

Lokmanya Mahavidyalaya, Warora, Dist. Chandrapur (MS)

Code of Professional Ethics I.

For Students:

The students should report their demands, difficulties and complaint to administration in legal and peaceful way. The students should not collect any type of fund for programs, competitions, tours or any other such activity without prior permission of the principal. Such acts will be considered as illegal and objectionable and will be penalized. The students should not use any room, classroom, office or any other part of the campus without permission of the principal. The students should not make lie statements, produce wrong information or make illegal entries in educational documents regarding seeking admissions or for taking any under advantage. These acts will be considered as serious offences. The students should not have objectionable and rude behavior at hostel or in college premises. The students should not initiate any type of ragging. It will be considered as serious offence. If the offence of ragging is proved, they should be punished up to two years imprisonment and penalized up to Rs. 10000/-. Such students' admission in the college will be cancelled as she/he will not get admission for further five years to any educational institute. The students should stand as a witness before the enquiry committee formed by the principal in authorized way. The legal action will be taken against the student if she/he is participated in any union or organization creating disturbance in the college campus. Committees is constituted for regular checking of uniform and ID card. Strict action are taken against those who are found in any kind of indisciplined behavior, Chewing tobacco, pan massala in college premises is offence, committee has been constituted to take necessary action if anyone found guilty. They should follow SOPs issued by governments from time to time.

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. The teacher shall perform all his duties faithfully and will not avoid his responsibility. However, following lapses would constitute improper conduct on the part of the teacher: a. Failure to perform his academic duties such as lecturing, demonstrations, assessment, invigilation etc. b. Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds. C. Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.) d. raising questions of castes, creed or religion, race or sex in his relationships with the students and his colleagues and trying to use the above considerations for improvements of his prospects. E. Refusal to carry out the decisions of appropriate authorities, officered, administrative and academic bodies of the University. This will not inhibit his right to express his deference with their policies or decisions, expression, provided

that he will not use the facilities or forum of the University, College or Recognized Institution to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities. F. Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.

Teaching plan of every academic year is prepared at the beginning of the session. Higher authority check daily diary of each teacher. At the end of every academic session portfolio was distributed among the teachers containing work assign to the teacher in various committees for next academic year, Detail report of each committee submitted at the end of the each academic year. Biometric is installed in the principal cabin to maintain the record of reporting time and exit time. “Halchal” register is maintained for the teacher if they want to leave the college campus for some time.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- iv. Maintain active membership of professional organizations and strive to improve education and profession through them; vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. 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 Government Resolution No.: Misc-2018/C.R.56/18/UNI-1 Page 51 of 60 conduct of university and college examinations, including supervision, invigilation and evaluation; and
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- ii. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;

- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- ix. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues 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 making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour. Government Resolution No.: Misc-2018/C.R.56/18/UNI-1 Page 52 of 60

IV. Teachers and Authorities Teachers should:

- i. 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;
- 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 which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- iv. 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;
- v. Adhere to the terms of contract;
- vi. Give and expect due notice before a change of position takes place; and
- viii. 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. Teachers and Non-Teaching Staff Teachers should :

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

VI. 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. Government Resolution No.: Misc-2018/C.R.56/18/UNI-1 Page 53 of 60

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;
- iv. 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. College Principal College Principal should:

- a) 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;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) 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;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

In addition, Principal conduct regular meetings with Head of the Department and chairman of various committees and motivate the faculty and supporting staff to work efficiently. Promote for the collaborative, shared and consultative work culture in the college. Give special attention for the engagement of classes as per the prescribed time table and for maintaining discipline in the college premises.

IX. Director Physical Education and Sports (University/ College)/ Librarian (University/College) Director Physical Education and Sports (University/ College)/ Librarian (University/College) should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research; Government Resolution No.: Misc-2018/C.R.56/18/UNI-1 Page 55 of 60
- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

X. Maintenance of Standards in Higher Education Institutions In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Rules within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D. seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. Scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these Rules.
- iv. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Rules.
- v. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions.
- vi. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centers of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also organize such induction programmes as per their mandate. Government Resolution No.: Misc-2018/C.R.56/18/UNI-1 Page 56 of 60
- vii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- viii. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfillment of the requirements as laid down in Career Advancement Scheme of these Regulations.

Code of conduct for Nonteaching staff:

It is mandatory for nonteaching staff to present in the college, at least 30 min before the start of college and shall not leave the College premises without prior permission of principal, vice principal and should mention purpose on Halchal Register before leaving the campus. Instruction is given to the staff working in laboratories to keep proper maintenance and cleanliness in the laboratories. Non Teaching Staff working in the Laboratory maintain a stock register for all the articles, equipments, chemicals, etc. Institution has constituted stock verification committee which verifies stock register at the beginning of every academic year.