



Yadaora Poshattwar Arts College

Talodhi (Balapur), Tahsil – Nagbhid, Dist. Chandrapur – 441 221

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Handbook of Code of Conduct

I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the college.
- Any act of indiscipline or misbehavior by any student will attract punishment.
- Damage to the college & campus property due to negligence/lack of care would lead to punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, offices and ground to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
 - Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
 - All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students' and with the written consent of the principal.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.

- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt/Form.
- The student should collect his / her I- Card as per instructions from office.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card cum Library card must be presented. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the librarian with an application.

HUMAN VALUES

- Be conscientiously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

DRESS CODE

- Students are expected to wear college uniform regularly.
- Dress code should be strictly observed.

MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.

- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING AS PER THE DIRECTIONS OF HON'BLE SUPREME COURT OF INDIA.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarment from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarment from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger numbers of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken and the same will be informed to the parents.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any end semester examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practicals and Term – work such as Assignments and Projects and Unit Tests, etc.

EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.

- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Gondwana University, Gadchiroli, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of Gondwana University published by university examination department.

CODE OF CONDUCT FOR PROJECT/ASSIGNMENTS etc.:

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

II: INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All staff of the college is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to the college assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and the principal.
- Staff must refrain from any form of harassment or unlawful discrimination based on the existing legislative requirements.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve the Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

LEAVES

- ◆ Staff shall get casual leaves, medical leaves; earned leaves and vacations as per UGC & Maharashtra Government and Gondwana University Rules.

III: CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE

- ◆ The Faculty Member should report to the college at least 05 minutes before the commencement of college timing.
- ◆ The work plan of teaching staff should be in consistent with regard to the roles, jobs and targets assigned to them by the Institution.

LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / invigilation. In case of emergency, the Principal or any person so authorized by him must be informed in person or over telephone, or through SMS / Whatsapp message.

CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan/teaching plan.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust his/her teaching appropriately.

CLASSROOM TEACHING

- The staff should engage the full 48 minutes lecture in the most effective and efficient manner.
- The staff should use student-centric teaching methodologies like experiential learning, participatory techniques of teaching for effective teaching-learning experience.
- The staff should use Information Communication Technology (ICT) for effective delivery of lectures as and when the content requires.
- The staff should undertake innovative teaching techniques.
- The staff should encourage students to ask doubts / questions.

- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself / herself available for doubt clearance.
- Every teaching staff should demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and
 - become helpful for further growth and development
 - assisting in developing and mentoring less experienced staff members
 - accepting responsibility for their own professional learning and development

LABORATORY

- ◆ The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

UNIT TEST/ASSIGNMENTS/PROJECTS/SEMINARS/FIRST-TERM/SECOND-TERM

- ◆ Unit Test, surprise test, end semester exam, Assignment submission etc. must be conducted as per the academic calendar.

APPRAISAL REPORT

- ◆ All the staff members are required to submit their Self Evaluation Report / Performance Based Appraisal System (PBAS) at the end of every term of the academic year in the prescribed format.

- ◆ Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal.
- ◆ Faculty Members should attempt to publish research papers and articles in reputed UGC recognized International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per the changing curriculum.
- ◆ Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra- curricular activities.
- ◆ In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by the Principal in academic, co-curricular or extra-curricular activities.

IV: CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF/ CLERKS

- ◆ Confidential report of the department should be part of personal file of that employee and should be kept confidential by the staff.
- ◆ Staff should take additional responsibilities if required as assigned by the Principal.
- ◆ It shall be the duty of the administrative staff to prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- ◆ It shall be the duty of the administrative staff to prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- ◆ It shall be the duty of the administrative staff to report to the Principal regarding the financial status of the college at regular intervals.
- ◆ It shall be the duty of the administrative staff to provide all necessary accounting documents and financial statements for yearly account audits.
- ◆ It shall be the duty of the administrative staff to maintain service book of all staff of the College.
- ◆ It shall be the duty of the administrative staff to maintain level all document files at the college level.

STUDENT SECTION

Student section should

- Ensure the eligibility of the students and prepare related documents to submit them to Gondwana University, Gadchiroli.

- Ensure the student document verification by Gondwana University, Gadchiroli within the prescribed time limit.
- Ensure timely submission of examination forms to Gondwana University, Gadchiroli
- Provide all necessary student data to prepare various committee reports

PEON

- ◆ Peon should report the college half an hour before the college time.
- ◆ Peon should maintain cleanliness of laboratories, classrooms and staff rooms.
- ◆ Peon should do all the work assigned by the Principal, the Head Clerk and other staff members.
- ◆ Peon should not leave the office until and unless the higher authority permits.

V: CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic program and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the smooth functioning and development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

VI: CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the members as stipulated by Maharashtra State Public Universities Act 2016.
- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall,-
 - ◆ prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 - ◆ decide about the overall teaching programmes or academic calendar of the college
 - ◆ recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
 - ◆ take review of the self-financing courses in the college, if any, and make recommendations for their improvement
 - ◆ make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college

- ◆ make specific recommendations to the management to foster academic
- ◆ collaborations to strengthen teaching and research
- ◆ make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- ◆ make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college

VII: PROFESSIONAL ETHICS

Code of Professional Ethics as Published By UGC

I. 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 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.

Teacher should:

- (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, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behavior 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
- (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, caste, gender, political, economic, social and physical characteristics;

- (iii) Recognize 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 equality 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 goals; and
- (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;
- (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 with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (v) Adhere to the terms of contract;
- (vi) Give and expect due notice before a change of position takes place;
- (vii) 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:

- (i) 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
