



**J.D.M.V.P. Samaj's, Shri. S. S. Patil Art's, Shri. Bhausahab T. T.  
Salunkhe Commerce and Shri. G. R. Pandit Science College,  
(Nutan Maratha College), Jalgaon.**



## **CODE OF CONDUCT AND PROFESSIONAL ETHICS**

**J.D.M.V.P. Samaj's, Shri. S. S. Patil Art's, Shri. Bhausaheb T. T.  
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**Our Vision**

To broaden the horizon of knowledge to the laymen, to the masses from the nooks and corners of the valleys and villages. The visionaries of our 'Samaj' adopted the motto '*Bahujan Hitai Bahujan Sukhay*', i.e. In the interest of masses, for the welfare of the masses.

**Our Mission**

We, at 'Jalgaon District Maratha Vidya Prasarak Co-operative Samaj's Shri. S.S.Patil Arts, Bhausaheb T. T. Salunkhe, Commerce and Shri. G.R. Pandit, Science college, Jalgaon', popularly known as 'Nutan Maratha College' Jalgaon are committed to reach out to the poor, the needy and segregated, the deprived and hitherto neglected, to boost their courage and enkindle confidence in them so that they could claim higher education / learning as their legitimate right.

## **Preamble**

Jalgaon District Maratha Vidya Prasarak Cooperative Samaj Ltd. Jalgaon established its first college of Arts, Commerce and Science College at Jalgaon in the year 1972. In due course of time with guidance of visionaries of Society and with efforts of well qualified teachers the college has grown with addition of new divisions and new courses and has expanded in its scope and gained a reputation in the entire Jalgaon district and being identified as Nutan Maratha College. In due course of time there were some visionaries who gave massive financial support for building its infrastructural resources in the form of donation, therefore their names are given to various faculties.

The registered name of this college has become Shri S. S. Patil Arts, Shri Bhausaheb T.T. Salunkhe Commerce and Shri G.R. Pandit Science College, Jalgaon This college is affiliated to KBC North Maharashtra University and the college caters the education from 11th Std to M. A., M. Com, M.Sc. students. The college runs graduate courses in Physics, Chemistry, Botany, Microbiology, Zoology, Mathematics, Computer Science, Electronic etc. Graduation and Post-Graduation in Languages English, Hindi, Marathi, Urdu and in all social sciences are available along with separate commerce faculty. The college has well qualified teaching staff to cater all of its courses and most of the teachers are also guiding M. Phil. and Ph. D. Students. `

The college is situated in the heart of the city with 08 acres of land & has a built up area of 8584 square meters. The college has thirty-five class rooms, Science, computer science, Psychology, English language laboratories, Geography, Commerce Social Sciences departments, Gymkhana, partially automated central library, NSS, NCC, NAAC, IQAC offices, Principal, vice principal, administrative offices, gents and ladies staff rooms and ladies' room for girls. In addition to these the audio-visual aids, OHP, LCDs, power generator, invertors, safe and purified drinking water, vehicle parking for students and the teachers as well, playground, facilities for indoor and outdoor games etc.

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## **1. CODE OF CONDUCT FOR STUDENTS:**

It is obligatory upon students of the college to follow this Code of Conduct. The college wants to enforce this Code of Conduct for maintaining discipline among the students which promotes student growth through individual and collective responsibility. All Students are requested to follow this Code of Conduct.

### **DISCIPLINE:**

All the students must follow the disciplinary rules and regulations set down by the college from time to time. Cases of indiscipline will be dealt with as per these rules and regulations. Students are advised to follow the academic calendar as per the instructions of the principal. Students shall refrain from damaging college property as it can be followed by compensation for the damage caused. Students shall only use the dustbins for disposing waste materials in the campus to keep the campus clean. It is mandatory for students to park their vehicles in parking zone only. Students must refrain from indulging in anti-institutional, anti-national, antisocial and political activities within the campus and hostel. Students shall note that cases of ragging and harassment will be dealt with as per the UGC regulations and Indian Penal Code. Educational tours shall be accompanied by the faculty members with the written consent of the concerned authority and only after taking necessary undertaking from the Parents or Guardian of the students. Outsiders into the college campus and hostel are strictly prohibited. Students shall not bring outsiders to the campus and hostel without the permission of the authorities. Cases of criminal activity or violation of law and order in the college campus will be followed by strict actions and will be reported to the police if required.

### **Identity Card**

Students must carry college identity card all the times in the campus, particularly during lectures and examinations. They should produce the same as and when demanded by the authorities. Identity Card will be issued as per the given schedule after the confirmation of admission. The students should collect their identity card from the library and can make use of the same for lending books from the library. The loss of the identity card should be reported immediately to the librarian with an application.

### **HUMAN VALUES**

Honesty is demanded in all the academic activities and with all the stakeholders of the college. Be attentive, cooperative and fair towards your teachers and peers all the time. Practise empathy for your fellow citizens and care towards your surroundings.

### **MOBILE PHONE & ELECTRONIC DEVICES**

The student should keep their mobile phones switched off in the classroom, laboratory, library and whenever and wherever required. Mobile phones, electronic devices like smart watches are strictly prohibited during the examination in the college campus. The college will not be responsible for loss or theft of any valuables of the students.

### **ATTENDANCE**

Students are required to be regular in the classes. They must maintain at least 75% attendance in the lectures of all the subjects obtained by them. Disciplinary actions will be taken against the student if found irregular in the lectures. Absence from college due to medical reasons

should be followed by submission of medical certificate immediately at the time of joining. The students coming late for lectures will not be allowed to enter the class. Attendance in internal and external examinations is compulsory. Similarly, attendance in practicals and seminars organized by the college is compulsory. The student will be entirely responsible for such absence.

### **SOCIAL MEDIA USE**

Students are expected to handle social media with complete care. They must not post any insulting comment about any individual or indulge in any such related activities on social media which may harm the reputation of the college.

### **ANTI-RAGGING**

Strict actions will be taken against the students indulging in ragging as per the regulations set down by the University Grants Commission. Ragging is legally banned and is a punishable offence. All students and their parents / guardians must sign the anti-ragging affidavit. The students are advised to contact the Anti-Ragging Committee in case of emergency.

The Anti-Ragging Committee may take the following actions against those found guilty of ragging

- i) Suspension from attending classes and other academic activities.
- ii) Withholding / withdrawing scholarship and fellowship.
- iii) Debarring from appearing in any examination.
- iv) Expulsion from the hostel.
- v) Cancellation of admission.
- vi) Rustication from the institution for a period ranging from one to four semesters.
- vii) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

### **EXAMINATIONS**

The students must strictly follow the rules and regulations of examination set down by Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon.

### **GIRLS HOSTEL**

The rules concerning admission and conduct in college hostel for girls are to be strictly followed. Violation of these rules may result in fines and expulsion from the hostel, including debarring from readmission to the hostel.

## **2. CODE OF CONDUCT FOR TEACHERS AND EMPLOYEES OF THE COLLEGE:**

Teachers and employees of the college must adhere to the code of conduct as prescribed in Maharashtra Public Universities Act 2016, Statutes, Ordinances and Maharashtra Civil Service Rules (MCSR), the Seventh Pay Commission rules and other regulations prescribed by the government and university. Violation of the rules will lead to disciplinary actions as prescribed in these rules and regulations. The governing bodies and administration are bound to follow Maharashtra Public Universities Act 2016 and the directives from University Grants Commission (UGC).

### **3. PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY**

Professional ethics are very important to the college as it believes in strict observance of professional ethics and the maintenance of academic integrity on the part of the teachers and students.

**A. TEACHERS AND PROFESSIONAL ETHICS:** (Adopted from UGC Guidelines, February, 2018)

#### **Responsibilities of Teachers:**

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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) 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;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out 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
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

#### **Teachers and Students**

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;

- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) 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;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.
- (xi) Encourage and guide students to establish academic and social platforms and carry out focused activities

### **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 lodging 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) Co-operate with members of other disciplines for research and to curate courses and programmes for students

### **Teachers and Authorities**

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) 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) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **Teachers and Non- teaching Staff**

Teachers should:



- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **Teachers and Guardians**

Teachers should:

- (i) 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.

### **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 feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
- (vi) Act as a bridge between community and academics, utilising academic agency for contributing to solving social issues, and recognising the latent knowledge base in society and channelising it for academic purposes.

## **B. STUDENTS AND ACADEMIC INTEGRITY:**

The college is looking forward to advanced scientific research and education. It values academic integrity and is always devoted to the development of an intellectual and ethical environment built on the principles of academic integrity. Academic Integrity demands honesty, responsibility and awareness towards research ethics and scholarship. It is the belief of the college that the ideas and contributions of everyone must be acknowledged properly in all academic affairs. Academic integrity is important for the success of the college and its research missions, and hence, violation of academic integrity is offensive. The inability to maintain academic integrity is a threat to the reputation of the college and value of the degrees awarded to its students. Therefore, it is the responsibility of every individual in the college to contribute to the cause of academic integrity at their best.

The principles of academic integrity expect that students should:

- i) properly acknowledge and refer to the works, ideas and words of others.
- ii) properly acknowledge the contribution of all to a work.

- iii) ensure that works submitted by them under any academic activity are produced without the support of impermissible materials or impermissible collaboration.
- iv) obtain all data or results by ethical means and report them accurately.
- v) treat all other students respectfully, respecting their integrity and right to pursue their education without any interference.

College desires all the students to follow the rules and regulations set down by the college for research and publication, as any violation of these rules will lead to disciplinary actions by the college.