CODE OF CONDUCT FOR STUDENTS

All learners, who takes admission in any educational institution are referred as Students and every students should need to follow all rules & regulation mentioned under code of conduct by the concerning institutions.

Following are the important code of conducts prescribed for our students -

- **Students should maintain the discipline, respect, reputation & dignity of institution.**
- **Students must follow each & every instructions given by principal, teachers, mentors & other staff of an institution and must respect them.**
- **Students must follow all the rules prescribed by an institution, university & other statutory bodies.**
- **Students must take care while making use of infrastructure & other related facility of institution.**
- **Students must not discriminate any other students of the institute on the basis of caste or religion.**
- **Students must not indulge in any criminal offence, ill practices or malpractices.**
- **Students does not support or engage in consumption of tobacco, smoking, drinking or use of narcotic drugs.**
- **Students must follow Do's & Don'ts, Laboratory instructions & safety measures displayed in an institution.**
- **Students must follow all instruction given by institution regarding submission of documents for admission, examination, scholarship, insurance, etc. and also submission of feedbacks on time.**
- **Students should feel free to enroll their names for scholarship forms, for taking participation in various curricular, co-curricular, extensions activities & other activities of an institution.**
- **Students must be honest, possess all human values & know his or her own rights.**
- **Students must be known to all the duties & responsibilities towards institution, family, friends, society, surrounding nature & nation.**

# CODE OF CONDUCT FOR TEACHERS

Teachers are the architects of our nation, without teacher none of the educational institution can survive. Hence, the following are essential code of conduct meant for our teachers –

- **Teacher should know & understand the objectives of Education.**
- **Teachers must maintain the dignity of their post.**
- **Teachers must follow all norms prescribed by institution, university, UGC & other statutory bodies.**
- **Always obey the orders of their higher authorities.**
- **Teachers should develop student interest through their teaching method, always inspire & motivate them for their overall development.**
- **Teacher should not discriminate, students with respect to caste, gender, religion, age, disability, race, family, etc. & give fair treatment to all.**
- **Teacher should try to resolve the problems of their students through counselling or remedial classes.**
- **Teacher should update themselves in latest trends & technology and implement it in its teaching learning process.**
- **Teacher should participate in task committees, departmental planning, curricular activities, co-curricular activities, extension activities, workshops, seminars, conferences, etc.**
- **Teacher must maintain their muster, leave details, API formats, income tax details & other related documents needed during their services.**
- **Teacher should always try to raise various results & grade of their institution as a whole.**
- **Always provide prior information regarding leave.**
- **Teacher should complete their syllabus (with respect to their workload) & assigned task in adequate period of time.**
- **Teachers must take care of infrastructure & other related facility of institution.**
- **Innovates new ideas, thought for research work and publish their work.**
- **Always ready to help & collect help for institution.**
- **Avoid conflicts & maintain balance between both personal & professional relations.**



# CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

Administrative staff also act as an essential pillar of any education system, without which working & functioning of any institution is found to be impossible. Administrative staff includes clerical staff, laboratory staff, library staff & other supporting staff. All above staff should know their respective roles and duties hence institution has framed various rules & regulations for administrative staff in this hand book of code of conduct.

Following are the essential code of conduct meant for our administrative staff -

- **Must follow all rules & regulation framed by institution, university, UGC & other statutory bodies.**
- **Must maintain the discipline & respect of institution throughout their service.**
- **Maintain confidentiality & secrecy of institution.**
- **Never indulge in any money matters, ill practices or mal practices.**
- **Always be caring, supporting the students.**
- **Follows all the orders of their higher authorities.**
- **Maintain & keep all the essential documents, records and letters of institution.**
- **Maintain brotherhood & good repo between all the stakeholders of institution.**

- **Maintain and keep all necessary records ready during evaluation process.**
- **Cleaning, caring & maintenance of all infrastructure.**
- **Practice for optimum use of facilities.**
- **Always keep keen observation over college property.**
- **Update all the financial transaction daily.**
- **Participate in various institutional activities & in training program.**
- **Always cooperate & encourage teamwork.**
- **No negligence in discharging any duty.**
- **Should upgrade themselves with recent technology.**
- **Always ready to help & collect help for institution.**
- **Avoid conflicts & maintain balance between both personal & professional relations.**
- **Should boldly inform the institution regarding any problem, dispute or unwelcome behaviour from anybody.**
- **Always informed higher authorities about any requirements & facilities needed for smooth functioning of official work.**
- **Be a part of R.T.I.**
- **Show respect & hospitality towards any visiting dignitaries.**
- **Always provide prior information regarding leave.**
- **Practise & motivate for learning good habit like save paper, save electricity etc. in order to preserve our ecosystem.**
- **Contribute in discharging social responsibilities.**
- **Promote & encourage only good work & prevent all illegal work.**
- **Caring & adhering to all types of social, cultural, ethical, professional and human values.**

# CODE OF CONDUCT FOR PRINCIPAL

Principal is an administrative and academic head of the college therefore a dynamic personality is needed to perform all duties and responsibilities of an institution. Hence, the following code of conduct prepared by our institution for the principal -

- ❖ **Be honest, loyal & supportive always.**
- ❖ **Committed to work and maintain dignity of the post.**
- ❖ **Maintain confidentiality & secrecy of institution.**
- ❖ **Always take a round in a campus & have keen vigilance over students, teaching staffs, administrative staffs, supporting staff & other visitors.**
- ❖ **As per the requirement, framed various rules and regulation for betterment of an institution & all stakeholders.**
- ❖ **Planning, managing, organizing, instructing, directing, leading, motivating, coordinating, accessing, correcting, complying, conveying, controlling, associating, interacting, collaborating, etc. are some of essential roles must followed regularly.**
- ❖ **Innovates & support new ideas and research work.**
- ❖ **Organize seminar, workshops, training program for student and staff members.**
- ❖ **Arrange & conduct various annual programs mentioned in annual calendar like NSS camp, gathering, parent teacher association, alumni association etc.**
- ❖ **Always appreciate & felicitate success of student and staff members.**
- ❖ **Prevent ill practice & mall practices and support social responsibilities.**
- ❖ **Quick action must be taken against corruption, harassment, indiscipline, irregularities in work, misconduct, unwelcome behaviour etc. and to inform immediately to the higher authorities If needed issue memos, show cause and take strong action against it.**

- ❖ **Maintain good repo & balanced between higher authorities & other subordinating staff.**
- ❖ **Always informed management authorities about annual budget, annual requirements & other expenditures.**
- ❖ **Assist in Recruitment, Placement & also in gradation process.**
- ❖ **Follows all the norms of university and other statutory bodies.**
- ❖ **Be a part of R.T.I.**
- ❖ **Analyse SWOT/SWOC of an institution & work accordingly.**
- ❖ **Be supportive & encourage team work.**
- ❖ **Try to achieve objectives of vision & mission of an institution as a whole.**

# CODE OF ETHICS POLICY DOCUMENT

The **'Code of Ethics'** is an aspirational policy statement or document designed to influence individual decision-making and the thought process of the stakeholders. Ethical policies are guidelines for the employees & students of the college to do the right thing and behave at high standards at all times. Generally, a code of ethics should include the universal moral values, where you state that you expect an employee & a student to be trustworthy, respectful, responsible, fair, kind and good citizens. The code of ethics contains the institute's core ethical values, principles and ideals, which serve as the foundation for the code of conduct.

The general guide usually touches on common ethical concerns, such as employer-employee relations, teacher-student relations, environmental issues, social responsibility, and discrimination. A code of ethics may be largely compliance-based, with guidelines explicitly set out along with penalties for violation of ethical principles. All the stakeholders are supposed to be guided by this ethics policy document when they make crucial decisions. This document also aid in establishing the institute's commitment to ethical values. Hence, all of them should follow the enlisted policies.

Our institution has prepared the following 'Code of Ethics Policy' for the all stakeholders of the institution –

### **1. Implementation of the Code of conduct Policy:**

**All students, employees & other stakeholders should obey all the rules & regulations of the college including the code of conduct of college, the acts, statutes, directions, ordinances & regulations of the RTM Nagpur University, UGC and Maharashtra Government. If anyone disobey the code of conduct or any rule, they may face disciplinary actions by the institution.**

### **2. Professionalism Policy:**

**Employees must show professionalism in every aspect of conduct, including matters involving absenteeism, tardiness and dress code compliance. Personal appearance should project the institute's commitment to professionalism.**

### **3. Integrity Policy:**

**All employees should fulfil their work with integrity and respect toward our stakeholders. We are all expected to avoid any personal, financial or other interests that may interfere with the quality of the work.**

### **4. Discrimination & Violation Policy:**

**Violations of academic conduct like cheating on an examination, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students. Posting derogatory comments about individuals of the institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the institute is prohibited.**

## **5. Security & Safety Policy:**

**Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited. Everyone should take care & follow the precautions related the safety rules. Employees, students & other all stakeholders must work together to protect the institution and its legal interests by complying with all environmental, trading & safety laws.**

## **6. Environmental Policy:**

**As per the environmental policies everyone should follow the regulations and acts related environment conservation. Everyone should keep college campus clean, help to maintain the campus green & take care of botanical garden. The students & employees shall donate minimum one sapling on their birthdays.**

## **7. Addiction free Institute Policy:**

**Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited. Any misconduct may face disciplinary actions by the institution.**

## **8. Confidential Policy:**

**The information of the institute must be well-protected & confidential. The employees & students will unavoidably receive and handle personal information & official information of the institute. Any leaking or stealing the personal or official information shall be punishable; it means everyone must be legally binding.**

## **9. Research Ethics Policy:**

All rules & regulations related plagiarism as per notification of the UGC should follow during the research and other non-ethical behaviour should be avoided.

## **10. e-Devices using Policy:**

Use of cell phones in the campus shall be allowed only for educational purpose with prior permission of authority. Audio or video recording in class rooms or actions of other students, faculty, or staff shall not be done without prior permission. The employees & students can only access college data like e-library & other authorized data with prior permission of the authority.

## **11. Disciplinary Actions Policy:**

The students or the employees who repeatedly or deliberately fail to follow our code of conduct will meet an appropriate disciplinary action. Following a clear warning, students & employees who persistently show indecorous behaviour may face disciplinary actions by the institution.

**Coming together is a beginning,**

**Keeping together is progress,**

**Working together is success.**

**~Henry Ford~**