



Shri Shivaji Education Society, Amravati's
SCIENCE COLLEGE

Congress Nagar, Nagpur - 440 012 (M.S.) INDIA

'A+' Grade with 3.51 CGPA in 3rd Cycle

College with Potential for Excellence

Recognised Centre for Higher Learning & Research

Institutional Member of APQN

A Mentor College under UGC Paramarsh Scheme

An ISO 21001:2018 Certified Institution

National Institute Ranking Framework (NIRF) Rank-band : 201-300

E-mail: shivajiscience_ngp@yahoo.com

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4th Cycle

Assessment & Accreditation by NAAC

CODE OF CONDUCT

&

PROFESSIONAL ETHICS

CODE OF CONDUCT AND PROFESSIONAL ETHICS

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Accredited With CGPA Of 3.51 At 'A+' Grade.



CODE OF CONDUCT

AND

PROFESSIONAL ETHICS

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CODE OF PROFESSIONAL ETHICS (Source: UGC)

I. TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct him/her 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:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;

6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. 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 counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

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

IV. TEACHERS AND AUTHORITIES

Teachers should:

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. 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.

V. TEACHING AND NON-TEACHING STAFF

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) 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.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize 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 and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

VIII. CODE OF CONDUCTS FOR STUDENTS

i) Attendance of the Students

- 1) Every student must attend more than 75% of the lectures and practical delivered in every month in each of their subjects. Students enrolled in N.C.C. or N.S.S. programme must put in 80% attendance in respective activities. If the attendance is short the name of such students can be removed from the roll and EBC list and such students will have to pay full tuition fee to the college
- 2) A candidate attending theory and practical classes less than 75% in any subject shall be debarred from the appearing at the examination as per the MS Board Regulation (Part-II)197 & Para 25 Page 15 (for junior college students) and as per para-6-A(i)(II) of ordinance -8 of the Nagpur University.
- 3) Absence from classes without any valid reason will imply imposition of heavy fine and /or suspension from classes.

ii) Discipline

- 1) The students must conform to the rules and discipline of the college and the hostel. The object of discipline is to help the students to develop their potentialities in an orderly way to promote a healthy relation between the teachers and the taught as also to preserve a peaceful academic atmosphere essential for study.
- 2) All students must regulate their lives according to the prescribed routine of study and work. They will have to keep to the simple standard of living and to their own works themselves as far as practicable and be regular and punctual in all matters.
- 3) College uniform is compulsory.

iii) Rules and Regulations


The following rules have been framed for the students of this college for maintaining discipline.

- 1) Students shall have to obey all orders of the Principal, either special or customary. They will be directly answerable to him for their behavior in general, both inside and outside the college. The students found breaking rules of the college administration or behaving in an undisciplined manner will be removed from the college roll. It will be presumed on

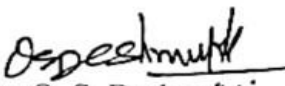
admission that the students, their parents and / or guardians have read and concurred with these rules.

- 2) Students should behave respectfully with all the staff members of the college and with their fellow students. Any act of disobedience, improper and discourteous exchange of words or passing of indecent remarks especially at the girl students in a punishable offence and will be viewed seriously.
- 3) Ragging in any form is strictly prohibited. If any incident of ragging come to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanations is not found satisfactory, strict action will be taken.
- 4) Smoking in college premises and chewing in class room is strictly prohibited.
- 5) Students should follow the dress code strictly.
- 6) The use of mobile phone in college premises is strictly prohibited.
- 7) Students unable to attend the classes due to some genuine reason should submit the application to the college office before the commencement of the leave of absence. The applications requesting leave on medical grounds especially at the time of the college examination will be treated as invalid if not accompanied by a Medical Certificate.
- 8) Student should especially see that they use college books, room furniture, laboratory equipments and the college property in general, most carefully. The cost of damage done to it would be recoverable from students either individually or collectively as the case may be.
- 9) Only special notices shall be read out in classroom. Students should see the Notice Board daily and keep themselves well informed about the various notices from time to time.
- 10) Any change either in the local or permanent address of the student should be informed to the Admission Clerk so that normal contact with his/her is not hampered.
- 11) Every enrolled student should obtain from the college library an Identity/ Admission Card. A passport size photograph has to be duly pasted on it. Every student should preserve this card carefully with him/her in order to produce it on demand as and when required.
- 12) No student shall directly send anything concerned with the college for publication wither to press or elsewhere without the prior approval and the necessary permission from the Principal of the college, nor shall approach the President or the C.D.C. Members except through the college Principal. Any breach of this may lead to outright expulsion of the student from the college.

- 13) Students are not authorized to form unions or societies in the College without the prior consent of the Principal. They shall also not invite guests or arrange any function at their own initiative.
- 14) Excursions or tours should not be arranged by the students without the prior permission of the Principal. The attention of the parents/guardians is specially invited to the fact that they should not permit their sons/daughters/ wards to take part in the tour unless a letter to that effect is issued by the Principal. Any breach of the above rules will amount to an offence punishable according to the degree of its seriousness. The punishment will be given by the Principal and his decision in this matter shall be final.
- 15) The Principal reserves the right to remove from the college roll, the name of any student for-
- i) Failure to pay the college dues.
 - ii) Failure to come up to the academic standard. (Progress and attendance)
 - iii) Failure to obey the rules of conduct for students.
 - iv) Conduct which in the opinion of the Principal is unsatisfactory.
- 16) The students will not be allowed to meet their outside friends during the college hours. They should restrain themselves from inviting their outside friends to the college otherwise disciplinary action will be taken against them.


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