

## ***Code of Conduct***

### **CODE OF CONDUCT FOR TEACHERS, SUPPORT STAFF AND PRINCIPAL**

This code of conduct (henceforth termed as Code) has been framed for the employees of Nagpur Shikshan Mandal's Shri Mathuradas Mohota College of Science, Nagpur. It is expected that all concerned be aware of this code and should strictly adhere it. The principal reserves the right to change / modify the policies of the code of conduct as and when necessary.

#### ▪ ***Code of Conduct for Teachers***

This code of conduct is applicable to all the approved, fixed-pay and CHB teachers of the college teaching to junior college, undergraduate, postgraduate and doctoral students. All faculty members are expected to follow the highest degree of standard and ethics for maintaining the reputation of the college. This code has been developed as per the guidelines of University Grants Commission and Secondary Schools Code, Government of Maharashtra.

A teacher should:

1. Follow the Acts, Statutes and Ordinances of the affiliating University.
2. Respect the ideals, vision, mission, cultural practices and tradition as set by the managing body and affiliating university, which are for the cause nation building.
3. Behave in a responsible manner in the society. He / she should refrain from behaviour which would be termed indecent.
4. Perform the duties in the form of teaching, tutorials, practical, seminars and research with complete dedication.
5. Contribute towards the knowledge by continuing to study and research. A teacher should participate in events aimed at exchanging knowledge.
6. Discourage malpractices in research and not indulge in plagiarism of any form.
7. Assist the administration in fulfilling the educational responsibilities.
8. Regularly counsel the students and motivate them to participate in co-curricular and extension activities, and work for developing their personalities.
9. Treat all students equally and with dignity.
10. Remain unbiased towards the students and should not differentiate the students on the basis of their religion, caste, gender, political, economic, social and physical characteristics.
11. Encourage and motivate the students to become responsible citizens and inculcate among them scientific temper, values of democracy, social justice, environmental protection and peace.
12. Treat their colleagues with respect, refrain from using ill words against them.
13. Provide assistance to colleagues for professional betterment.
14. Treat all colleagues equally irrespective of their religion, caste, gender, political, economic, social and physical characteristics.
15. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes.
16. Adhere to the terms as mentioned in the appointment order.
17. Provide prior intimation to the administration about leaves and get them sanctioned, except in cases of medical or other emergency situations.
18. Should treat non-teaching staff as equals and work with them in cooperatively.
19. Not indulge in consumption of alcohol, drugs, smoking, chewing and spitting tobacco while on campus.

## ***Code of Conduct***

### ▪ ***Code of Conduct for Support Staff***

This code of conduct is applicable to all the non-teaching staff members of the college appointed on regular, contractual and daily wages. They are expected to follow the highest degree of standard and ethics for maintaining the reputation of the college.

A support staff member should:

1. Perform all duties allotted to him/her by the Head of the department and by the Principal.
2. Treat the teachers and other colleagues with respect and refrain from speaking ill words.
3. Treat all colleagues equally irrespective of their religion, caste, gender, political, economic, social and physical characteristics.
4. Adhere to the terms as mentioned in the appointment order.
5. Not indulge in consumption of alcohol, drugs, smoking, chewing and spitting tobacco while on campus.

### ▪ ***Code of Conduct for Governing Body***

This code of conduct is applicable to the principal. The principal is expected to follow it for the betterment of the institution. This code has been developed as per the guidelines of University Grants Commission.

The principal should:

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
3. Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
7. Manage their private affairs in a manner consistent with the dignity of the profession.
8. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.