

Gondia Education Society's



N.M.D. COLLEGE OF ARTS AND COMMERCE

GONDIA - 441614

(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Re-accredited by NAAC with Grade 'B'

The Handbook of Code of Conduct and Ethics

(For Staff and Students)

Published by –

Dr. Sharda Mahajan

Officiating Principal

N.M.D. College, Gondia – 441614

Prepared by –

Dr. Sharda Mahajan

Officiating Principal

N.M.D. College, Gondia – 441614

In consultation and collaboration with –

Internal Quality Assurance Cell

N.M.D. College, Gondia – 441614

www.nmdcgondia.org

This booklet contains recommendations for the teaching and non-teaching staff and the students of the N.M.D. College, Gondia (M.S.). These recommendations do not replace or override any of the legal or statutory stipulations in force as mandated by UGC, RTM Nagpur University or the Government of Maharashtra.

Ideas, suggestions and feedback are welcome at nmdcaclp@rediffmail.com.

Introduction

Natwarlal Maniklal Dalal College of Arts and Commerce, Gondia is a pioneering educational institution of Gondia Education Society. It is a mother institution of the colleges and schools of Gondia Education Society. The foundation stone of this college was laid down by the Father of the Gondia Education Society Late Shri Manoharbai Patel in the year 1958. With the opening of Natwarlal Maniklal Dalal College, the Gondia Education Society had started spreading educational institutions in the districts of Gondia and Bhandara.

Our Goal

01. To make the students future citizens of India who are aware of national goals and aspirations.
02. To inculcate desire for learning in the students by providing sophisticated infrastructure, atmosphere for learning and competent faculties.
03. To strive to produce entrepreneurs with a sense of social responsibility.

About this Handbook

This handbook has been prepared to formulate the code of conduct and ethics at college level. This handbook is for internal circulation only with a view to promote uniformity, clarity, equity and non-discriminatory culture in the college. Another purpose is to create a sense of belonging, strong commitment and social responsibility towards college and society.

Education is an instrumental element in our all round development. To support the goals, mission and vision of our college, this handbook clarifies the essence of education as far as the code of conduct is concerned. College believes in equitable and ethical practices at all levels of working. This handbook intends to support the mission and vision of Late Shri Manoharbai Patel to impart quality education and equal opportunity with ethics and justice to the poorest of the poor.

This handbook covering “Code of Conduct and Ethics” is applicable to all permanent and temporary staff and students of all the streams studying in College.

For Teaching Staff

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 society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that 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 communicate amicably.

I. TEACHERS AND THEIR RESPONSIBILITIES:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participating at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

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

6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.

IV. TEACHERS AND AUTHORITIES

Teachers should:

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Should adhere to the conditions of the contract;
7. Give and expect due notice before a change of position is made; and
8. 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 the academic schedule.

V. 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.

VI. 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.

VII. 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 feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

For Non-Teaching Staff

1. Every non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.

5. Respect the right and dignity of the student for assisting them with any kind of help/guidance etc.
6. Speak respectfully and behave politely to everyone in the college.(The Principal, teachers, students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand; 8. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
9. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
10. Should adhere to the Professional Ethics and Code of Conduct of the institution.
11. Every employee should apply their knowledge and experience for overall development of the office work of the college.
12. Every employee should behave and perform fair and committed to the best interest of the college.
13. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
14. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
15. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
16. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
17. Avoid conflicts between their professional work and personal interest.
18. No one of the non- teaching staff should by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

For Students –

1. All students shall observe the rules and discipline and are expected to have dignified behavior and good character within the college and also in their social life.
2. Students are warned that they must not bring with them unauthorized persons in the college premises. Strict disciplinary action will be taken against the students who violate this rule.
3. Students must not wander about in the college premises when they have no class. On no account they shall disturb the classes that are going on.
4. Students are warned against destroying college property or defacing the college building or damaging furniture. Strict disciplinary action will be taken if this rule is violated.
5. Students are expected to obey all the orders of teaching and non-teaching staff of the college.
6. Students are expected to be punctual and fully responsive in the class. Students shall not be allowed to join any other course of study simultaneously outside the college, full time or part time jobs/tuition classes etc. clashing with college timing.
7. No student shall attend classes other than his/her own. Off periods may be spent in the Library/Reading Room/Common Room. Students shall not unnecessarily loiter in the college premises or sit, stand in the corridors or sit on the parapet wall.

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