



Swami Vivekanand Bahuuddeshiya Vikas Shikshan Sanstha
Late Vasant Rao Kolhatkar Arts College Rohana

AFFILIATED WITH RTM NAGPUR UNIVERSITY, NAGPUR

NAAC ACCREDITED

**The Handbook of
Code of Conduct and Ethics
(For Staff and Students)**

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Published by

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This booklet contains recommendations for the teaching and non-teaching staff and the students of the Yashoda Girls' Arts & Commerce College, Sneha Nagar, Nagpur. These recommendations do not replace or override any of the legal or statutory stipulations in force as mandated by UGC, RTM Nagpur University or the Government of Maharashtra.

Ideas, suggestions and feedback are welcome at vkcollege@gmail.com

This code of conduct is applicable to all the students studying in the institution in current year as well as to all the permanent and temporary, both teaching and non-teaching staff of the institution

Code of conduct for Students:

- ▶ The first and the foremost duty of a student is to show a sense of commitment, discipline and seriousness in the pursuit of knowledge and studies.
- ▶ The students should maintain regularity and punctuality in attending classes and all the other curricular and extra-curricular activities in the campus for their all round personality development.
- ▶ They should make optimum use of the facilities like library, computer center, English language laboratory, games and sports facilities, etc., in order to develop competence of learning beyond textbooks and classrooms.
- ▶ They should be careful not to disturb others in their work and in the pursuit of their legitimate interest inside the premises of the institution.
- ▶ It is mandatory for them to maintain absolute honesty, a sense of goodwill and trust with other students and members of teaching and non-teaching staff.
- ▶ Do not provide any damage to any property, equipments or items belonging to the institution and do not let others to do so, otherwise the concerned students will be held responsible for the compensation of the loss.
- ▶ The students should not make discrimination on the basis of gender, class, caste, region, religion, ethnicity, social status and disability.
- ▶ The students should not engage themselves or support others in ragging, bullying, physical assault or any kind of unfair activities that are prohibited in the campus.
- ▶ A complete contribution of the students to keep the campus clean, beautiful and eco-friendly is expected.
- ▶ The students should not engage themselves in tobacco consumption or support anybody in use of tobacco and alcoholic products like wine, cigarettes or narcotics drugs.
- ▶ The students should be meticulous in following the rules of the institution and the university and perform the works and responsibilities given to them with utmost honesty and sincerity.
- ▶ The students should keep in mind that the vision of the institution is to develop in them a responsible, competent and sensitive citizen contributing social and national upliftment and it is their duty to strive to develop themselves for the attainment of the vision as they are the chief stakeholders of the institution.
- ▶ If the students are facing any kind of problems, difficulties and inconveniences in the institution, it is their duty to bring it to the knowledge of the Principal of the institution on the priority basis.

Code of conduct for Teachers:

The teachers are educators as well as facilitators of learning. Their actions, attitudes and behaviours, thought process has a direct impact on the minds of the students. Therefore, for all the teachers including permanent and temporary staff members, the professional code of ethics and conduct given under is mandatory to observe.

- ▶ Be punctual in attending the duties and the teaching periods.
- ▶ To inspire and motivate the students and support in all their efforts and problems be given priority.
- ▶ Identify and pay attention to the individual uniqueness in the students.
- ▶ Always praise the good qualities and merits of the students.
- ▶ Treat all the students equally making no discrimination with respect to the diversity of gender, class, caste, region, religion, ethnicity, social status and disability.
- ▶ Always try to inculcate positive attitude and maintain cordial relationship with students and all the other Stakeholders of the institution.
- ▶ Try to promote an impartial approach and an environment of mutual trust and respect.
- ▶ Maintain punctuality and transparency in all the works assigned by the head of the institution.
- ▶ Work with utmost honesty, mutual trust and integrity for the development of the students and thereby contribute to the development of the society and the nation.
- ▶ Keep updating with new knowledge in your domain and IT in order to upgrade with high standard of professional practice.
- ▶ Adopt skills for making teaching-learning process more enjoyable for the learners.
- ▶ Always co-relate the contents of teaching to life.
- ▶ Always maintain the sense of collaboration and cooperation with the fellow professionals and peers.
- ▶ Contribute at your own level for the strengthening of local community.
- ▶ Cooperate with the authorities, administration and management and other public bodies in the interest of the institution.
- ▶ Keep eco-friendly attitude for the environmental protection and sustainable use of resources.
- ▶ Take care to observe the modus operandi as an educator and do not disturb the academic atmosphere of the institution.
- ▶ Do not interfere in the administrative section of the institution unless and until you have given such work/responsibility by the competent authority.
- ▶ Be careful that your talk and conduct in the institution should not create the atmosphere of doubt and disturb the mutual trust and goodwill among the staff members.
- ▶ Always keep in mind the Vision and Mission of the institution and work for its attainment.

Code of conduct for Non-Teaching Staff:

The Non-Teaching Staff Members are also important stakeholders of the institution as they are the part of the administrative work. Therefore, for all the members of the non-teaching staff, the professional code of ethics and conduct given under is mandatory to observe.

- ▶ Always work as a trusted agent of the institution in an efficient and diligent manner.
- ▶ Treat all the stakeholders of the institution like students, teachers, parents, members of the management and the visitors with due respect and dignity.
- ▶ Do not make or show any kind of discrimination in the work, action and functioning of the institution.
- ▶ Do not engage in such acts, practices or support the activity which is against the interest of the institution or that damages the reputation of the institution.
- ▶ In order to provide best kind of service for the smooth functioning of the institution, update yourself with the knowledge and skills and the new technologies.
- ▶ Maintain punctuality, discipline, accountability, ethics of honesty and sincerity and follow the norms and regulations of the institution, the state government, the university and other authorities with respect to the service conditions from time to time.
- ▶ Develop a transparent, efficient, courteous, honest and professional outlook in work culture of the institution.
- ▶ Try to develop eco-friendly attitude making efforts like paperless office, use of latest technology and by making sustainable use of resources at your disposal.
- ▶ Maintain confidentiality with respect to your administrative work.
- ▶ Do not let the teaching staff members or any other stakeholders of the institution interfere in your administrative work without the orders/directions of the head of the institution which will be termed as irresponsible conduct.
- ▶ Try to maintain honesty, integrity and team work spirit for the smooth functioning of the institution and also to obtain good feedback from all the stakeholders.



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