



Bahujan Hitay Jagat Shikshan Sanstha Gondia's
JAGAT ARTS, COMMERCE & INDIRABEN
HARIHARBHAI PATEL SCIENCE
COLLEGE GOREGAON
DIST: GONDIA



Handbook on:

CODE OF CONDUCT

(For Students, Teachers, Administrative staff and Principal)

PREAMBLE

This Handbook indicates the standard procedures and practices of Jagat Arts, Commerce & Indiraben Hariharbhai Patel Science College, Goregaon for all students and staffs. All Students and staffs should be well aware with this Code of conduct and abide by the rules and regulations of the institute. This code makes the students and staff habitual to handle the social, academic and administrative responsibility that reflects credit upon the college community and to model good citizenship in any community.

The Code is reviewed and updated annually and as necessary to ensure compliance with the law and adherence to the values of the College. The College will make every effort to alert students to significant changes when they are made. The policies and procedures outlined in the Code are considered to be in effect once they have been published on college website. Students will be prompted to acknowledge that they have read the Student Handbook (which includes the Student Code of Conduct) on an annual basis.

The institute authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honor.




Principal

**Jagat Arts, Commerce & Indiraben Hariharbhai Patel
Science College, Goregaon**

PRINCIPAL
JAGAT ARTS, COMMERCE AND
INDIRABEN HARIHARBHAI PATEL
SCIENCE COLLEGE, GOREGAON DIST. GONDIA

From Desk of Principal

The mission of the Jagat Arts, Commerce & Indiraben Hariharbhai Patel Science College, Goregaon is to educate the rural people, spread up literacy to the endpoint of rural area and remove superstitions from the society to build up the strong nation. The College promotes behavioral standards that create a positive and fruitful environment, in which students can learn, work effectively. Also teaching and non-teaching staff can work with bottom of heart in the institution. The Students and staffs Code of Conduct is intended to help create and preserve this positive and fruitful environment in support of the institution's mission, educational philosophy, purposes, and functions; students' educational and civic development; and to protect the people, properties, systems, and processes that support the College.

To full fill the vision the people of the college should follow the code of conduct to impart the quality education to the students and community as a whole. Therefore the code of conduct for students, code of conduct to the teaching and non-teaching staff and code of conduct for principal have been framed in the college to prevail the healthy educational environment in the campus. I am sure that everyone will strictly follow the code of conduct and will strengthen the "Vision and Mission" of the college.



(Signature)
Principal

**Jagat Arts, Commerce & Indiraben Hariharbhai Patel
Science College, Goregaon**

PRINCIPAL

JAGAT ARTS, COMMERCE AND
INDIRABEN HARIHARBHAI PATEL
SCIENCE COLLEGE, GOREGAON DIST. GONDIA

Index

Content Page

1. Code of Conduct for Students--
2. Code of Conduct for Teachers--
3. Code of Conduct for Non-Teaching Staff--
4. Code of Conduct for Principal --
5. Research Policies for Ethics --
and Plagiarisms

Code of Conduct for Students

- 1) All students should observe the rules of discipline and are expected to be of dignified behavior and good character within the college.
- 2) Students should wear the college uniform every day.
- 3) Students should stay wear their identity cards inside the campus daily.
- 4) All the students must gather at 10:45 am daily at the ground for **National Anthem**.
- 5) Students are warned that they must not bring with them un-authorized persons in the college premises. Strict disciplinary action will be taken against the students who violate this rule.
- 6) Students should not wander around the college premises when they have no classes. They should not disturb the classes that are going on.
- 7) During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- 8) Students are warned against destroying the college property.
- 9) Students are expected to obey all the orders and to behave respectfully with all the members of the college staff.
- 10) Students are expected to be punctual and fully responsive in the college.
- 11) Students should not unnecessarily loiter in the college premises or seat/stand in the corridors.
- 12) Students should use the college furniture, fans, books or any other college property with utmost care. The cost of the damage done will be recovered from the students individually or collectively, as the case may be.
- 13) Students are not authorized to form unions like morcha, boycott of classes, strikes etc. without prior intimation of at least 5 days prior to the principal and without any just or legitimate cause or grievance will be resulted in rustication of the concerned students.
- 14) Any change in the subject/subjects, or faculties will not be allowed.

- 15) Any change in the local or permanent address of students should be communicated promptly in writing.
- 16) Election of University Students Council will be held as per the provisions and directive from the RTM Nagpur University Nagpur.
- 17) Students are expected to keep their vehicles properly locked at the space provided in the college. No complaints regarding loss of vehicles kept unlocked or not kept at the space provided shall be entertained.
- 18) Only special notices are will be disseminated through the class rooms. Students are, therefore expected to see the notice that may be displayed on notice board from time to time.
- 19) Students should use suggestion box for their suggestions/complaints/grievances etc. in writing.
- 20) Parents/Guardians shall fully and directly responsible for the behavior of their wards in the college.
- 21) Students found involved in the activities which are not in interest of the college will be expelled without any kind of enquiry. The right of giving T.C. or expelling the students from the college is reserved with the principal.
- 22) Students granted admission on the basis of caste reservation is required to submit caste certificate along with domicile certificate.
- 23) If any incident of **ragging** comes to notice of the authority, the concerned student will be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution, as per order of Supreme Court of India in SLP (c) No. 24259/2004.
- 24) College premises, Library & classrooms are under the CCTV surveillance. In case of the breach of the rule, behavior and conduct within or outside the college, the students name is liable to be removed from the college rolls.

Code of Conduct for Teachers

Teaching is a noble profession. It shapes the character, caliber and future of an individual. Besides, the teachers have to

- 1) Report to duty at least 10 minutes in advance.
- 2) Adhere strictly to the laws and regulations of the college.
- 3) Remain on duty during college hours.
- 4) Respect and maintain the hierarchy in the Administration.
- 5) Maintain honesty, integrity, fairness in all activities.
- 6) Leave should be enjoyed only after the prior sanction from the principal, otherwise leave application will not be entertained.
- 7) Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 8) Uphold the honor and dignity of the teaching profession.
- 9) Provide an innovative and quality education to the students.
- 10) Be impartial and discriminative against students.
- 11) Interact with the students in a friendly manner.
- 12) Abide by the rules and regulations of the institution.
- 13) Be responsible and interact positively with parents and other stakeholders in educating the students.
- 14) Be good counselors and facilitators.
- 15) Help, guide, encourage and assist students in their learning.
- 16) Be aware with social responsibilities.

Code of Conduct for Non-Teaching Staff

- 1) Report to duty at least 30 minutes in advance and shall not leave the college premises without prior permission of principal and should mention motive on register before leaving the college.
- 2) Remain on duty during college hours.
- 3) Adhere strictly to the laws and regulations of the college.
- 4) Respect and maintain the hierarchy in the Administration.
- 5) Maintain honesty, integrity & fairness in all activities.
- 6) Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 7) Must not disclose official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- 8) Must not intercept or misappropriate college money.
- 9) Leave should be enjoyed only after the prior sanction from the superintendent/ principal, otherwise leave application will not be entertained.
- 10) Must not be absent from duty without official approval or approved sick leave.
- 11) Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

Code of Conduct/ethics for Principal

- 1) The Principal of the college should always be honest, supportive, protective and law abiding.
- 2) The Principal of the college should ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- 3) The college principal should monitor, manage and educate the administration of the college and take remedial measures / actions based on the stakeholder's feedback.
- 4) The college principal should conduct regular meetings with Heads of the Department and various committees.
- 5) The college principal should participate in extension, co-curricular and extra-curricular activities, including the community service.
- 6) The college principal should implement any other qualitative and quantitative work for the welfare of the institution.

The college principal should empower all his teaching, non-teaching staff and students to reach their maximum potential.

Research Policies for Ethics and Plagiarisms

1. The aims of this guidelines is to promote scientific research by providing the code of ethical practices for individual and collaborative work, guidelines for author, Patenting policies, human subjects care for life forms and environment.
2. It focuses on the disciplines that learn norm and standards of conduct such as Science, philosophy, law, psychology, or sociology and distinguish between suitable and objectionable conduct that suit their particular aims and goals.
3. There should be truthfulness in collection of data, data analysis interpretation, methods and procedures, results writing, publication
4. Status and other aspects of research activities where impartiality is expected or required which should not affect the research work which is be opened to criticism and new ideas.
5. It should be done confidentially, sincerely besides; there should be consistency of thoughts and actions.
6. A proper honor is given to patents, copyrights and other forms of intellectual property. One should not use unpublished data, methods, or results without any prior permission. Give proper acknowledgement or credit to all contributions to research.
7. Give proper respect and care to life things when using them in research. Avoid unnecessary or poorly designed experiments. Give importance to relevant laws and institutional and governmental policies.
8. The research should not be in the form of wrongdoing or FFP i.e. "fabrication, falsification, or plagiarism".
9. Severe punishment to researcher will be given if he/she is found to be guilty of plagiarism.