



**Mahatma Gandhi Vidyamandir's
Arts, Science & Commerce College Surgana
Code of Conduct**

❖ **Code of Conduct For Principal**

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by MGV's Arts, Science and Commerce College Surgana are as follows:

- To uphold and upkeep the culture of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.

- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
- As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
- The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

❖ Code of Conduct for Teacher

Introduction

Professional ethics are personal and corporate rules that govern behavior with the context of a particular profession. As prescribed by UGC the professional ethics for teaching profession is as follows:

❖ Teacher and their responsibilities

Whosoever adopts teaching as a profession assumes the obligation to conduct the ideal of the profession. A teacher is constantly under the scrutiny of his students and 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 the students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament amiable in disposition.

Teachers should:

- Adhere to responsible pattern of conduct and demeanor expected of them by community.
- Manage their private affairs in a manner consistent with dignity of profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation in professional meetings, seminars, conferences towards contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to 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 examination including supervision, invigilation and evaluation.

- Participate in extension, co circular and extra circular activities including community service.

❖ **Teachers and 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 the students to improve their attainments, develop their personalities and at same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Be affectionate to 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 the students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration.

❖ **Teachers and colleagues**

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully to other teachers.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

❖ **Teachers and authorities**

- Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in formation of policies of the institution by accepting various offices and discharge responsibilities which offices may demand.
- Cooperate through their organization in the formulation of policies of other institutions and accept offices.
- Cooperate with authorities in betterment of the institution keeping in view the interest and in conformity with dignity of profession.
- Should adhere to conditions of contract.
- Give and expect due notice before change of position is made.
- 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 non teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
- Teachers should help in the function of joint staff councils covering both teachers and non teaching staff.

❖ **Teachers and guardian**

- Try to see through teachers bodies and organizations that institutions maintain contact with guardians, their students, send reports of their performances to the guardians whenever necessary and meet the guardians in meeting convened for the purpose of mutual exchange of ideas and for the benefit of institution.

❖ **Teachers and society**

- 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 moral and intellectual life.
- Be aware of social problem and take part in such activities as would be conducive to progress of society and country as a whole.
- Perform duties of citizenship, participate in community activities and shoulder responsibility 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.

❖ **Code of Conduct for Supportive Non-Teaching Staff**

Being the employees of the MGV's Arts, Science and Commerce College Surgana all the supporting non teaching staff should follow the code of conduct as mentioned bellow:

The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- They should also be responsible for the proper use and maintenance of college equipments and furniture.
- No support staff should be under the influence of drugs or alcohol during office hours.
- The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- The support staff should show no discrimination on basis of gender, caste or religion.

- Interactions between support staff and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

❖ **Professional Ethics for all:**

- Avoids gossip at workplace.
- Avoids loose talk and politicking at workplace
- Concentrates on the work in hand
- Be capable of working in a team
- Shows no interest in private lives of colleagues but helps when asked
- Understands one's capacity and freedom to work
- Does not underestimate or belittle seniors when working as the team leader
- Adheres to the rules of the workplace: dress code, efficiency, decency, time management, punctuality, etc.
- Follows work ethics/loyalty and meets deadlines.
- Understand responsibility and assume mature leadership by being tolerant to dissident opinions
- Do not misuse authority
 - **Besides the above, the faculty members and non-teaching staff are also required to adhere to:**
 - **1. Ban on Private Tuitions**
 - Members of the faculty shall not engage in the conduct of coaching classes either individually or in groups.
 - **2. Ban on Smoking and Consumption of Alcoholic Drinks**
 - Smoking and consumption of alcoholic drinks within the campus are prohibited.

❖ **Code of conduct for Students**

- All students shall be responsible to the Principal, Vice-Principals, faculty members and other designated persons for their conduct.
- No student shall use improper language or indulge in insubordination and / or violent behavior.
- No student shall resort to any kind of demonstration on campus.
- No student shall possess, use or circulate pornographic material in any form.
- No student shall cause damage of any kind whatsoever to college property.
- No students shall use cell phones at the campus.
- No students shall resort to ragging at the college campus.
- No students shall smoke or partake of alcoholic drugs at the college campus.
- Every student shall wear his / her identity card while on campus.
- Students shall be punctual in their timings and attendance.
- All students shall strictly adhere to the dress code.
- Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
- Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- Ragging banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
- The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
- Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
- Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.

- Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
- No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal.
- No student will be allowed to take active part in current politics.
- Prior permission from the Principal is essential to take part in inter – collegiate competitions.
- No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
- Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C., lights etc., is breach of discipline, and the guilty will be duly punished.
- Students should not leave their books, valuables and other belongings in the classroom.
- The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
- Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Principal for his/her signature
- Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.

- All Institute activities are organized under the guidance and supervision of the Principal and Faculty In-Charge.
- Students must not associate themselves with any activity not authorized by the Institute Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.
- Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
- Every student has to participate in at least two of the co-curricular activities offered in the institute.
- It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
- Disciplinary action will be taken against students found carrying and/or using cell phones, pagers walkmans, Discmans, iPods etc. on the institute premises.
- Matters not covered by the existing rules will rest at the absolute discretion of the Director.
- Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
- Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited

- Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
- No type of vehicles shall be used during celebrations inside the institute campus.
- Students joining the Institute are bound by the rules and regulations of the Institute.
- The Principal is the ultimate disciplinary authority in the institute.

❖ **Grievance Redressal:**

MGV's Arts, Science College has a duly constituted a Grievance Redressal Cell which will scrutinize and solve the problems / grievances of students, teaching and non-teaching staff.

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complainant will be forwarded to the trust committee.
- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

❖ **Sexual harassment of women at workplace**

Sexual harassment injects the most demeaning sexual stereotypes into the general work environment and always represents an intentional assault on a person's innermost privacy.

What is Sexual Harassment?

According to the Supreme Court order, sexual harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Display of pornography
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.
Basically it is any unwelcome words or actions of sexual nature.

Examples:

- Denial of payment or official approval in the absence of sexual favours
- Pornographic pictures/messages displayed on desks or sent by email
- Remarks made about personal appearance and dress
- Coloured jokes shared in the office that make others present feel uncomfortable.

MGV's Arts, Science College has a duly constituted anti sexual harassment cell which follows the UGC norms as detailed in the following website:

https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition_1.pdf

❖ **Functions of the Cell**

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed;
- To advice complainants of the informal and formal means of resolution as specified by the Cell;
- To ensure the fair and timely resolution of sexual harassment complaints;
- To provide information regarding counselling and support services on our campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault;
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

The Cell seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do then we can create a campus that is free of sexual harassment. Simple respect for all on the campus community is thus the focus.

❖ The Cell seeks to achieve these goals through:

Dissemination of Information – through production, distribution and circulation of printed materials, posters, displaying posters, boards etc.

Awareness Workshops – about sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning.

Counselling – Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

Functioning of the Cell: The Complaint Mechanism Procedure to file /report a complaint:

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complainant will be forwarded to the trust committee.
- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

❖ **Standard Operating Procedures for Anti Ragging**

MGV's Arts, Science College has a duly constituted a Antiragging Committee which will work for prevention of ragging in the college and will spread anti- ragging campaign in the student community. This cell follows the UGC norms as detailed in the following website: <https://icar.org.in/files/edu/UGC-regulation-ragging.pdf>

The major functions of the committee are as follows:

- To take all necessary measures for prevention of Ragging inside the Campus
- To publicize to all students and prevalent directives and the actions that can be taken
- To Conduct workshops against ragging menace and orient the students

Implementation of Anti-ragging

- An anti-ragging committee is formed by the staff council. The members name and numbers are displayed at prominent location in the college.
- Anti-ragging warnings are displayed at prominent locations in the college.
- An anti-ragging undertaking is taken from the students at the time of admission.
- Committee members are vigilant to prevent incidents of ragging by taking frequent rounds in the college.




PRINCIPAL
Mahatma Gandhi Vidyamandir's
Arts, Science and Commerce College
Surgana, Tal.Surgana, Dist.Nashik