

DR. AMBEDKAR COLLEGE DEEKSHABHOOMI, NAGPUR-10 CODE OF CONDUCT



CODE OF CONDUCT_PRINCIPAL

The Principal being the Academic and Administrative head of the institute has got multifaceted roles to play. As such the Principal remains liable to follow a certain code of ethics in his/her conduct prescribed by the University Grants Commission (UGC) and the guidelines framed by the Ministry of Human Resource Development (MHRD) as well as the set of prescripts of the Government of Maharashtra Service Rules.

The Principal should:

- Ensure smooth conduction of academic activities, functioning of college and various committees.
- Hold academic meeting as per the norms.
- Take all the necessary actions as and when required to maintain discipline in the college.
- Ensure welfare of students on high priority.
- Carry himself/herself with the highest integrity and avoid unsympathetic decisions that result in violations of the law.
- Co-ordinate all the faculty, administrative authorities and supporting staff for their effective roles.
- Closely monitor admission process in the college instructed by higher authorities of the RTM Nagpur University, Nagpur.
- Monitor various academic activities, curricular, co-curricular and extracurricular activities.
- Encourage Faculty Members to upgrade their knowledge by attending seminars/workshops/conference.
- Encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines.
- Empower all staff members and students to reach their maximum potential.
- Uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.

CODE OF CONDUCT_TEACHERS

Teachers should:

- Handle the subjects assigned by Principal/Head of the Department.
- Maintain college timings and mark Biometric Attendance properly.
- Actively associate, involve, participate himself/herself in all activities and programs irrespective of the department he or she belongs to.
- Update his or her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him or her.

- Inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

- Instil a scientific and democratic outlook among her/his students, making them community oriented, patriotic and broad minded. This is a part of her/his social responsibility.
- Alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject.
- Carry out the institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.
- Maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- Avoid conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- Be in regular interaction with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- Respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

- Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. She/he should keep in mind that society has entrusted her/him with their children.

CODE OF CONDUCT_STUDENTS

Students should:

A student must upon admission obtain Identity Card having his/her photograph attested. The student is required to wear the Identity Card on person whenever he/she is on campus and present it for inspection on demand. In case the identity card is lost, the matter should be immediately reported to the Principal and an application should be made for duplicate Identity card as per procedure.

- Be prepared for rigorous schedule of academic inputs, projects, assignments, presentations, examination and other activities planned throughout the year.
- Follow disciplined culture with supportive behaviour.
- Follow academic time table.
- Produce valid reason for absence from the institute.
- Abide to the university rules and regulations as noted from time to time.
- Attend formal functions, seminars, lectures by the institution on mandatory basis.
- Cultivate the habit of reading the information exhibited on notice boards that are fixed in different places in the main block.
- Organise all activities under the guidance and supervision of the Teacher- in -Charge and with prior written permission.
- Maintain minimum attendance of 75% per subject per semester.
Misbehaviour, habitual late coming, disobedience, absenteeism, consumption of drugs, Smoking, chewing of pan masala, alcohol in the premises, malpractices, cheating in the exam and such indecent activities unbecoming of student shall attract strict disciplinary action.
- Not involve in ragging of any student.
(Affected students must immediately report all instances of ragging to the Head of the institution in writing. Anyone found guilty of ragging is liable to be punished as per the directive of the UGC and Government.)
- Maintain silence in reading room and library.
- Be polite and respectful towards teaching and Non-teaching staff, instructors and others.
- Follow SAFE LABORATORY PRACTICES. (For ex. Apron/Hand-gloves, protective eye-wears, etc.)
- Be careful while parking their vehicles in the allotted areas. Since parking has been entrusted to an independent contractor, students are expected to strictly follow the rules framed by the contractor. The College merely grants you permission to park your vehicle and as such, any claim for loss or damage to the vehicle will NOT be entertained by the college.

CODE OF CONDUCT_NON-TEACHING STAFF

Non-Teaching Staff of this institution plays a vital role in the college administration process; students need their help for various purposes. In view of this the college has prescribed a certain code of conduct for the Non-teaching staff. The following traits are expected from the non-teaching staff:

- Non-Teaching Staff members shall follow the directions and instructions properly given by Head of the Institution.
- Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- All Non-Teaching Staff members shall maintain college timings and mark Biometric attendance properly, otherwise will be treated as absent.
- No staff shall remain absent from his/her duties without prior permission. In case of valid reasons, he/she should follow the rules of the institute related to attendance and leaves.
- The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries.
- The staff should treat the students with care and kindness, and maintain their dignity.
- The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
- The staff should take care and protect the equipment and property of the Institute, in general, assigned to him/her.
- No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
- Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
- In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Principal.
- To treat the issues related to the student in sympathetic and serious manner.

CODE OF CONDUCT_PARENTS

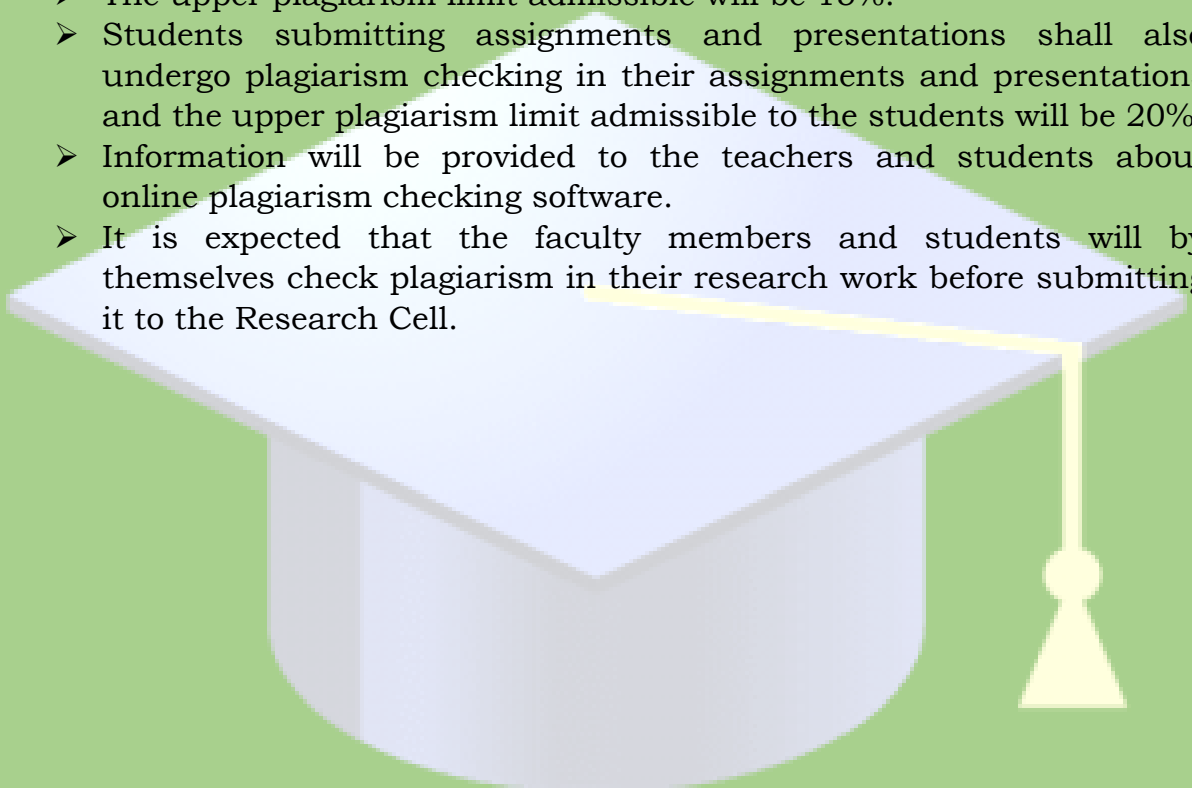
At Dr Ambedkar College, Deekshabhoomi we believe that it is a shared responsibility of the institute as well parents to ensure professional development of the student.

Parents should:

- Recognize that the education of children is a joint responsibility of the parents and college community.
- Ensure that their children attend college regularly and on time.
- Encourage their children to follow college Code of Behavior.
- Ensure their children have the correct books and materials.
- Parents should be in frequent contact with the mentor of their ward and work towards holistic development of their ward.
- Take active part in the Parent Teacher Meetings which are regularly organised by Dr Ambedkar College, Deekshabhoomi.
- Review the assessment reports provided by the institute and take corrective action in consultation with the teachers concerned.
- Parent should strictly avoid posting any grievances on social media. They are expected to approach the institute for queries, complaints as a first option.
- Become actively involved with their children's events throughout the academic year.
- Be mindful of conversations that happen in the college grounds, and language used. Only discuss topics that are appropriate to the playground and college environment.
- With these guidelines in place, it is hoped that parents can appropriately direct their concerns and contribute to a harmonious atmosphere and preservation of institute's values. The consequences for breaches of this Parent Code of Conduct will be determined by the principal on a case-to-case basis.

CODE OF CONDUCT_RESEARCHERS

- Faculty members and research students shall avoid all types of ethical violations.
- Faculty members and students submitting their Ph.D., M.Phil. thesis to the University, PG dissertations to respective departments, research proposals and project reports to funding agencies shall compulsorily undergo plagiarism checking in their research writings and shall obtain a plagiarism report from the College Research Cell. Only after that they will submit their project reports to the agencies.
- The upper plagiarism limit admissible will be 15%.
- Students submitting assignments and presentations shall also undergo plagiarism checking in their assignments and presentations and the upper plagiarism limit admissible to the students will be 20%.
- Information will be provided to the teachers and students about online plagiarism checking software.
- It is expected that the faculty members and students will by themselves check plagiarism in their research work before submitting it to the Research Cell.



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