



# RENUKA COLLEGE

BESA, NAGPUR.

## HAND BOOK OF CODE OF CONDUCT

**Code of Conduct & Professional Ethics for the  
Students, Principal, Teaching Staff & Non- teaching Staff**

# CODE OF CONDUCT



## CODE OF CUNDUCT

The Institute has designed the Code of Conduct for the smooth functioning and the growth of the institution. It encourages professionalism and academic integrity. The success of any institution depends on the working culture of the employees and the disciplinarian behavior of the students. In order to institutionalize discipline for the development of its various stakeholders, the Code of Conduct are framed for students, teachers, Non-teaching and Support Staff.

### Code of Conduct for Students

The students shall adhere to rules and regulations of the institution for the smooth functioning of institution. The students of the College are made aware from the Code of Conduct which must be followed in letter and spirit by every student of the college.

A six working day schedule is followed from Monday to Saturday. Classes begin at 8.00 a.m. and gets over at 1.00.p.m.

It is mandatory for the students to attend the assembly. The students shall stand in attention till the prayer ends. Those who are standing outside the premises are also expected to follow this.

The students shall attend the classes regularly. 75% attendance is mandatory to appear in the examination.

No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.

Students must wear neat and clean college uniform and put on college Identity Cards that will be displayed prominently in the premises of the college.

Students can leave the campus during class hours only after getting permission from the discipline –In charge.

The students are expected to attend all college functions in college uniform unless otherwise specified.

Use of Social Networking Sites such as Facebook, Twitter, and Instagram etc. is prohibited within the college campus if found stern action will be taken. Ragging is strictly forbidden in and around the campus of the college failing this will attract strict action upon the student from the college authority. If anybody becomes the victim of this offence will immediately report to the Anti-ragging Committee In charge- Dr. Pravin Patil.

Consumption of alcohol, tobacco and smoking are strictly forbidden in the college.

Cleanliness must be maintained in the college. Dust bins must be used. Any violation of this shall invite a minimum fine of Rs. 100/-.

Students will not scribble or write anything on walls, door or furniture which will spoil the academic ambiance.

Student shall not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.

Students are not allowed to arrange any celebrations and decorations in the college without the prior permission from the Head of the Institution. Political activity in any form is not permitted in the College campus.

The campus has CCTV surveillance so students must behave in a decent way in the college. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

Use of mobiles other than academic purposes is strictly prohibited if found to be violated will be confiscated.

When the students are free, they must sit in the library instead of wandering in the premises.

Any form of misbehavior with the teachers / administrative staff will attract strict action.

College property will be protected by the students.

Silence in and around the college campus must be observed by

Silence in and around the college campus must be observed by the students.

Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.

No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.

Students should take and keep the receipts of the fees paid from the concerned clerk. The fees once paid will not be refunded.

Students should strictly adhere to all the instructions written on the college Notice Board.

Visitors and outsiders are not allowed to meet the Student directly and they should take prior permission from the Principal or Authority before doing so.

The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet and T.C.in the college.

If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.

No student shall be allowed in keeping fashionable/ unusual/ coloured hair style.

#### **Code of Conduct for students for Using Library**

The library remains open from 07.30 am to 4.00 pm.

Before entering the library, all the belongings, bags, etc. should be placed on the counter near the entrance.

Students must put on their college ID before entering the library. Since the library reader number is given on that identity card, books can be exchanged according to that reader number written on the Identity Card only.

Readers are required to sign the Library Visit Book as soon as they enter the library.

Readers who use the Internet shall make the entry in the Internet Visit Book.

Students should keep quiet in the library.

Two books will be borrowed by the students at a time.

Book will be provided for 7 days. If the book is not returned within 7 days, Rs. 1 will be charged as a penalty per day.

If the readers want to extend the term of the book, they should bring the book in the actual library and extend its term. The term will be extended only if there is no demand from other readers.

If there is a need for a book, the librarian has the right to order the book before the date.

If the textbook is missing, it should be immediately reported to the librarian in writing. A new copy of the missing book should be brought in or double the amount of the book should be deposited in the library.

Readers will be fined if they tear the pages of the book or find it written on the book.

The library is not a place to sit but a place for reading and researching books. So keep quiet in the library.

Penalties will be levied for library misconduct.

The users must keep the mobiles in the vibrate mode in the library.

Talking on mobile phone in the library will attract strict punishment from the authority.

All final year students should return their library token and library book based on library circular and obtain “NO DUE CERTIFICATE” from the library for getting Hall ticket of University Examination.

Every student should make full use of the library.

## Code of Conduct for Teachers

**As per GOVERNMENT OF MAHARASHTRA  
dated 8<sup>th</sup> March 2019 Government  
Resolution No. Misc-018/C.R.56/18/UNI-1  
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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

### **Teacher 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, tutorials, practicals, seminars and research work, conscientiously and with dedication;

Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

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 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 Students

### Teachers should:

- Respect the rights and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- Recognise 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;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity 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 making 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 the dignity of the profession;

Adhere to the terms of contract;

Give and expect due notice before a change of position takes place; 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

### Teachers should:

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

Help in the functioning of joint-staff councils covering both the 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.

### Teachers should:

The teacher shall be available for the College/Recognized Institution full-time and shall service in such capacity and at such place, as he/she may, from time to time, be so directed.

The teacher shall conform to and abide by the provisions of the Universities Act, Statues, Ordinances, Regulations, and rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution,

The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession.

The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the College/Recognized Institution,

The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College/ Recognized Institution.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount of gift or realization of other contribution for this purpose.

The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate-to Competent Authority within five days from the first date of absence, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary as the Competent Authority may deem fit

However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.

The teacher or his/her near relative shall neither bid directly or indirectly, at any auction of any college property nor submit any tender for any supply to the College Recognized Institution.

The teacher or his/her near relative shall not use the college property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.

The full-time teacher shall not engage himself in any trade, business coaching, classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under these Statutes.

The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.

The teacher shall abide by the Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time

### **Misconduct**

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- Any action by the teacher contrary to the provisions prescribed in the Act, Statutes, Ordinances, Rules and Regulations.
- Refusal to accept order or other communication served according to the Statutes,
- Obtaining employment in the College/Recognized Institution, by misrepresenting facts
- Misappropriation of any amount and/or movable and immovable property of the College Recognized Institution.
- Willful and persistent negligence of duty,
- Insubordination: Refusal to obey the order of controlling Authority, willful act/communication by ignoring immediate controlling authority.
- Indulging in or promoting unfair practices in the conduct of College/Recognized Institution/University examinations,
- Theft, fraud of dishonesty,
- Willful or negligent damage of the College/Recognized Institution Property,
- Any action, involving moral turpitude and attracting conviction in court of law,
- Attending the duties in an intoxicated state and committing nuisance during working hours,
- Misbehavior with students another teacher, staff, parents.
- Sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act. 2013 and the amendments made from time to time.

**Explanation:**

(1) Wilful negligence of duty shall among other things include the following:

- a. Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his/her control.
- b. Negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Recognized Institution, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

**College Principal****College Principal should:**

Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;

Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;

Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;

Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;

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;

Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

Participate in extension, co-curricular and extra-curricular activities, including the community service;

Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

### **Director Physical Education and Sports (University/ College)/ Librarian (University/College)**

#### **Director Physical Education and Sports (University/ College)/ Librarian (University/College) 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;  
Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;  
Participate in extension, co-curricular and extra-curricular activities, including the community service;  
Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

#### **Code of Ethics for Research and Publication for Teachers:**

The researchers need to be aware of plagiarism when writing the research paper.

Before submitting the research paper to the publisher, the researcher should check with Urkund or Turnitin software and add a report on what percentage of the Plagiarism report is. The same research paper is published in a reputed journal.

The limit of the journal's quality plagiarism report is set at a maximum of 15 per cent as per university norms. Therefore, the researcher should keep in mind that the plagiarism report of his or her paper should be less than 15 percent.

Researchers should avoid similar sentences, words, tables, usually. Care should be taken while writing the research paper so that the credit of the researcher and the journal itself will not be tarnished.

Researchers should avoid republishing previously published research papers.

Kindly reference to one's own research paper should be avoided as much as possible.

Refrain from taking any text from the Internet.

The researcher should keep in mind that it is the responsibility of the editor to decide whether or not to publish a research paper in a journal for research on the basis of ethics. The researcher should not put pressure on the editor.

The revision paper must be in accordance with the revision guidelines given in the information sheet. The researcher has to strictly follow those instructions. The researcher should write the research paper according to that rule.

When the revision paper arrives for publication, it is sent to the Peer Review Committee for scrutiny, after which the revisers are required to follow the instructions given by the committee.

It would be considered abusive for the researcher to use any kind of temptation, abuse or pressure on the editor to get the research paper published.

Once the revision paper is approved for publication, it will be published on the journal's website. The researcher should be aware that if the material is found to be plagiarized, the researcher is solely responsible for it.

Editors, publishers, and journals take no responsibility for the issues raised by the research paper. And they don't even support such things. The researcher should keep this in mind.

If a research paper is published on the website by mistake and the researcher points it out, then the research paper is removed from the website immediately. These are the qualities of a good journal. Researchers are instructed to take care of plagiarism when submitting manuscripts. In case of plagiarism in the research paper, such research paper should not be submitted to the publisher by the researcher following the ethics.

In every journal, the researcher has to fill in the copyright form and submit it to the publisher while submitting the research paper. If the copyright form is found to be incomplete, such an amendment is not considered for publication in a paper journal. This should be noted by the researcher

## **The Professional Ethics & Code of Conduct for Non-Teaching Staff**

Non-teaching staff of the college shall discharge his/her duties efficiently and effectively to match with the administrative standards and performance norms laid down by the U.G.C and University.

Code of Professional Ethics for Non-Teaching Staff Professional Values:

Every staff employed in the University shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

Staff must maintain an impeccable standard of integrity in all their professional relationships.

Staff should display the highest possible standards of professional behaviour that is required in an educational establishment

Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them

Staff should not use their position in the Institution for private advantage or gain.

Staff should avoid words and deeds that might bring the Institution into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

### **Non-Teaching Staff Responsibilities towards Faculties and Students**

The technical and administrative staffs are expected to work closely with the faculty of the university in day to day activities.

The staff must respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.

Develop friendly and co-operative relationship with the faculty members Provide full cooperation and support to the faculty members for the development of Institution.

A member of technical and administrative category is expected to develop cordial relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.

Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.

Refrain from passing information about colleagues to any individual or agency without his/her express permission.



## **Non- Teaching Staff Responsibilities towards Colleagues**

### **Non-Teaching Staff Should**

Treat their colleagues in the same manner as they themselves wish to be treated;

Speak respectfully of other colleagues and render assistance for betterment of the Institution.

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 endeavor.

### **Non- Teaching Staff Responsibilities towards Authorities**

No Staff employed in the Institution shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.

No Staff employed in the Institution shall engage directly or indirectly in any trade or business.

No staff employed in the Institution shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

No staff employed in the Institution shall engage himself/herself or participate in any activity which tends to create disharmony in a university.