

A.J.M.V.P.s,
Janata Arts & Science College, Ruichhattisi
Tal. Dist. Ahmednagar

In order to maintain discipline, dignity, smooth conduction of institutional work, college has formed following committee which are responsible for adherence of the code of conduct.

Code of Conduct Committee

Sr. No.	Name	Designation
1.	Dr. Suresh Babar	Principal
2.	Dr. Dagadu Talule	Vice- Principal
3.	Asst. Prof. Raviraj Supekar	IQAC coordinator
4.	Asst. Prof. Dadasaheb Walke	Sport Incharge

Code of Conduct Handbook

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
Janata Arts and Science College Ruichhattisi
Tal & Dist - Ahmednagar, MS, 414002.**

**Institutional
CODE OF CONDUCT**

I. CODE OF CONDUCT FOR STUDENTS

Preamble:

Conduct of students of JAAS College is governed by the college policy, student's code of conduct and the applicable law of the state and the union. It is designed to promote the vision admission of the college and to protect the rights of the students, faculty and staff harmoniously.

The college grants the democratic privilege to the students with its obligations. The college encourages the cultivation of capacity for reasoning and innovation in the pursuit of knowledge with regard for rules as well as dignity and worth of the colleagues. The college policy encourages all around growth of personality, communication and ethical behaviour through extra circular and co- circular activities. The student is obliged to comply with all rules, regulations and policies of the college and is obligated to disclose truth about the involvement in any disciplinary matter to the appropriate authority. This code is applicable equally to students in college, sponsored activities outside the college and to student groups or association. It will also prevail in the pending conduct matters even if the student leaves the college. The students will be provided expression of their views through representation in the policy making. Freedom of expression by word or symbol is also guaranteed as per Constitution of India subject to orderly and harmonious operation in the college.

I. General Conduct Rules:

The following behaviours constitute violation of the general conduct rules and students who are responsible for it will be subject to disciplinary action.

1. Violation of college policy, rules and regulations.
2. Indecent conduct.
3. Disruption of regular college activities.
4. Threatening a person through unwanted conduct and intimidation causing
5. reasonable fear for safety.
6. Theft and damage to the property of the college.
7. Public intoxication or possession of narcotics and other dangerous material causing public threats.

8. Falsification, forgery and providing misinformation.
9. Unauthorized access to the college property and using college property for unauthorized activities.
10. Gambling, stalking and sexual misconduct in the campus.
11. Filing complaints without basis intentionally.
12. Failure to attend the summons extended by the respective authorities.
13. Failure to comply with sanctions imposed on pending disciplinary violations of rules and orders.
14. Violation of rules and orders given by the Director from time to time according to the contingent situation.

The due procedure is in place in the college for resolving violation of general conduct matters including:

- a) Reporting the incident.
- b) Preliminary investigation of the incident by an appropriate authority.
- c) Promoting the charges as needed, arrange an administrative meeting, notices and hearing as per due procedure, administrative action, interim action till final resolution is made.
- d) Resolution by either mediation or disciplinary procedure.
- e) Formal hearing as per legal procedure and sanctions imposed.

II. CODE OF CONDUCT WITH RESPECT TO ACADEMIC HONESTY

1. The students are prohibited to engage in any activity which are not academically honourable and are violating the academic honesty.
2. Plagiarism namely presenting another person's work as one's own.
3. Cheating on examinations.
4. Unauthorized collaboration in academic work.
5. Falsification and fabrication of information in academic exercises.
6. Multiple submissions from the same document.

III. CODE OF CONDUCT REGARDING BEHAVIOUR IN THE CLASSROOM OR IN ANY OTHER

Learning Environment Authorized by the College:

The college prohibits all disruptive behaviour in the classroom or learning environment Including:

1. Making or receiving personal telephone calls.
2. Text messages during the class.
3. Verbal or physical threats in the class.
4. Inappropriate interference in classroom discussions, offensive expressions and excessive rudeness.
5. Excessive conversation in the class, leaving and entering the class frequently and disturbing movements in the class.

IV. CODE OF CONDUCT REGARDING DISCRIMINATION

1. The college prohibits discrimination with respect to colour, sex, religion or disability either collectively or individually as per constitutional provisions of the Government of India
2. If any individual or group feels to be discriminated a complaint may be filled individually or as a group, the charges will be investigated and proper redressal and I procedure will be adopted including punishment of the DT.

V. CODE OF CONDUCT WITH REGARDS TO ALCOHOL AND DRUGS, TOBACCO AND TOBACCO PRODUCTS ETC.

1. The college prohibits the possession, use, transaction or distribution of alcohol and alcoholic beverages, tobacco and tobacco products.
2. Events with alcohol are subject to the policy prescribed by the college.
3. The college prohibits the presence of drugs in the campus as directed by the Government of India.
4. The violation of the code of conduct in the case of drugs possession leads to disciplinary action not only by the college but also by the Government of India.

VI. CODE OF CONDUCT WITH REGARDS TO SEXUAL MISCONDUCT

1. The college prohibits sexual misconduct of any nature and strives to end all types of sexual discrimination and misconduct in the campus.
2. Even consensual sexual contacts are prohibited at public level. Dating violence, domestic violence, any kind of sexual contacts, sexual exploitation, sexual harassment, hazing and stalking etc. are banned in the campus.

VII. CODE OF CONDUCT WITH REGARDS TO RAGGING OF ANY KIND IN THE CAMPUS

1. The college strictly prohibits ragging or hazing in the campus.
2. It is punishable as per the college law as well as the state and union law.

VIII. CODE OF CONDUCT WITH REGARDS TO CLASS ATTENDANCE

1. Each student has to take full responsibility for academic and intellectual growth and development.
2. The students are expected to maintain full attendance in the course as mentioned in session plan and the college insists of 100% attendance. Absence is excused only on the grounds of critical illness certified by authorized doctor.
3. The college insists that even in the above case also maximum absence cannot exceed 15%. No absence is excused for religious obligations or legal obligations unless approved by the highest authority.

IX. CODE OF CONDUCT WITH REGARDS TO PRIVACY OF STUDENT RECORDS

1. The college prohibits intrusion into the personal information of students by any unauthorized person.
2. The students are expected to give consent to inspect, verify and assess all educational qualifications, information and documents presented as prerequisite for admission in line with the rules and establish its authenticity through authorized persons.

X. CODE OF CONDUCT WITH REGARDS TO STUDENT ASSOCIATION, GROUPS AND CLUBS IN THE CAMPUS:

1. The students will be given opportunity to pursue personality development activities through extra circular and co-circular activities, association and clubs etc. as per procedures after to setting their objectives, activities and conduct and procedures as provided by the appropriate authority.
2. Certain facilities will also be extended in such cases. Any violation of the agreement and rules will lead to withdrawal of permission and charter of this group.

XI. CODE OF CONDUCT WITH REGARDS TO STUDENT EVENTS

1. The students are permitted to arrange only college sponsored events even if the events are held under auspices of the permitted groups.
2. For such events the college will authorize resources partially or fully and ensure security, safety and control as required.

XII. CODE OF CONDUCT WITH REGARDS TO USE OF COLLEGE PREMISES

1. The college campus maybe used by student's association for postures, publicity, pamphlet distribution, speeches and public notices with permission from the college which will be regulated by the college rules and regulations regarding the matter.

XIII. CODE OF CONDUCT WITH REGARDS TO USE OF COLLEGE INFORMATION SYSTEM

1. The college information system can be used only by the authorized students selectively through the password issued by the institute.

XIV. CODE OF CONDUCT WITH REGARD TO INTERACTION WITH RELATIVES IN THE INSTITUTE

1. The college does not encourage any advantage to the students through their personal relation or blood relation with either staff or faculty for their personal benefits.

CODE OF CONDUCT FOR PROFESSIONAL ETHICS

1. TEACHERS AND THEIR RESPONSIBILITIES . . .

Whoever adopts teaching as 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. 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....

Teacher Should

- i. Adhere to a responsible pattern of conduct and demeanour 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.
- v. Maintain active membership of professional organisations and strive to improve education and profession through them.
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. 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 counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.
- viii. Participate in extension, co-curricular, and extra-curricular activities including community services.

II. TEACHER AND THE STUDENTS

Teacher Should:

- i. Respect the right and dignity of the student and expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

- iii. Recognise the difference of aptitude and capabilities among a student's 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 student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace; vi. Be affectionate to the students 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 for reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teacher 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 allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHER AND AUTHORITIES

Teacher 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 organisations 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 organisations in the formulation of policies of the other institutions and accept offices;

- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made.
- 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. TEACHER AND NON-TEACHING STAFF:

Teacher Should:

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

VI. TEACHER AND GUARDIANS:

Teacher Should:

- i. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardian in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teacher Should:

- i. Recognise 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 the 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;
- vi. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

vii. 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.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The following traits are expected from the Non-teaching staff. He / She must:

Report to duty at least 30 minutes in advance,

- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration,
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents /receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

CODE OF ETHICS FOR PRINCIPAL

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the principal.

He has to:

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures/ actions based on the stakeholders' feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students. Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skill.