



**The Berar General Education Society's**

**SITABAI ARTS, COMMERCE AND SCIENCE COLLEGE, AKOLA (M/S)**

**Re-accredited by NAAC Grade 'A' with CGPA 3.01**

**Affiliated with Sant Gadge Baba Amravati University, Amravati**

## **CODE OF CONDUCT**

### **CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR PRINCIPAL**

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- b) Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as warden of the College's assets in managing the resources responsively, optimally, effectively and efficiently for providing a conducive teaching and learning environment;
- d) Promote research and consultancy work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings out quality, professionalism satisfaction and service to the nation and society.
- f) Avoid plagiarism and other non-ethical behaviour in teaching and research;
- g) Participate in extension, co-curricular and extra-curricular activities, including the community service.

h) Restrict from allowing considerations to caste, creed, religion, race or gender in their professional endeavour.

### **CODE OF CONDUCT FOR THE STUDENT**

1. Students are prohibited to enter the premises of the college without the due identity card issued by the college.
2. Without obtaining the due permission of the Principal display any kind of notice on the notice board is prohibited.
3. Writing of any kind is prohibited. Criminal action will taken against the person who infringes/breaks this rule.
4. For getting fees concession students should/must be ready with all the required documents at the time of admission.
5. Students should/ought to contract the O.S. for their complaints what so ever. They must not argue with the employees.
6. Students must remain present to the periods. 75% attendance is mandatory. Students who don't fulfil this condition they shall not be eligible for appearing for the university examination.
7. It is presumed that the student taking admission has accepted and consented all the rules and it is mandatory for all the students to follow these rules and regulations.
8. All the rights reserved with the Principal to change all or any rule or to introduce new rule/rules.
9. It the number of students for a particular subject is not sufficient, that subject shall not be taught. The student shall have to offer other subject.
10. Timing for paying fees. Monday to Friday 11 am. to 2 pm., on Saturday 11 am to 12 noon (excluding holidays)
11. Free admissions are given to the students eligible for scholarship but the compliance and the submission of all the necessary documents ought to be done at the time of admission. If the students eligible for the benefit of scholarship have non submitted scholarship forms or they have been rejected by the social welfare dept. under such circumstances the students shall have to pay the entire fees.
12. Wide S.G.B. Amravati University letter no. S.G.B./Amt/3/P/54/2019 dated 09/04/2019, the students admitted in the final year shall not be eligible to appear for sem IV unless they clear their I sem and II sem examinations.

13. A) Admission of any student for what so ever reason is treated as illegal by the university, the Principal shall have right to cancel such admission. No admission shall be confirmed unless it is enrolled by the university.
- B) After taking admission, if the behaviour of any student is found detrimental to the discipline of the college his/her admission shall be cancelled.
14. The students who passed the S.S.C. or the H.S.C. examination from the other state must submit their Migration Certificate or necessary at the time of admission.
15. Any kind of Certificate or T.C. or any other such certificate shall be issued on the third day from the submission of the application for the same. The student shall have to pay the required fee for such certificate.
16. It is mandatory to remain present for Unit Test/First Term/Second Term examination conducted by the college. The absent students shall be penalized.
17. The student (he/she) must clear Physical Test conducted by the college.

### **Anti-Ragging Notice**

- 1) The college has an anti-ragging cell to prohibit ragging in the institution.
- 2) Maharashtra Prohibition of Ragging Act 1999
- 3) Ragging within or outside of any educational institution is prohibited. Whosoever 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 up to two years and / or penalty which may extend to ten thousand rupees.
- 4) Any student convicted of an offence of ragging 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 date of order of such dismissal.

### **CODE OF CONDUCT AND RESPONSIBILITY FOR TEACHERS**

1. 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 said fourth 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 disposition.

Teachers should:

- i. Are there to a responsible pattern of conduct and demeanour accepted 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 as hand with dedication.
- vii. Corporate and assist in carrying out functions relating to the educational responsibilities of the college and the universities 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
- viii. Participate in extension, co-curricular and extracurricular activities including community service.

## 2. Teachers and the students

Teachers should:

- i. Respect the right and dignity of the student in expressing his / her opinion.
- ii. Deal justly and imperatively with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capability 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 student's 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 if an beyond their class hours and help and guide students without any remuneration or reward;
- ix. Add students to develop and understanding of our national heritage and national goals; and
- x. Refrain from insulting students against other students, colleagues for administration.

### 3. Teachers and colleges<sup>1</sup>

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be related.
- 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 consideration of caste, creed, religion, race or sex in their professional Endeavour.

### 4. Teachers and authorities

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to produce procedure and methods are consistent with their profession in initiating steps through their own institutional bodies and / or professional organization for change of any such rule determined to the professional in 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 officers and discharge responsibilities which search office main may demand;
- iv. Co-operate there other organizations in the formulating formulation of policies of the other institutions and except officers.
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in income format with dignity of the profession;

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- 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 responsibilities for completion of academic schedule.

#### 5. Teachers and non teaching staff

Teachers should:

- i. Teachers should treat the non-teaching staff and colleagues and equal partners in an 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.
- iii. A teacher or other person employed in a college when involved in criminal proceedings shall inform the community of search proceedings
- iv. No member of the staff shall address any correspondence directly either to the management or the government authorities. Such correspondences should always be rooted through the principal.

#### 6. Teachers and guardians

Teachers should:

- i. Try to see through teacher's bodies and organizations that institution maintaining contact with the guardians their students send report of their performance 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.

#### 7. Teachers and society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programs 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 e 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 in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic group but actively work for national integration.

## **CODE OF CONDUCT AND RESPONSIBILITIES OF OFFICIALS AND SUPPORT STAFF**

### Professional Behaviour and Confidentiality

Staff members should reflect professional behaviour required in an educational institution:

- 1) They should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal
- 2) They should ensure effective communication and fast disposal of the correspondences with various stakeholders
- 3) They should not use their position in the college for private advantage or gain.
- 4) They should not indulge in activities that might bring disrepute to the college and tarnish its image
- 5) They should not violate the policies and procedures prevailing in the college
- 6) They should continuously strive for their professional growth and participate in various activities planned in the college
- 7) They should update their knowledge with developments relevant to the job; being familiar with communication channels and college procedures applicable to both students and staff

## **Code of Ethical Conduct of Research to check manuscript & plagiarism in research**

Plagiarisms consist of use of data, words or concepts from other sources without proper acknowledgment.

It includes:

Copying passages without acknowledgment; use of the views, opinions, or insights of another person without acknowledgment, paraphrasing of original sentences/words etc.

1. Plagiarism of any kind is a violation of the Code of Ethics framed by Research Cell of Sitabai Arts, Commerce and Science College Akola
2. Prior to submission of manuscript to a journal, or thesis for Ph. D. the authors should submit one hard & soft copy of the manuscript the Research cell.
3. Members of research cell along with experts in the field will scrutinize the manuscript and suggest improvements if any.

4. Research cell recommends free online plagiarism check website (List of Free Online Plagiarism Checking Sites )

<https://www.duplichecker.com>

<https://www.plagiarismsoftware.net/>

<https://searchenginereports.net/plagiarism-checker>

<https://www.copyscape.com/plagiarism.php>

<https://www.quetext.com/>

<https://edubirdie.com/plagiarism-checker/>

for manuscripts to be submitted to journals to check for extent of plagiarism.

5. It is anticipated that submission for publication has not already been partly or fully published, copyrighted, or submitted for publication elsewhere.

6. It is understood that the corresponding author has obtained the consent to include the names of co-authors in the manuscript to avoid disagreement post publication in the intended journal.

7. Content taken word for word from other sources needs to be distinguished from the manuscript to be submitted and credit should be given to the original source.

8. Authors who wish to incorporate figures, tables, or text passages that have already been published are need to get consent from the copyright holder. Evidence of such consent should be made available if asked by the research cell..

Source: Maharashtra Government (GR) Resolution: Dated 8 March 2019

Source: [https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

**Prepared by IQAC**

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Dr. R. D. Sikchi

(Principal)

Sitabai Arts Commerce & Science College, Akola