

Ramrao Gopalrao Zanak Education Society Chiwara's
Ramrao Zanak Arts and Commerce College, Malegaon
Dist. Washim Pin-444503

Affiliated to Sant Gadebaba Amravati University, Amravati

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The Handbook of
CODE OF CONDUCT AND ETHICS
(For College Staff and Students)

Published By

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Ramrao Zanak Arts and Commerce College, Malegaon

CODE OF CONDUCT

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.

11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

Code of conduct for Students:

- It is important that the student attends the institute from the opening day to the last day of each semester during the academic year.
- Every student is expected to have a minimum of 75% attendance during each semester. If not the student will not be eligible to appear for the final exam.
- Carrying mobile phones is prohibited in the academic premises (Classroom, Corridor, Library, etc.)
- Students shall follow all the university norms, as notified from time to time.
- Students have to wear prescribed uniforms in the college.
- All students must carry their college Identity Cards. They are required to show their ID Cards to the college authorities whenever demanded. If ID card is lost then immediately report to the office.
- Ragging is criminal offence. Ragging is prohibited under “AntiRagging Act 1999. Any student found included in ragging in any form within or outside the college campus shall be immediately expelled from the college and necessary action will be taken as per orders of court.

- Harassment whether written, verbal, sexual, physical is a serious offences and will be a punishable act.
- Keep eco-friendly attitude and contribute to keep the campus clean and beautiful.
- Do not engage yourself in tobacco consumption or support anybody for using tobacco and alcoholic products like wine, cigarettes or narcotics drugs.
- Be meticulous in following the rules and regulation of the institution and the university and perform the works and responsibilities given with utmost honesty and sincerity so as to develop in you a responsible, competent and sensitive citizen of the nation contributing social and national upliftment.

Code of conduct for Teachers:

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus.
- Teachers should sign the attendance register while reporting for duty.
- Teachers should remain in the campus till the end of college hours.
- Prior written permission is required from the principal at least a day in advanced before leave.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them should be good counsellors and facilitators.
- Teachers should carry out other academic, co-curricular and organisational activities that may be assigned to them from time to time.
- Teachers should attend the college with neatly dressed, and wearing shoes.
- Teachers are banned from using cell phones while taking classes.

- Adopt skills for making teaching-learning process more enjoyable for the learners.
- Work with utmost honesty, mutual trust and integrity for the development of the students and thereby contribute to the development of the society and the nation.
- Always co-relate the contents of teaching to life.

Code of conduct for Non-Teaching Staff:

- Non-Teaching staff working in the college office / department should remain on duty during college hours (8.00 am to 2.30 pm).
- Non-Teaching staff should wear proper clothes.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attended.
- Treat all the stakeholders of the college like students, teachers, parents, members of the management and the visitors with due respect and dignity.
- Try to develop eco-friendly attitude making efforts like paperless office, use of latest technology and by making sustainable use of resources at your disposal.
- In order to provide best kind of service to the smooth functioning of the college keep yourself update with the knowledge and skills and the technologies to keep pace with time and change.