

“दुरितांचे तिमिर जावो”



Shikshan Prasarak Mandal's  
**JAWAHAR ARTS, SCIENCE &  
COMMERCE COLLEGE, ANADUR.**



Tal. Tuljapur, Dist Osmanabad

**NAAC GRADE - B++(CGPA 2.81)**



A HANDBOOK

**Code Of Conduct**

## Introduction

“दुरितांचे तिमिर जावो” –

“Durintache Tmir Jao” This is the excerpt from the “Psaydan” of Saint Dnyaneshwar Mauli. Dnyaneshwar Maharaj says, “Remove darkness in the lives of the oppressed, deprived and under-privileged people.” Respect their lives. If there is a need to eradicate the darkness of their life, if we want to bring a light in their life, then it can bring only through the light of knowledge & education. It is necessary to make such opportunities available to the students of this class.

It is our duty to cater quality education and foster them to be a part stream, in this determination, on 15th June 1959, 'Shikshan Prasarak Mandal, Anadur' was established on 15th June 1959 to provide the quality education

### Code of conduct for Students:

- i. Students shall seek admission in the college on the basis of merit in the qualifying (XII) examinations according to the rules and regulations of Government of Maharashtra and Dr. BAMU, Aurangabad.
- ii. The admissions are open to all eligible candidates nevertheless of caste, class, creed, gender, nationality.
- iii. Any student involved in breaking or damaging any laboratory or college property will be punished.
- iv. Every college student should keep college I-card with them.
- v. Students should look their vehicles and keep them systematically in their allotted parking places.
- vi. Use of mobile phones is strictly prohibited in the classrooms, laboratories, library, and corridors of college. Strict discipline should be maintained in the college camps.
- vii. Smoking or chewing of any types of tobacco products in college campus is strictly banned.
- viii. To maintain high standard of academics, student should attend every lecture, practical, pre-annual exams, tests, tutorials, seminars, workshops of your subjects, Minimum 75% attendance in theory and practical for each student is compulsory. Students having less than 75% attendance shall not be allotted to appear in semester examination.

- ix. Student should honest and ethical in their behavior in the campus.
- x. Student should respect all staff, students, and people in the campus.
- xi. Students should actively participate in the academic (curricular), co-curricular and Extra- curricular activities as NSS, sports, cultural and contribute to the planning, organizing, and conducting such activities by their faculties.

## **2. Code of conduct for Teachers:**

### **A. Commitment to the Profession**

1. Devote working hours to teaching, preparation and research works.
2. Refrain from engaging in external jobs that might hamper teaching quality.
3. Continuous efforts should be made for professional development, especially by involving in research activities and keeping oneself updated in their area of expertise.
4. Create a culture that encourages useful collaboration and discourse among colleagues and stakeholders.
5. Employ latest techniques of education in classrooms to improve the quality of demonstrations.

### **B. Commitment to Colleagues**

1. Treat colleagues as professional equals, regardless of their status.
2. Open confrontations unsuitable in professional environment of should be avoided.
3. Professional opinions and suggestions from other colleagues should be respected and given consideration.
4. Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups.
5. Support the noble ventures of the colleagues that are useful for the institution, students and the society.
6. Maintain a peaceful work environment, to work together for the common interest of the institution.



### C. Commitment to the Institution

1. Be regular and punctual and should report on time for classes. Teachers should be available in campus during allotted time period unless they are assigned duties elsewhere.
2. Teachers can leave the campus during their working hours only with the permission of the principal.
3. Teachers should be present in all the programs organized for the students to maintain the discipline and encourage students.
4. May report unbiased to responsible persons in matters involving the welfare of students, the college system, and the profession.
5. No periods should be left free. Head of the department has the right of temporarily assigning a member of staff to teach a class in the absence of a teacher.
6. Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Principal and the Head of the Department without delay. Duly filled application form should be submitted to the Principal on joining duty immediately after the casual leave.

### D. Commitment to Students

1. Teachers should be available to the students as far as possible, especially on week days.
2. Teachers should demonstrate to students, their commitment to excellence in work, manners, and achievements.
3. Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
4. Teachers should uphold human dignity and promote equality of gender, religion, and ethnicity.
5. Encourage students to maintain discipline, show respect to teachers, parents, and authorities.
6. Help students to develop a sense of responsibility, self-reliance, and independence, through skill development practice
7. Help students to develop democratic and constitutional values.
8. Inculcate patriotic spirit among the students.

9. Help students to differentiate right from wrong and justice from injustice.
10. Train students to show respect and appreciation for personal and public property.
11. Assist students to exercise tolerance as they strive for understanding other's ideas and beliefs, which will equip them to survive in a multicultural society.
12. Inculcate a feeling of pride in self, institution, and the community, in students.
13. Work towards developing and promoting good human relations and qualities.
14. Needy students should be provided special attention and support for their betterment.
15. Do not encourage undue familiarity with students.
16. Do not smoke, drink, or eat during teaching sessions in the presence of students.
17. Do not involve in any activities that are likely to corrupt students.
18. Stimulate the spirit of curiosity in students.
19. Encourage the students to balance their academic and co-curricular involvement.
20. Promote and develop anti-narcotic attitude in students.
21. Encourage research-oriented learning.
22. Make responsible efforts to protect students from harmful conditions for their health and safety life.

## **E. Commitment to the Community**

1. Perform the duties of citizenship, and participate in community activities with due consideration.
2. Discussions on debatable current issues should be encouraged to instill critical analysis in the classrooms.
3. Encourage the involvement of students in social service activities.
4. Work to improve education in the community and to strengthen the community's moral, spiritual, and intellectual life.
5. Develop respect for the cultural diversity of India among students.

6. Avoid taking part in such activities that hamper democratic ideals.
7. Promote collaboration with external agencies that help social interaction.

## **F. Commitment to Women Empowerment**

1. Work to improve education of women, especially by encouraging post-secondary education among girl children.
2. Encourage participation of girl students in co-curricular activities at intra and inter college levels.
3. Enrich women students with skills, self-confidence and knowledge through awareness classes and workshops.
4. Promote soft skill training programs for girls in college, to make them competent in their respective careers, in the future.
5. Expose students to latest technology by installing latest software's and hardware's, Wi-Fi facilities, smart class rooms etc.
6. Conduct of debates, quiz competitions, extempore etc. to help girl students articulate the concerns and needs of womanhood.
7. Promote activities of women cell, entrepreneur club and other associations towards making girl students self-reliant.
8. Promote students to work for disadvantaged sections of women in the society for their upliftment, through community projects and similar endeavors.

## **G. Commitment to Environment**

1. Monitor the activities towards maintenance of the eco-friendly campus.
2. Follow sustainable building practices and promote waste recycling and management.
3. Plant more trees in the campus.
4. Train students to generate zero waste from activities they undertake.
5. Conduct seminars and workshops on sustainable development and conservation of environment.
6. Preserve rare herbal plant species as a part of garden.

### **3. ADMINISTRATIVE STAFF**

1. The administrative staff must be present in the office from 10:00 a.m. to 5:00 p.m. There is no provision to leave the campus during office hours.
2. They should work orderly and incorrupt, for the effective administration of the institution.
3. They should indulge in effective communication and interpersonal interaction while at the college.
4. They should be welcoming to the visitors of the institution, while maintaining professionalism in their dealings.
5. Their behavior towards students, teachers and other staff of the institution should be accommodative.
6. They should bear commitment to their duties and maintain confidentiality whenever required.
7. They should be good team players who are able to cooperate with different departments for the completion of assignments on time.
8. Technical and non-technical staff, in-charge of the tidiness, maintenance and repair should always monitor and work towards the adherence of college facilities to quality standards.
9. Kind and considerate behavior is expected in their dealings with the students and alumina of the institution.
10. Discrepancies in dealings should be avoided and if found, should be reported to the higher authorities for timely intervention.

### **4. PRINCIPAL**

1. Manifest integrity, dignity, decorum, and efficiency at all levels.
2. Carry out unprejudiced decision-making strategies with members of the staff and students.
3. Maintain tolerance while dealing with burning issues among students and subordinates.

4. Treat the faculty members and students from various socioeconomic groups equally.
5. Allow liberal participation of faculty in the affairs of the organization.
6. Conduct accurate and unbiased evaluation of colleagues.
7. Work towards the upliftment of the institution into a center of excellence through good governance.
8. Prepare basic financial plan and blueprint for the institution; communicate the same with a basic format, to colleagues.
9. Promote a culture of research among faculty and students and inculcate investigative and analytical learning, through sufficient incentives.