

NOTIFICATION


As per the revised guidelines of NAAC monitoring and Mentoring Committee for code of conduct is hereby constituted. This committee existed earlier as Discipline committee which has now been revised / reformed as per NAAC guidelines.

Sr.	Name of the member	Post	Member
1	Dr.S.S.Shinde	Principal	Chairman
2	Prof.S.D.Bhadane	Asst.Prof.	Member
3	Prof.S.F.Valvi	Asst.Prof.	Member
4	Mr.Dinesh More	Cleark	Member
5	Mr.J.K.Tadvi	Librarian	Member
6	Prof.Mrs.Y.K.Valvi	Asst.Prof.	Secretary
7	Prof.Mrs.S.P.Tele	Asst.Prof.	Secretary


Role and Responsibilities :-

1. Prepare code of conduct for teaching non-teaching and student of the college.
2. Publish code of conduct manual/ handbook on the college website.
3. Create awareness of the 'code of conduct' during common staff meeting and during student orientation programmes.
4. Conduct awareness programmes on code of conduct and professional ethics. Frequency of meeting.


The committee will meet at least once in year or as and when needed.



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Jijamata Education Society's
College of Education (B.Ed.)
Nandurbar (Dist.-Nandurbar)

Code of conduct and Professional Ethics

Code of Ethics :

Every member of J E S's College of Education (B Ed) Nandurbar is expected to uphold the following code of Ethics.

- a) Uphold the honors and dignity of the academic profession.
- b) Behave with Honesty, Integrity and Fairness in all activity.
- c) Not indulge in discrimination on ground of gender, caste, class, language and nationality.
- d) Treat every member with respect, while maintaining the hierarchy in administration.
- e) Adhere strictly to Law and Regulation,
- f) Nurture national integrity while providing an open for diverse discourse.

Code of Conduct for the Principal :

The Principal of the college should be honest, fair, objectives, supportive, for all constructive administrative and academic activities, protective and law abiding besides the following traits is expected from the principal he/she should

1. Chalk out policies and plan to execute the vision and mission of the college and focus all activities on programmed education outcomes.
2. Create a conducive environment for effective learning and Promote Quality Initiatives to enhance teaching-learning processes and focus on overall development of student.
3. Promote industry institution interaction and support student activities by exposing them to new development/activities/techniques/skill required for industry and inculcate research development activities by bringing industry experts to campus and promote face to face interaction.
4. Ensure that the staff and student are aware of rules, policies and procedures laid to by the college. State government and universities grants commission from time to time implement then accordingly
5. Recommend and forward communication to the authorities like state government university grant commission and any other such type of apex authority.

6. Monitor, manage and educate the administration of the college and take remedy/ measures/ action based of the feedback of the stakeholders on administration functioning Teaching Learning Processes and other development activities of the college.
7. Execute any other qualitative and quantitative work for the welfare of the college of stakeholder.
8. Gather and listen to the student's ideas. Views and set supportive environment of growth of the college. Create an open and approachable environment for the student and the staff to articulate the view and ideas.
9. Be fair in all disciplinary action related to teaching/non teaching staff and student without discrimination based on religion, caste, gender, nationality or any other bias.
10. Identify specific skill amongst teaching and non teaching staff and empower them so as to achieve maximum potential.
11. Carry himself/herself with the highest integrity that he/she to exhibit outstanding and strong leadership skill

Code of Conduct for Teacher :

01. Uphold the honor and dignity of the teaching profession and promote learning amongst stakeholders
02. Provide innovative and quality education by identifying and sharpening student skill.
03. Be impartial and under no circumstance discriminate student based on their religion, caste, gender and nationality.
04. Interact with the students in a friendly manner and promote mentoring of student with regard to the career and progression.
05. Abide by the rule and regulation policies and procedures of the college.
06. Abide by the procedure to ensure student's safety.
07. Collaborate with fellow teachers from individual department as well as other department so as to promote interdisciplinary learning and research.
08. Be responsible and interact positively with parent and other stakeholder and guide them on appropriate policies and procedures of the college.
09. Be good counselors, mentor and facilitators for all stake holder

10. Be fair and transparent in conducting assessment and grading of students.

Code of Professional Ethics (Adopted from UGC Guidelines, Feb 2018) :

Responsibility of Teacher -

Whenever adopts teaching as professional 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 ideas. The profession further requires that the teachers should be claim, patient and communicative by the temperament and amiable in disposition.

Teacher Should:-

01. Adhere to responsible pattern of conduct and demean our expected of them by the community.
02. Manage their private affair in manner consistent with the dignity of the profession.
03. Seek to make professional growth continuous through study and research.
04. Express free and from K opinion by participation at professional meetings, seminars, conference etc. toward the contribution of knowledge.
05. Maintain active membership of professional organization and strive to improve education and profession through them.
06. Perform their duties in the form of teaching, tutorial, practical, seminar and research work, conscientiously and with dedication.
07. Co-operate and assist in carrying our function relating to the educational responsibility of the college and university such as assisting in appraising for admission on advising and counseling student as well as assisting the conduct of university and college examination including supervision, investigation and evaluation and
08. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and Students:-

Teacher Should -

01. Respect the right and dignity of the student in expressing his/ her opinion.
02. Deal justly and impartially with student regardless of their religion, caste, political, economic, social and physical characteristics.
03. Recognize the difference in aptitude and capabilities among students and strives to meet their individual needs.
04. Encouraging the student to improve their attainments develop their personalities and at the same time contribute the community welfare.
05. Inculcate among student, scientific outlook and respect for physical labour and ideas of democracy patriotisms and peace.
06. Be affectionate to the student and not behave in a vindictive manner towards any of them for any reason.
07. Pay attention to only the attainment of the student in the assessment of merit.
08. Make themselves available to the student even beyond their class hour to help and guide without any remuneration or reward.
09. Aid-student to develop an understanding of our national heritage and national goal and
10. Refrain from inciting students against other student's colleagues or administration.
11. Encourages and guide students to establish academic and social platforms and carryout focused activities.

Teachers and Colleagues:-**Teacher Should:-**

01. Discharge their professional responsibilities according to all existing rules and adhere to procedures and method consistent with their profession in initiating steps through their own institutional bodies and / or professional organization for change of any such rule detrimental to the professional interest.
02. Refrain from understanding any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities.
03. Co-operate in the formulation of policies of the institutions by accepting various offices and discharge responsibilities which such offices may be demand.
04. Co-operate through their organization in the formulation of policies of the other institution and accept offices.

05. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
06. Should adhere to the condition of contract.
07. Give and expect due notice before a change of position is made and
08. Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teacher and Non-teaching Staff:-

Teacher Should:

01. Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians their student send reports of their performance to the guardians whenever necessary and meet the guardian in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teacher and Society:-

Teacher Should:

01. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
02. Work to improve education in the community and strength the community's moral and intellectual life.
03. The aware of social problem and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
04. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
05. 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, religion or linguistic group but actively work for National Integration.
06. Act as a bridge between community and academic utilizing academic agency for contributing to solving social issue and recognizing the latent knowledge base in society and channelize it for academic purpose.

Code of Conduct for Non-teaching Staff:-

The following traits are expected from the Non Teaching staff He / She must

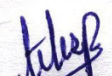
01. Report the duty on time on all working day and at least 30 minutes in advance (on special occasions) so as to set up the tone for the days work.
02. Remain on duty during college hours as well as extended hours as directed by the principal.
03. Must not divulge official secrets, multi late, expunge, conceal, alter or forge official documents / receipts.
04. Must not intercepts or misappropriate funds of the college.
05. Must not be absent from duty without official approval or approved leave.
06. Abide by the defined time slot for lunch break.
07. Communicate work/data as and when required to principle /authorities through official email ID is only.
08. Strictly avoid social networking sites such as Face book, WhatsApp etc during the working hours.

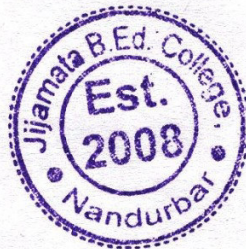
Code of conduct for students :


the following traits are expected from this student he/she must.


1. give the teacher and the non teaching staff their due respect while understanding that they are not just service providers.
2. Wear clean clothes and be neatly dressed.
3. Be watchful for update/notifications related to administrative/academic activities on the college website and department notice board.
4. Read the prospectus and handbook issued by the college to learn the rules and regulation of the college.
5. Not venture out of the classroom without permission of the teacher concerned during class hours.
6. Be fulltime in the laboratory during the practical.
7. Support the college in all academic learning activities of the college and participate in such activities to upgrade skill. students are expected to participate in activities and extracurricular activities organized by the college.
8. Participate actively in giving feedback as and when schedule this will help the college in the fine improving of teaching learning activities.

9. Foster of healthy and decent relationship with peers of opposite sex both on campus and staff campus.
10. Use suitable channels for raising concern and Grievance all grievances should be address to the college Grievance Committee the information of such committee is made available on the college website.
11. Use the central library in accordance with their requirement.
12. strictly avoid disturbing ongoing classes while moving in the corridor.
13. Refer to course material and other reference books as recommended by the subject teacher.
14. Student should handle the furniture and other properties with your damage to the furniture will be lead to penalty for suspension from college.
15. Refrain from indulging in any Anti Social activities.
16. Wear their identity cards inside the campus daily without fail.
17. Not bring any vehicle in the college premises beyond the parking zone.
18. Not circulate any third party printed material brochure, advertisements or any other material without the prior permission of the principal.
19. Ragging in any forms is a serious offence and it will be dealt with as per UGC Regulation and Indian Penal Code.
20. Maintain hygiene in washroom.
21. Be responsible for their belonging in the college premises.


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