

Sir P T Science College, Modasa

Code of Conduct Handbook for Students, Teachers, Governing Body, Principal-Officials and Support Staff

CODE OF PROFESSIONAL ETHICS

College Principal should:

1. a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
2. b) Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
3. c) Act as warden of the College's assets in managing the resources responsively, optimally, effectively and efficiently for providing a conducive teaching and learning environment;
4. d) Promote research and consultancy work culture in the college, paving way for innovative thinking and ideas;
5. e) Endeavour to promote a work culture and ethics that brings out quality, professionalism satisfaction and service to the nation and society.
6. f) Avoid plagiarism and other non-ethical behaviour in teaching and research;
7. i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
8. j) Restrict from allowing considerations to caste, creed, religion, race or gender in their professional endeavour.

TEACHERS AND THEIR RESPONSIBILITIES:

A teacher is closely under the observation and a moral ideal 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 that he/she should seek to inculcate among students must be his/her own ideals. Further, a teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. a) Stick to a responsible pattern of conduct and character expected of them by the community;
 2. b) Manage their private affairs in a manner consistent with the dignity of the profession;
 3. c) Seek to make professional growth continuous through study and research;
 - d) Express free and frank opinion through Continuous Learning by seminars, conferences, etc., towards the contribution of knowledge;
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1. e) Through membership of professional organizations improvise teaching-learning skills
 2. f) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
 3. g) Discourage plagiarism and other non-ethical behaviour in teaching and research;

4. h) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
5. i) Co-operate and assist in carrying out the functions related 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 to assist the conduct of university and college examinations, including supervision, invigilation and evaluation; and
6. j) Participate in extension, co-curricular and extra-curricular activities, including the community service.

7. **TEACHERS AND THE STUDENTS:**

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Just and impartial attitude towards students, regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate scientific outlook and ideals of democracy, patriotism and peace among students;
- (vi) Avoid verbal or physical violence towards any student for any reason;
- (vii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

III. TEACHERS AND COLLEAGUES:

Teachers should:

- (i) Treat colleagues in the same manner as they themselves wish to be treated;
- (ii) Academic and gentle language for professional betterment;
- (iii) Respect the fundamental rights given by the Constitution of India on the basis of caste, creed, religion, race or gender in their professional endeavour.

1. **TEACHERS AND AUTHORITIES:**

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and stick to procedures of the Management, University and Govt. of Gujarat .
- (ii) strictly prohibited to practice private tuitions, coaching as well as other employment as a hindrance to their professional responsibilities;
- (iii) 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) Avoid unreasonable leaves and take leaves with prior intimation, keeping the academic-administrative schedule intact.

1. **TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking
- (ii) Teachers should help the supportive staff as an innate part of the institutional mechanism.

1. **TEACHERS AND GUARDIANS:**

Teachers should:

Maintain contact with the guardians of their students and communicate the progress reports of the ward when necessary and meet the guardians during parents' meet as well as Mentor Program for effective Parents-students feedbacks, mutual exchange of ideas and for the benefit of the institution and the ward.

VII. TEACHERS AND SOCIETY:

Teachers should:

(i) Education is a Social Service and a teacher must strive to keep the society well-informed of the educational innovations.

(ii) Work to improve the moral and intellectual growth of the society.

(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) Restrict from Anti-social Activities to save society from communal, caste or gender hatred or enmity.

Director Physical Education / Librarian should:

1. 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;
2. c) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
3. d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
4. e) Respect the fundamental rights given by the Constitution of India on the basis of caste, creed, religion, race or gender in their professional endeavor.

CODE OF CONDUCT AND RESPONSIBILITIES OF OFFICIALS AND SUPPORT STAFF

Professional Behavior and Confidentiality

1. Staff members should reflect professional behavior required in an educational institution
2. They should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal
3. They should ensure effective communication and fast disposal of the correspondences with various stakeholders
4. They should not use their position in the college for private advantage or gain.
5. They should not indulge in activities that might bring disrepute to the college and tarnish its image
6. They should not violate the policies and procedures prevailing in the college
7. They should continuously strive for their professional growth and participate in various activities planned in the college
8. They should update their knowledge with developments relevant to the job; being familiar with communication channels and college procedures applicable to both students and staff

CODE OF CONDUCT FOR STUDENTS:

Students are expected to read and comply with the Code and all other standards of behavior required by the College policies and procedures accordingly.

1. **Identity Cards**

All Students of this college should possess Identity Cards duly signed by the Principal. If the Identity Card is irrecoverably lost, duplicate Identity Card will be issued only after remitting Rs.20 Notified Confession letter.

1. **Attendance**

Students are not permitted to take leave without permission of their HoD. Absence without prior leave permission will not be entertained by the Mentor and if such absence is repeated, parents/guardians will be called in for further action.

Leave for NSS/NCC/Cultural and Sports activities will be granted only if the student represents the College or the University in various events. Students deputed to participate in aforesaid events, should submit his/her leave application duly recommended by the concerned Event Coordinator to the HoD (Main subject) for necessary action.

III. Dress-code and Behaviour

Students of the institution are expected to conduct themselves in the best standards of etiquette within and outside the College.

Soon after admission, every student will be given an identity card which they must put on during college hours in the campus.

Students should maintain adequate silence in the college premises during class hours.

N.B:- The following rules of the Education Code are also applicable to the students of this college:

Every student should be properly dressed.

All students are expected to greet the teachers as part of general demeanour.

No student shall be allowed to leave the classroom without the permission of the teacher or until the class is dismissed.

Students are forbidden to organize or attend any meeting in the College or to collect money for any purpose or to circulate any pamphlet without the permission of the Principal.

Any student, who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraudulent or malpractice in connection with examinations is likely to have an unwholesome influence on his fellow students shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.

Students are expected to keep the college campus clean and tidy by leaving the waste materials in the waste bins of the campus and abstain from disfiguring the walls by sticking notices or scribbling. They are not supposed to indulge in any kind of activity that obliterates the vegetation of the campus.

The students are prohibited from spitting in open spaces or indulging in other similar uncivil acts.

The students of this institution are responsible to protect and preserve the precious heritage buildings and not supposed to cause any kind of damages such as denting, destroying, removing, injuring, altering, defacing, or misusing all of which will be considered as serious punishable offence.

ACTIONS AGAINST INDISCIPLINE:

The following are examples of unacceptable behavior for all staff members and students as well:

1. Any form of physical/verbal violence towards students, teaching-non-teaching colleagues and visitors
2. Sexual offences, sexual insults or sexual discrimination against students, teaching-non-teaching colleagues and visitors
3. Theft money/ damaging property of college
4. Unauthorized absence from work.
5. Consuming alcohol or drugs and smoking

6. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties. Indulging in any of the above mentioned inappropriate actions and other actions which are not acceptable will be regarded as gross misconduct and disciplinary action will be taken by the college authorities.

SPTSC MODASA