



Dnyanopasak Shikshan Mandal's
ARTS, COMMERCE AND SCIENCE COLLEGE,
JINTUR-431509 (M.S.)

Code of Conduct

Draft Committee :

1. Dr. Shyam K. Gore, Assistant Professor in Electronics : Co-Ordinator
2. Dr. S. M. Kolhe, Professor in Commerce- : Member
3. Dr. Santosh S. Jadhav, Associate professor in Physics- : Member

© 2018 All rights are reserved with the Management of Dnyanopasak Shikshan Mandal's Arts, Commerce and Science College, Jintur, Dist. Parbhani, Maharashtra-431509.

FORWARD

The document of the Code of Conduct for Management, Principal, Teacher, and administrative staff has been put together to provide the stakeholders of the Dnyanopasak College, Jintur. In view of the institutional guidelines and policies to be compiled for the smooth running of the academic and co-curricular activities and fulfilling social responsibilities at the local level.

The immensity of responsibility and cognizance involved in the education system by all stockholders including management, principal, faculty, administrative staff, and students need to accept and stick to ethical standards in the educational process.

The system of corrective measures helps the administration to identify any type of progressive code of conduct and immediately acquire corrective steps for enhancing the desired professional ethics and human values.

Principal
Dnyanopasak Shikshan Mandal's
Arts, Commerce & Science College, Jintur



The Dnyanopasak Shikshan Mandal's Arts, Commerce, and Science College Jintur under took to enforce a code of conduct.

Code of conduct for the Institute

- Offers education to the students by considering social responsibility towards society.
- Transmit goals and objectives clearly and systematically to the stakeholders.
- Offers a variety of programs with acceptable academic flexibility.
- Provides well-qualified and skilled teachers.
- Facilitate necessary infrastructure and contemporary educational stuff.
- Execute a well-convinced plan for monitoring students' progress continuously.
- Establish an assessment mechanism for the competitive survival of the student.
- Provide necessary information to the students about the program, admission, fee structure, scholarships, financial aid, and student support service.
- Provide a healthy and pollution-free atmosphere on the campus.
- Promotes gender sensitization and equality.

Code of conduct for Principal

- Abide to maintain integrity, transparency, dignity, and efficiency at all levels.
- Execute unprejudiced decision strategies to staff members and students.
- Treat equally all staff members and students from various socioeconomic groups.
- While handling burning issues among the staff and students maintain tolerance.
- Acknowledge the liberal participation of everyone in the affairs of the organization.
- Manage unbiased and accurate evaluation of colleagues.
- Design blueprint of the institute and basic financial plan for fund generation.
- Promote innovative, research and development culture among the faculty and students.

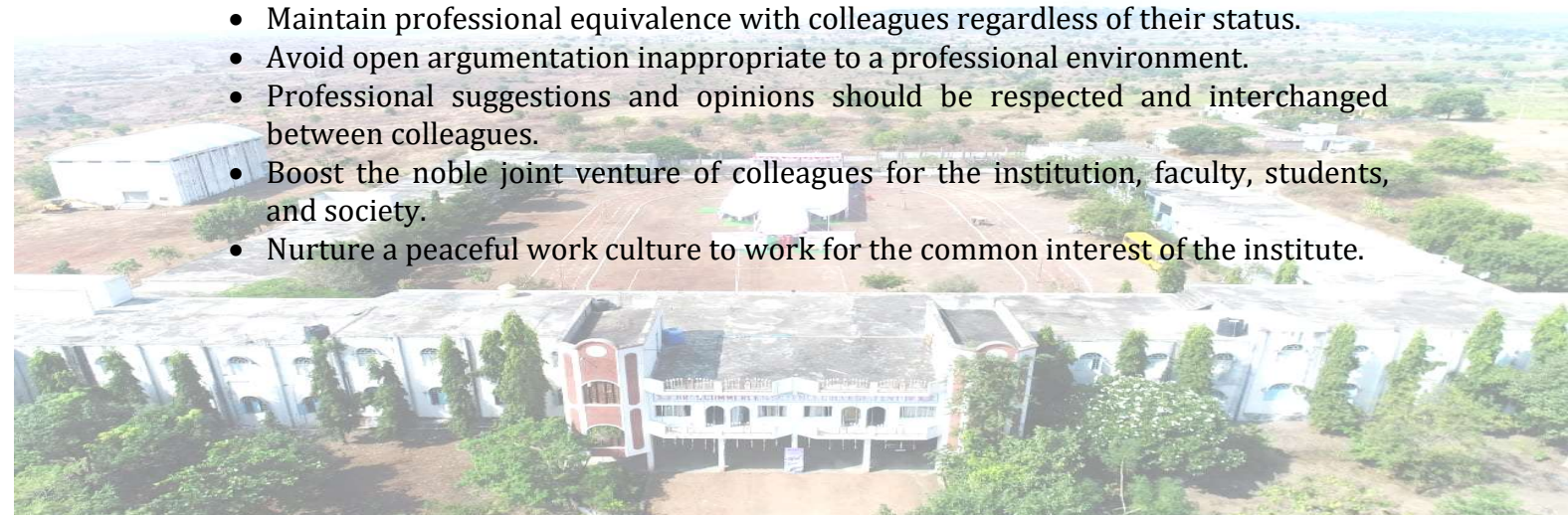
Code of conduct for Teachers

Professional commitment

- Commit adequate time for preparation, teaching, and research works.
- Upgrade yourself for new teaching aids, professional development, soft skill, and research activity.
- Enhance active collaboration with academic, research, and professional institutions and organizations.

Coordination with Colleagues

- Maintain professional equivalence with colleagues regardless of their status.
- Avoid open argumentation inappropriate to a professional environment.
- Professional suggestions and opinions should be respected and interchanged between colleagues.
- Boost the noble joint venture of colleagues for the institution, faculty, students, and society.
- Nurture a peaceful work culture to work for the common interest of the institute.



Commitment to the Institute

- Maintain regularity and punctuality for the classes and should be available for students on campus at stipulated times.
- During working hours teachers can leave the campus only with the permission of the principal.
- Maintain discipline in the students regularly on campus.
- Help in the student's welfare fund to support the economically weaker class of the student.
- Head of the department should assign a teacher to conduct the class during the absence of any teacher to maintain no class to be left free.
- Prior approval from the principal should be taken before going on leave and before re-joining the duty all necessary documents should submit to the office.

Commitment to students

- Teachers should available to the students for maximum time to understand and solve their issues.
- Teacher should demonstrate various tools and deliver his excellence for crystal clear understanding of a concept to the students.
- Teachers should help the student with their physical, social, intellectual, moral, and emotional development.
- Respect the rights and dignity of the student in expressing his/her opinion.
- Treat every student impartially regardless of their religion and caste.
- Encourage every student to improve their attainments, develop their personality and contribute to community welfare.
- Pay attention to only the attainment of the student in the assessment of merit.

Commitment to the Community

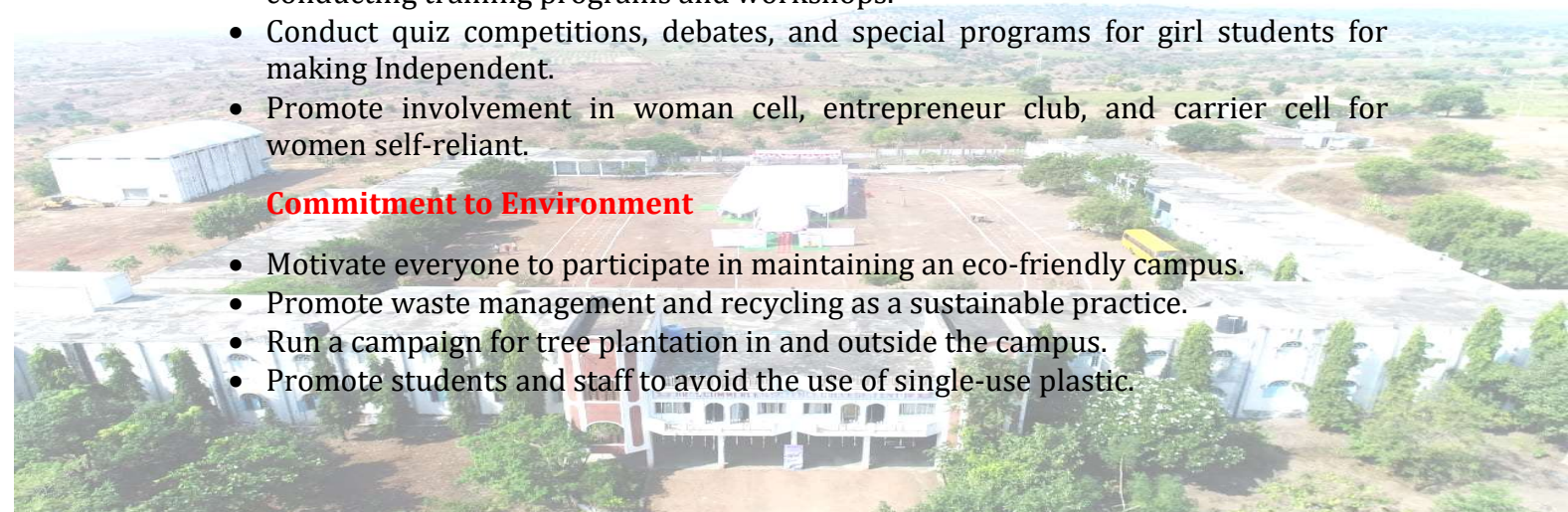
- Discharge the citizenship duties and participate in community activity.
- Avoid discussion on controversial issues in the classroom.
- Motivate students to participate in social services activities.
- Initiate to improve education in the community to strengthen the moral, spiritual, and intellectual levels of the community.
- Always respect and improve the cultural diversity of India among the students.

Commitment to the Women's Empowerment

- Encourage and motivate girl students to involve in higher education.
- Encourage the girl's students to participate in curricular and extracurricular activities at college local and outside levels.
- Encourage the girl students to be self-confident, skillful, and knowledgeable by conducting training programs and workshops.
- Conduct quiz competitions, debates, and special programs for girl students for making Independent.
- Promote involvement in woman cell, entrepreneur club, and carrier cell for women self-reliant.

Commitment to Environment

- Motivate everyone to participate in maintaining an eco-friendly campus.
- Promote waste management and recycling as a sustainable practice.
- Run a campaign for tree plantation in and outside the campus.
- Promote students and staff to avoid the use of single-use plastic.



- Arrange workshops and seminars on the conservation of the environment and sustainable development.
- Everyone should generate zero waste and protect the environment.
- Protect traditional and rare herbal plants in the botanical garden.

Code of conduct for administrative staff

- The administrative staff must be present on campus from 9.00 a.m. to 5.00 p. m.
- For effective administration they should serve orderly and incorrupt.
- Their behavior towards students, staff, and visitors should be soft and administrative.
- They should maintain confidentiality whenever necessary and be committed to duty.
- Technical and non-technical staff should maintain and repair the properties of the institute and maintain standards.
- Very kind and considerable soft behavior are expected while dealing with students and alumni of the institute.

Code of Conduct for Students

Students must abide by this code of conduct and professional ethic, responsibilities, and rights.

- The students must strictly follow the rules and regulations constructed by the college from time to time.
- Academic honesty and punctuality are compulsory in the completion of an assigned task.
- Any act of indiscipline by any student will lead to a fine and/or punishment as per the rules.
- Always prepare for internal and external continuous assignments and term-end examinations.
- Make optimum use of learning resources and student support services in the institution.
- Be ready to participate in the service of the nation and society.
- Provide feedback for improvement in the teaching and learning process.
- Always be in touch with the institute as alumni.

स्थापना-१९८३

