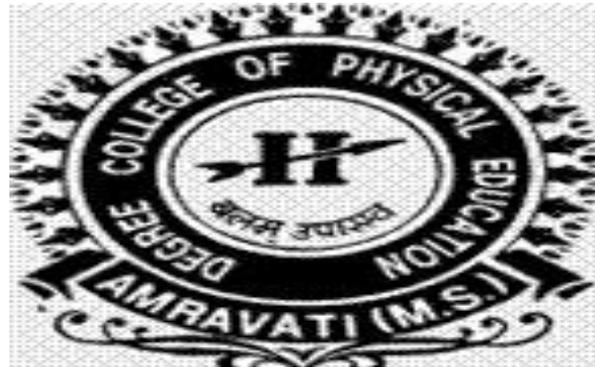


Shree H.V.P.Mandal's
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S.G.B.Amravati University, Amravati



**Hand book for Code of Conduct for Students, Teachers,
Non-Teaching Staff and Management.**

1. Code of Conduct for Students:

1. Respect for the Staff members and Seniors.
2. Punctuality - Every student must be scrupulously punctual in his days of work.
3. Courtesy - Every student must treat his co-students with courtesy and tolerance.
4. Health and Hygiene - Observance of hygiene is treated as a part of discipline.

Consumption of Wine and Smoking is Strictly Prohibited.

5. Use of filthy or abusive language even in private conversation is positively harmful to character building and as such will be breach of discipline.
6. Every student must implicitly obey the orders of his superiors. Obedience first should be the motto.
7. A genuine grievance should be brought to the notice of the Principal but only through the Class teacher / House Advisor / Mentor or Hostel Warden.
8. Patriotism and Service of the motherland will be the only creed.
9. Students are not allowed to take part in local politics.
10. Communalism in any form is strictly forbidden.
11. Overlooking indiscipline on the part of the co-students is as serious as actual breach of discipline. Indiscipline must be reported to the concerned Class teacher / House Advisor / Mentor or Hostel Warden or the principal immediately in every case.
12. Faultless gait, neat and tidy clothing, proper maintenance of equipment and smart behavior are essential components of an ideal discipline of a student.
13. Motto of Institute is "Age Badho - Sabse Age Badho".

❖ CODE OF PROFESSIONAL ETHICS:

1. Code of Conducts for Teachers:

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.
- (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.

- (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 labor 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.
- (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.
- (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.
- (vii) Give and expect due notice before a change of position is made.
- (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.
- (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.

2. Code of Conducts for Non-Teaching Staff:

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
2. Should wear the Uniform provided by the Management.
3. Must always wear their identity card during working hours.
4. Should keep their work area clean and Hygienic.
5. Should take proper care of equipment, Articles, etc. They are provided to views and should report their damage, theft, loss, etc. to the authority immediately.
6. Maintain respect for authorities and elders.
7. Treat the students and juniors with dignity.
8. Should not come drunk on their duties.
9. Should not smoke or chew tobacco and other such drugs/ materials.

3. Code of Conducts for Management Committee:

1. Selflessness

The members of the Management Committee have a general duty to act in the best interests of the Organization as a whole. They should not do so to gain financial or other material benefits for themselves or their friends.

2. Integrity

The members of the Management Committee:

- should not place themselves under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their role.
- should, as well as avoiding actual impropriety, avoid any appearance of improper behavior.
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment.

3. Objectivity

In carrying out their role, including making staff and Management Committee Appointments, awarding contracts or transacting other business, members of the Management Committee should ensure that decisions are made solely on merit.

4. Accountability

The members of the Management Committee:

- have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the organization.
- are accountable for their decisions and actions to the public, funders and service users and must submit themselves to scrutiny as appropriate to their role.

5. Openness

The members of the Management Committee:

- should ensure that confidential material, including that of individuals, is handled with due care.

- should be as open as possible about their decisions and the actions they take and give reasons for their decisions; and restrict access to information only when the wider interest clearly demands.

6. Honesty

The members of the Management Committee:

- have a duty to declare any interests relating to their Management Committee role and to take steps to resolve any conflicts that may arise.
- must resolve any conflict between his/her private interests and his/her Management Committee duties in favor of the Management Committee role.
- must make relevant declarations of interest in their different roles both within and outside the organization.

7. Leadership

The members of the Management Committee:

- should promote and support the principles of leadership by example.
- must respect the role of staff and volunteers.

8. Confidentiality

The members of the Management Committee:

- promote and support the principle of open and transparent decision-making and will be happy to talk about any aspect of the organization's operation.
- shall respect the organization's need for confidentiality if it arises and will not share details of sensitive discussions outside Management Committee meetings.

9. Conduct and behavior

The members of the Management Committee:

- must respect the ideas and input of fellow Management Committee members.
- challenge fellow management Committee members' views and statements in a constructive, polite and informed manner – challenge the idea, not the person.
- seek to influence decision-making within formal meetings, and not try to force the process by arranging improper pressure either from within the management group or externally.

If members of the Management Committee feel that:

- a particular member's behavior at meetings is unacceptable.

- the member is bringing the organization into disrepute through actions or statements made outside meetings.
- the member is disrupting or subverting democratic decision-making processes; the member may be asked to leave the Management Committee.

In order to enact such a dismissal: the Management Committee must inform the person in writing, and offer him/her an opportunity to present a defense at the next Management Committee meeting.

10. Attendance

- Members of the Management Committee are expected to make an effort to attend all meetings.
- Apologies for absence must be sent to the Secretary as soon as possible before the meeting if a person is unable to attend.
- If a management Committee member fails to attend three consecutive meetings without good reason, the Management Committee shall deem the person to have resigned.