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GONDIA EDUCATION SOCIETY'S

**MAHOHARBHAI PATEL
COLLEGE OF ARTS,
COMMERCE AND SCIENCE**

SADAK ARJUNI, DISTRICT-GONDIA-
441807

**HANDBOOK OF
CODE OF CONDUCT FOR
TEACHERS
& STUDENTS**

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ABOUT COLLEGE

Manoharbai Patel College of Arts, Commerce & Science, Sadak Arjiuni, District-Gondia, a premiere educational institution established by Gondia Education Society in 2009 has been steadily marching on the path shown and footprints left behind by its patron the great visionary late Shri Manoharbai Patel. It envisages enabling an opportunity for the wards of the poorest of poor tribal and rural masses deprived of such opportunity for long time to pursue higher education surpassing their geographical and economic hurdles. With the inception of the college, GES has taken a step ahead to spread higher education to every nook and corner of Gondia district.

MESSAGE FROM PRINCIPAL



Today, in the era of globalization, providing value-based education is the need of time. Manoharbai Patel College being an emerging institution managed by Gondia Education Society realizes the responsibility to provide promising careers to the youth of the region. The institution runs the courses like B.A., B.Com. and B.Sc. The institution provides platform to the students to explore their latent potential and come up with flying colours. It provides them an opportunity to realize their dreams. The institution is making the honest efforts to improve its infrastructure and educational facilities. I wish the students strive hard to make their dream of successful career come true and add another feather in institution's cap by their contribution to the society in general and to the nation in particular. Wish you the best in every sphere of life.

Dr. A. S. Dwivedi

Principal

**Manoharbai Patel
College of Arts,
Commerce and Science,
Sadak Arjuni, Dist.
Gondia**

OUR VISION

Vision of the institution as depicted in its emblem “ ज्ञानम परमं बलम ” (Knowledge is Supreme Strength) is making students aware about the strength of knowledge as well as availing them an opportunity to explore and unleash infinite source of potential lying within them.



OUR MISSION

- 1) To transform students into multi-faceted personalities placing onus on physical, mental, psychological and spiritual dimensions of their personality.
- 2) To provide study conducive atmosphere to students to facilitate pursuance of education.
- 3) To imbibe in them nationalist feeling as well as foster respect for multiculturalism so that they evolve into socially responsible citizens of the nation.
- 4) To instill the spirit of competition in them and make them aware about varied career opportunities and job avenues.
- 5) To strive for enhancing the quality of education in rural and tribal areas.

In a nutshell, it is our mission to take the stream of knowledge to the threshold of tribal and rural people.



CODE OF CONDUCT FOR TEACHERS

- 1) All of the faculty members should be committed to develop right approach among students. It must be their goal to ensure achievement of their goal as a teacher.
- 2) Faculty members should strive hard for developing students into multi-faceted personalities.
- 3) They should engage their classes regularly
- 4) They should focus to give the best of everything to students.
- 5) The use of cell phones is strictly prohibited and can be used only in the case of emergency.
- 6) Faculty members must abide by the rules and regulations of the college.
- 7) Faculty members cannot get involved in private coaching.
- 8) They must maintain the decorum of the college.
- 9) Faculty members must devote themselves to research activities.
- 10) They must build rapport with the students and provide them possible assistance.



CODE OF CONDUCT FOR STUDENTS

It is expected of students that they strictly follow the following rules of conduct.

- 1) Students should strictly abide by the rules and regulations of the College.
- 2) They must always maintain the disciplines.
- 3) They would not be granted leave without prior permission of the Faculty members and would be granted leaves for genuine reasons.
- 4) They should always maintain the sanctity of the College.
- 5) They should maintain the strict dress code of the college.
- 6) Students must utilize the facility of reading room in their leisure time.
- 7) College reserves the right to take strict action against students violating the rules and regulations of the College.
- 8) Students must finish their activities in stipulated time.
- 9) They should always carry their identity card with them.

Apart from the code of conduct mentioned above it is always our endeavor to imbibe all those code of ethics in words as well as in spirit detailed in the Government of Maharashtra GR as following



CODE OF PROFESSIONAL ETHICS

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

Teacher should:

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;

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;

Maintain active membership of professional organizations and strive to improve education and profession through them;

Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication; Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

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 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.

Teachers and Students

Teachers should:

Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;

Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

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;

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; national goals; and

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.

IV. 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.

V. 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.

VI. 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.

VII. 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 responsibly, 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.

VIII. 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;
- 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.

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