

A.D.P.M's
**Women's College of Arts, Commerce and Home Science,
Jalgaon**

CODE OF CONDUCT

1. CODE OF CONDUCT FOR TEACHERS AND HANDBOOK ON HUMAN VALUES:-

I. Teachers and their Responsibilities:

Teachers Should:

- i) Abide by the rules and regulations of UGC, GoM, SNDT WOMEN'S UNIVERSITY and ADPM Jalgaon.
- ii) Perform his duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- iii) Participate in extension, co curricular and extracurricular activities including community Service.
- iv) Co-operate and assist in carrying out activities related 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 in the conduct of university and college examinations, including supervision, invigilation and evaluation.
- v) Subscribe membership of professional organizations and strive to improve education and profession through them.
- vi) Make professional growth continuously through study training and research.
- vii) Express free and frank views by participation at professional meeting, seminars, conferences etc. so as to contribute knowledge in a significant way.
- viii) Manage their personal affairs in a way consistent with the dignity of the profession and Abide by and adhere to a responsible pattern of conduct and behavior expected to him by the society.

II. Relationship between Teachers and the Students

Teachers should :

- i) Encourage students to improve their attainments, develop their personalities and at the same time contribute to social welfare.
- ii) Inculcate among students the scientific outlook and regard for physical labor and ideals of democracy, patriotism and peace.
- iii) Be affectionate towards the students and not behave in a vindictive manner towards any of them for any reason.
- iv) Make themselves available for the student even beyond their class hours and help and guide students without expectations.
- v) Respect the difference in a aptitude and capabilities among students

and strive to meet their individual needs.

- vi) Deal justly and impartially with all students regardless of their religion, caste, economic, social and physical status.
- vii) Respect the right and dignity of the students in expressing her opinion.
- viii) Pay attention to only the development of the students in the assessment of merit.
- ix) Refrain from inciting students against other students, colleagues or administration and
- x) Guide students to develop an understanding of our national heritage and national goals.

III. Teacher and College:

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 lodging unsubstantiated complaints against colleagues to higher authorities.
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. Teachers and Authorities

Teachers should –

- i) Discharge their professional responsibilities according to the existing rules and regulations 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 thereof.
- iv) Co-operate with the authorities for the betterment of the institution keeping in view the interest in conformity with dignity of the profession.
- v) Should adhere to the conditions of contract.
- vi) Refrain from availing themselves of leaves except on unavoidable ground and as far as possible with prior intimation, to the authority keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Guardians

Teachers should –

- i) Maintain contact with the guardians of their students, send reports of performance of their wards to the guardians whenever necessary
- ii) Meet the parents in the meeting convened for the purpose of mutual exchange of ideas and for the welfare of the institution.

VI. Teachers and Society

Teachers should –

- i) Think 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.
- iv) Perform the duties of citizenship and participate in community activities.
- v) Refrain from taking part in or subscribing to or assisting in any activity which tends to promote feeling of hatred or enmity among different communities, religions or linguistic group.
- vi) Help to promote national integration.

2. CODE OF CONDUCT FOR NON-TEACHING STAFF:

The Non-Teaching Staff should –

- i) Be at the disposal of College for full-time and shall serve in such capacity and at such place as he may from time to time; be so directed.
- ii) Abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations, and Rules and directives and decisions of the UGC, Govt. of Maharashtra, S.N.D.T. Women's University and ADPM's Jalgaon. The employee shall also observe, and obey all orders and instructions which may from time to time be given to him.
- iii) At all time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the College.
- iv) Extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University or the College.
- v) The employee shall take prior permission of the authority while applying for job, post, scholarship and further higher education.

Principal