

**DNYANOPASAK SHIKSHAK MANDAL'S**  
**College of Art's Commerce and Science**  
**MANUAL**  
**ON**

# Code Of Conduct

**FOR**

**STUDENTS**  
**TEACHERS**  
**NON TEACHING STAFF**



**DNYANOPASAK SHIKSHAN  
MANDAL'S**

**College of Art's Commerce and  
Science**

**MANUAL  
ON  
CODE OF CONDUCT**

**For**

**TEACHERS**

**STUDENTS**

**and**

**NON-TEACHING STAFF**

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## ABOUT

DSM Code of conduct book explains the expectation to demonstrate the highest standards of honesty and integrity in the conduct of mentioned stakeholders at all time while in the campus and conducting their respective duties on behalf of the management. Every employee is required to be straightforward and honest in their professional and business relationships, be truthful about the services provided, the knowledge possessed and experience gained.

PRINCIPAL

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# STUDENTS' CODE OF ETHICS AND CONDUCT

## 1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Dnyanopasak Shikshan Mandal's College of Arts, Commerce and Science (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and prompt; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

## 2. JURISDICTION

2.1 The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take account of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include



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- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

### 3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Principal



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c) As a result of such relieving, the student shall be required to clear pending dues from concerned Depts. and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All students must wear Uniforms on prescribed days and must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

3.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members

3.7 Any disruptive activity in a classroom or in an event sponsored by the Institute

3.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security

3.9 Participating in activities including

3.9.1 Organizing meetings and processions without permission from the Institute.

3.9.2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India





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3.9.3 Unauthorized possession, carrying or use of any weapons, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs

3.9.5 Smoking on the campus of the Institute

3.9.6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute

3.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles

3.9.8 Rash driving on the campus that may cause any inconvenience to others

3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the instructor which may cause hindrance to the academic progress.

3.9.10 Theft or unauthorized access to others resources

3.9.11 Misbehavior at the time of student body elections or during any activity of the Institute.

3.9.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

3.10 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use the social media carefully and responsibly only when allowed.



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They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

3.14 Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.15 Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4 If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

4.1 **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 **RESTRICTIONS** -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

4.5 **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the Institute for a period of three years, and

4.8 Withholding the grade card or certificate for the courses studied or work carried out

5 *APPEAL*: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct

5.2 Refer the case back to the committee for reconsideration.

In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

## 6 Academic Integrity

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

### 6.1 ETHICS FOR STUDENTS OF RESEARCH DEPARTMENTS



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A. The code of conduct for Students of Research applies to all students at the various research Departments and are required to adhere to the said policy. The purpose of the following is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE : These examples are only illustrative, NOT exhaustive.

6.2 Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

(a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

(b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

(c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

(d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

(b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

(c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

(d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

(e) Creating sources, or citations that do not exist

(f) Altering previously evaluated and re-submitting the work for re-evaluation

(g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees,

research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

4.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- (b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).

(d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

(e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) Student roles: Before submitting a thesis (PhD) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues





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relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

References:

- [1] National Academy of Sciences article "On being a scientist,"  
[http://www.nap.edu/openbook.php?record\\_id=4917&page=R1](http://www.nap.edu/openbook.php?record_id=4917&page=R1)
- [2] <http://www.admin.cam.ac.uk/univ/plagiarism/>
- [3] <http://www.aresearchguide.com/6plagiar.html>
- [4] <https://www.indiana.edu/~tedfrick/plagiarism>
- [5] <http://www.files.chem.vt.edu/chem-ed/ethics/index.html>
- [6] [http://www.ncusd203.org/central/html/where/plagiarism\\_stoppers.html](http://www.ncusd203.org/central/html/where/plagiarism_stoppers.html)
- [7] <http://sja.ucdavis.edu/files/plagiarism.pdf>
- [8] <http://web.mit.edu/academicintegrity/>
- [9] <http://www.northwestern.edu/provost/students/integrity/>
- [10] <http://www.ais.up.ac.za/plagiarism/websources.htm#info>
- [11] <http://ori.dhhs.gov/>
- [12] <http://www.scientificvalues.org/cases.html>

## 7 ANTI-RAGGING



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The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation *on Curbing the Menace of Ragging in Higher Educational Institutions, 2009* [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

#### 7.2 ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Institute and headed by Principal, shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

#### 7.3 ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

7.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.



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- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

7.5 An Appeal against the any of the orders of punishment enumerated herein above shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

## 8 SEXUAL HARASSMENT

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, shall apply *mutatis mutandis* to the students of the Institute. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or

degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

## 9 GRIEVANCE PROCEDURES

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

## 10 STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## CODE OF ETHICS AND CONDUCT FOR TEACHERS

The role of the Teaching Council is to regulate the teaching profession and the professional conduct of teachers, to establish and promote professional standards, to support the continuing professional development of teachers and to promote teaching as a profession.

### **Purpose of the Code**

The *Code of Professional Conduct for Teachers* applies to all faculty members of this Institute. Its purpose is two fold:

1. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career as teachers and to uphold the honor and dignity of the teaching profession.
2. It may be used by other education community and the wider public to inform their understanding and expectations of the teaching profession in all other academic institutes of Parbhani District.

The Code sets out the standards which are central to the practice of teaching and is expected by the faculty. The standards identify teachers' professional responsibilities and are framed as statements under six separate headings: values and relationships; integrity; conduct; practice; professional development; collegiality and collaboration. The standards reflect the complexity and variety of teaching and serve to guide professional judgment and practice.



**Preamble:** The Teachers of DSM's College of Arts, Commerce and Science are duly appointed professionals who possess dignity and reputation with high moral values as well as technical and professional competence in the practice of their noble profession, and they strictly adhere to, observe, and practice this set of code of Professional Ethics

**Context:** The Code is in accord with the UGC regulations No.F.3-1/2009 dated 30 June ,2010 which envisions the teacher as a reflective practitioner whose key role is to educate and to be in regular touch with parents of the students and meet whenever necessary to discuss their performance and growth. It also sees teachers as agents of social change as it used to be in the past. Therefore, these codes set guidelines as to how teachers should behave with colleagues, nonteaching staff, college authority and most importantly with students. In adopting and promoting the Code in toto, the Internal Quality assurance Cell (IQAC) of DSM's College of Arts, Commerce and Science has particular regard for the broader context in which teaching takes place. The IQAC is mindful of the rights of pupils/ students, including their right to have a voice in matters affecting them.

The IQAC of DSM's College of Arts, Commerce and Science is also mindful of the rights of parents and the rights of teachers and of the responsibilities

that accompany those rights. A valuable synergy has been developed between parents and teachers and this has great potential to benefit pupils/students and their higher education as it recognizes "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... teachers should manage their private affairs in a manner consistent with the dignity of the profession, express free and frank opinion as well as participate in extra-curricular activities including community service." The IQAC of the College believes that the Code of Professional Ethics for Teachers of DSM's College of Arts, Commerce and Science would be able to provide an ethical foundation along with explicit standards of conduct to be observed at all times, having regard to the broader context set out above.

The Code of Professional Ethics for Teachers of DSM's College of Arts, Commerce and Science encapsulates the fundamental ethics that inform the work of teachers as stated in the UGC regulations No.F.3-1/2009 dated 30 June, 2010 which are as follows:

- 1 A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the College/university pertaining to his/her sphere of responsibility/duties.



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- 2 A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the College.
- 3 A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.
- 4 A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/university.
- 5 A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuition.
- 6 A teacher shall perform his/her academic duties and work related to examinations as assigned.
- 7 A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/university.
- 8 A teacher shall not make use of the resources and/or facilities of the Department/College/University/Governing Body for personal, commercial, political or religion us purposes.





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- 9 A teacher shall not be partial in assessment of a student or deliberately over mark/ under mark or victimize a student on any grounds.
- 10 A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination/administration.
- 11
- 12 Teacher shall work for holistic development of student.



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## **CONDUCT FOR NON TEACHING STAFF**

1. While the aim of the College is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,
  - i. According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
  - ii. Making regular contribution for the personal development of students, while looking after their interest and welfare.
  - iii. Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
  - iv. Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
2. As the technical and administrative staff are expected to work closely with the faculty of the College in day to day activities, the staff should
  - i. 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.
  - ii. Develop friendly and co-operative relationship with the faculty members.



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- iii. Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
3. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,
  - i. Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
  - ii. Refrain from passing information about colleagues to any individual or agency without his/her express permission.
4. A member is expected to develop proper rapport with the employer viz. Teaching Staff of the college, Head of the Departments, Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
  - i. Perform all professional activities through proper channels.
  - ii. Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
  - iii. Look for promotion/elevation only on grounds of competence/performance.
  - iv. Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of College by performing his/her role in a professional manner.



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- v. Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
  - vi. Should follow all norms and job details assigned by the College to the member from time to time with dedication.
5. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
  6. No Staff employed in a college 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.
  7. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private work for earning money etc., specific sanction of the college authorities in writing shall be abstained.
  8. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the Principal in writing shall be obtained.
  9. No staff employed in a college 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.
  10. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.

11. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
12. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
13. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.
14. Healthy practices and lifestyle of the staff should ensure benefits not only for their personal health but also cleanliness and health of the campus.
15. Non-Teaching staff working in the College office or departments should remain on Duty during their specified College hours (7.30 a.m. to 6.30 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)
16. Non-Teaching staff should wear the Uniform provided by the Management.
17. Non-Teaching staff must always wear their identity badge during working hours.
18. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
19. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.



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**College of Arts, Commerce & Science**

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20. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
21. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
22. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
23. Non-Teaching staff shall not leave the College premises without permission before 6:00 p.m.

**DNYANOPASAK SHIKSHAK MANDAL'S**  
**College of Art's Commerce and Science**  
**MANUAL**  
**ON**

# Code Of Conduct

**FOR**

**STUDENTS**  
**TEACHERS**  
**NON TEACHING STAFF**

**Our Emblem says**

**"आ लो भद्राः क्रतवो यन्तु विश्वतोऽः**  
**meaning**

**"Let noble thoughts come**  
**to me from all directions"**

