

# Handbook of Code of Conduct

- ▶ Students,
- ▶ Teachers,
- ▶ Governing Body,
- ▶ Administration including  
Principal/Officials and  
Support Staff



## **Vidya Bharati Mahavidyalaya, Amravati**

Affiliated to Sant Gadge Baba Amravati University, Amravati  
Re-accredited with Grade 'A' by the NAAC (CGPA 3.26-Second Cycle)  
College with Potential for Excellence (CPE) Status by the UGC  
Star College Status by Department of Biotechnology, New Delhi  
Identified as 'Lead College' by S.G.B. Amravati University, Amravati  
(ISO Certification - 9001:2015)

## PATRONS



**Hon'ble Smt. Pratibhatai Patil**

Former President of India

Former President,  
Vidya Bharati Shaikshanik Mandal,  
Amravati



**Hon'ble Dr. D. R. Shekhawat**

Ex-MLA & First Mayor of Amravati

Founder President,  
Vidya Bharati Shaikshanik Mandal,  
Amravati



**Shri. R. D. alias Raosaheb Shekhawat**

Ex-MLA Amravati &  
President,

Vidya Bharati Shaikshanik Mandal,  
Amravati

# Code of Conduct for Students

- The college maintains strict discipline & expects rules to be followed by every student.
- Students are abide by the rules of the affiliating university.
- As per the University rules, the students having an attendance below 80% will not be permitted to appear for the University Examination.
- Every student is required to go for 'Physical Efficiency Test' as per the University Rules.
- Use of unfair means in the college & University Examinations is strictly prohibited.
- A genuine grievance should be brought to the notice of the Principal but only through the Class teacher/ House Advisor/ Mentor or Hostel Warden.
- Students are advised to see the information displayed on the Notice Board regularly.
- Every student should carry Identity Card during his/ her stay on the campus.
- Every student should pay visit to the Library and observe silence.
- Dress code is compulsory for all. Wearing Jeans & T-shirts is not allowed.
- Participation in Curricular, Co-curricular and Extra-curricular activities is must.
- Formation of organizations/ associations & organization of any kind of program without permission is not allowed.
- Student should take care of every asset of the college. Any damage to the property may cause penalty individually or collectively.
- Arrogance/ indecent talk /abusive language would invite the serious action.
- Littering of papers, plastic bottles and spitting at campus may attract anti disciplinary action.
- Every student should believe in dignity, truthfulness, fairness and responsibility.
- Every student should have high regards for the Nation, National heroes & National identities.
- Use of Mobile Phones in the institution and on campus is strictly prohibited.
- Ragging is a punishable act as per Government Rules.
- Smoking and Gutkha chewing are strictly prohibited. Offenders shall have to face legal action.
- Students should not scribble on walls, doors & furniture.
- Behave eco-friendly on campus.

# Code of Professional Ethics

## 1. Code of Conducts for Teachers:

### I. 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### Teachers 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.
- (v) Maintain active membership of professional organizations 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

### II. TEACHERS AND THE STUDENTS:

#### Teachers should:

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

- (iii) Recognize 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 outlook and respect for physical labor 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 them 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.
- (x) 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 lodging unsubstantiated allegations against colleagues to higher authorities.
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

### 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. 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 dignity of the profession.
- (v) Should adhere to the conditions of contract.
- (vi) Give and expect due notice before a change of position is made.
- (vii) 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:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in cooperative undertaking, within every educational institution.
- (ii) 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.

## Code of Conduct for Non-Teaching Staff

- Duty hours have to be observed meticulously by all the staff members.
- Timely arrival at working place and timely departure is highly adorable.
- On duty wearing uniform is compulsory.
- Maintenance of cleanliness, neatness & tidiness at working place is must.
- Commitment, dedication, punctuality and sincerity at assigned work is expected.
- Staff working in the Laboratories shall have to maintain a stock register for all the assets available with the department and the report there on has to submit to the HoDs concerned at the end of each academic year.
- A separate register for the record of right off items has to be maintained in each department.
- The support staff has to follow the instructions of the authorities and discharge their duties as and when asked for.
- The staff shall not leave the college premises / working place without permission of the in-charge.
- The staff should respond to students' enquiries with concern and ensure all possible help.
- The staff should behave with dignity and decorum with others.
- The ICT literacy is must for all.
- While availing leaves, assign your responsibilities to the substitute.

# Code of Conduct for the Principal

The Principal should

- Be a dynamic and democratic leader.
- Monitor all the activities of the college efficiently and effectively.
- Convene meeting of the council periodically to take decisions regarding college activities.
- Encourage the faculties to organize academic activities to initiate, sustain and enhance quality culture in the institution.
- 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
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college
- 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
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research
- Participate in extension, co-curricular and extra-curricular activities, including the community services
- Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour
- Listen to and redress the grievances of the students, staff and parents.
- Insist on discipline, punctuality and accountability of the students and staff.



# Code of Conduct for Governing Body

The Members of Governing Body should

## 1. DUTIES:

- (i) Support the aims and objectives of the College, showing it highest loyalty, and act in good faith in its interests. Each member should also act honestly and diligently in promoting the interests of the College and its students in the wider community.
- (ii) Observe the provisions of the College's Instruments & Articles of Government, with particular reference to the responsibilities which cannot be delegated, e.g. to decide strategic policy and overall direction and to monitor the performance of the Principal and other senior post holders.
- (iii) Have regard to the responsibilities given to the Principal in the Articles of Government, e.g. to implement the decisions of the Governing Body and to manage the College's affairs within the budgets and framework fixed by the Governing Body.
- (iv) Work together so that Governing Body and the Principal perform their respective roles effectively.
- (v) Work within the parameters set out in the Financial Memorandum should a Governor be concerned that the Governing Body may be acting outside its powers with regard to any particular decision, he/ she should immediately refer the matter to the Clerk, who may then take advice from an appropriate independent source, if necessary.
- (vi) Work co-operatively with other Governors for the benefit of the College as a whole and not for any improper purpose, or for personal motive.

## 2. COLLECTIVE RESPONSIBILITY:

- (i) Acknowledge that differences of opinion may arise in discussion of issues at the meetings, but a decision of the Governing Body, even when it is not unanimous, is a decision taken by the Governing Body collectively and each individual Governor has a duty to stand by it, whether or not he/ she was present at the meeting when the decision was taken.
- (ii) Note that if a Governor disagrees with a decision taken by the Governing Body, his/ her first duty is to have any disagreement discussed and minute. Should the Governor strongly disagree, he/ she should consult the Chair and, if necessary, then raise the matter with the Governing Body when it next meets.

- (iii) Base his or her view on matters before the Governing Body on an honest assessment of the available facts, unbiased by partisan or representative views.
- (iv) Acknowledge that, as an individual Governor, he/ she has no legal authority outside the meetings of the Governing Body's agreement, to make statements or express opinions on behalf of the Governors.
- (v) Adopt internal audit and risk management processes which enable members to be satisfied that the financial and other affairs of the institution are being conducted fairly, transparently, efficiently and effectively.
- (vi) Not to misuse the resources of the institution, or personal or commercial information held by it, for personal gain or that of any other person.

### 3. SKILL, CARE & DILIGENCE:

- (i) A member of the Governing Body should, in all his/ her work for the College, exercise such skill as he/ she possesses and such care and diligence as would be expected from a reasonable person in the circumstances. This will be particularly relevant when members act as agents of the College, e.g., when functions are delegated to a Committee of the Governing Body or chair. Members should be careful to act within the terms of reference of any Committees on which they serve.
- (ii) Use social networking sites responsibly both as an individual and Governor to ensure neither that personal / professional reputations nor the College's reputation is compromised by inappropriate postings.

### 4. CONFLICTS OF INTEREST:

- (i) Resist any temptation or outside pressure to use the position of the Governor to benefit yourself or other individuals or agencies and immediately report to the Clerk any offers or receipt of gifts, hospitality or benefits of any kind from a third party, which might be seen to compromise your personal judgment or integrity.
- (ii) Note that an interest does not have to be financial for the purposes of disclosure. If it is likely, or would if publicly known, be perceived as being likely to interface with the exercise of a Governor's independent judgment, then the interest, financial or otherwise, should immediately be reported to the Clerk and fully disclosed to the Governing Body before the matter giving rise to the interest is considered.

## 5. CONFIDENTIALITY:

- (i) Ensure that, as a general principle, students and staff of the College have free access to information about the proceedings of the Governing Body. Accordingly, agendas, minutes and other papers relating to meetings of the Governing Body should be available for public inspection when the Chair or Governors has approved their publication.
- (ii) Respect the confidentiality of those items of business which the Governing Body decides, from time to time, should remain confidential, in line with the Freedom of Information Act 2000. Such excluded items will be kept in a confidential folder by the Clerk and will be circulated in confidence to the Governors. However, staff and students Governors may not have access to minutes dealing with matters in respect of which they are required to withdraw from meetings under clauses.
- (iii) Note the importance of the Governing Body and its Committees having full frank discussions in order to take decisions collectively. To do this, there must be trust between Governors with a shared corporate responsibility for decisions. Governors should keep confidential any matter which, by reason of its nature. The Chair or Governors, or the Chair or Members of any Committee of the Governing Body are satisfied should be dealt with on a confidential basis.



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