

Sipna Shikshan Prasarak Mandal, Amravati's
ARTS, SCIENCE AND COMMERCE COLLEGE
CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



Policy Document

Code of Professional Ethics

Sipna Shikshan Prasarak Mandal, Amravati's
Arts, Science and Commerce College
Chikhaldara, Distt. Amravati

-POLICY DOCUMENT-

CODE OF PROFESSIONAL ETHICS

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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out 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
- Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;



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- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

TEACHERS AND AUTHORITIES:

Teachers should:

- 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;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- 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.

TEACHERS AND NON-TEACHING STAFF:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and



- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

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.

TEACHERS AND SOCIETY

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 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.




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General Discipline and Rule of Conduct for Students

1. Students should not give information regarding college arrangements, functioning for publicity. If a student is found guilty in such a manner, disciplinary action will be taken against them. Indecent behavior of students inside and outside the college will be taken seriously.
 2. According to Maharashtra Prohibition of Ragging Act. No. 33, 15th May 1999, UGC Regulation on curbing the Menace & ragging in higher educational institutions, 2009/ 17 June 2009. "Ragging" is strictly prohibited. "Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological or raise apprehension of fear or shame or embarrassment to a student in any educational institution and includes: i) Teasing, abusing, threatening or play practical jokes on, or causes hurt to, such student; ii) Asking a student to do any act or perform something which such student will not in the ordinary course, willingly, do.
 - **Prohibition of Ragging:** Ragging within or outside of any educational institution is prohibited.
 - **Penalty for Ragging :** Whoever 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 which may extend to 2 years and shall also be liable to fine which may extend to Rs. 10,000/-
 - **Dismissal of Student :** Any student convicted on an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of 5 years from the date of order of such dismissal.
 - **Suspension of Students:** If the student is found guilty in such cases he/she shall be terminated from institution.
- (For Teachers, Non-Teaching Staff and Stake holders) Discrimination against S.C./S.T. students and any other community or category of students is strictly prohibited in the college campus.
- Complaint can be made on College website - www.sipnaascc.com, complaint Box and Complaint book in principal's office.
3. Student should make careful use of college books, room, furniture, fans, laboratory equipment and the college property in general. The cost of damage done to it would be recoverable from students either individually or collectively as the case may be.
 4. Students who cancel admission at any time for any reason shall have to pay tuition fees and other for the whole session.
 5. Students shall have to obey all the instructions by the Principal. They will be directly answerable to him for their behavior in general, both inside and outside the college. The names of such students found violating the rules of the college administration or behaving in an indiscipline manner will be removed from the college rolls. It will be presumed on admission that the students are concerned with these rules.
 6. Student have to carry their Identity Card all the time with them in the campus.
 7. Smoking, Gutka Chewing are strictly prohibited. Offenders shall be liable to face legal action.
 8. Students are prohibited from forming associations/organizations and from holding functions in the college without the prior permission of the Principal.
 9. Student are prohibited from organizing welcome, farewell and other such functions outside college premises. Violation shall attract severe disciplinary actions.
 10. No certificate of any kind will be issued unless full session fees are paid. Any amount paid by the student at the time of admission and later will not be refunded.
 11. Dress Code / Uniform - The College has decided that all students of the college should strictly follow the dress code / uniform (Sky Blue Shirt & Dark Blue Trouser for Boys / Sky Blue Kurta & White Salwar for Girls.)




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