



# Internal Quality Assurance Cell (IQAC)

ANAND NIKETAN COLLEGE OF SCIENCE, ARTS & COMMERCE

ANANDWAN, WARORA, Dist. CHANDRAPUR (M. S.), Pin. : 442 914

Coordinator: Dr. G. K. Singh, Email: gopesh63@gmail.com, Mo.: 9075322625



## CODE OF PROFESSIONAL ETHICS

### I. TEACHERS AND THEIR RESPONSIBILITIES:

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 demeanor 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 counseling 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.

### II. TEACHERS AND THE 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;
- (iii) 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;



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- (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.

### III. 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. 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;



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- (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.

## V. TEACHERS AND NON-TEACHING STAFF

- (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.



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## CODE OF CONDUCT FOR STUDENTS

1. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
3. Students shall compulsorily wear the prescribed institute uniform on all working days except Wednesdays. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity.
4. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
5. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
6. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
7. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
8. Strict silence must be observed in a reading room and Library.
9. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
10. Students must not wait on the Institute premises while the classes are going on.
11. Talking and other disruptive behaviors are not permitted while classes are in session.
12. Food and beverages are not permitted in classrooms or reading rooms. Those must be consumed in designated areas only.
13. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
14. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
15. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.



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16. Be polite and respectful towards teachers, students and non-teaching staff.
17. No student shall collect any money or contribution for picnic, trip, and educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the head of the Institution.
18. Prior permission from the head of the Institution is essential to take part in inter - collegiate competitions.
19. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
20. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
21. Students should not leave their books, valuables and other belongings in the classroom.
22. The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
23. Students applying for certificates, testimonials, etc. which requires the Head of the Institution's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Head of the Institution for his/her signature,
24. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
25. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
26. All Institute activities are organized under the guidance and supervision of the Director and Professor In-Charge.
27. Students must not associate themselves with any activity not authorized by the Institute Head. Serious action will be taken of students found organizing or participating in such unauthorized activities.
28. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
29. Every student has to participate in at least two of the co-curricular activities offered in the institute.
30. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.



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31. Matters not covered by the existing rules will rest at the absolute discretion of the Head of the Institution.
32. Parking space is provided for students and staff and the same can be utilized for the vehicles in the premises.
33. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
34. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
35. Students joining the Institute are bound by the rules and regulations of the Institute.
36. The Head of the Institution is the ultimate disciplinary authority in the institute.

Dr. G. K. Singh  
Coordinator  
IQAC, A. N. College, Warora

Dr. M. C. Kale  
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A. N. College, Warora