

Shram Safalya Education Society's



Pt. Jawaharlal Nehru College of Social Work,
Amalner

Dist:- Jalgaon 425107 (Maharashtra)

Establishment 2000

Affiliated to
North Maharashtra University, Jalgaon

AISHE Code C-8823

Code of Conduct

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About College.

Pt. Jawaharlal Nehru College of Social Work, Amalner Dist:- Jalgaon (Maharashtra) was established in 2000 under the Shram Safalya Education Society Dist- Jalgaon (M.S.) is a profound educational movement offering education since 1990 to the rural students of Amalner and around. The Pt. Jawaharlal Nehru College of Social Work, Amalner is Grant-in-aid College located in rural area of Jalgaon district. The college is affiliated to North Maharashtra University, Jalgaon (Maharashtra). The college is recognized under the section 2 (F) of UGC act. The college has undertaken one assessment and accreditation cycles of NAAC and accredited with 'B' grade with CGPA 4.0. The majority of the students admitted in this College come from the rural, economically backward and agriculture background for whom higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent infrastructure and the environment that promotes learning.

This code of Conduct is passed in College Development Committee on dated / /20 in presence of Members and is also passed by Governing body of the Shram Safalya Education Society, Amalner.



Principal
Dr. P.S.Patil



IQAC Coordinator

Prof. Vijaykumar Waghmare

Vision :-

“ To be an institution of excellence in social work education that continually response to the changing social realities through the development and application of Knowledge, Skills, and Attitude towards people centered Sustainable Society, to promote and protect the Dignity, Equality, Social Justice and Human Rights.”

Mission :-

“ To organize the academic programmes to facilitate for prepare the cadre of qualified and committed Social Work Professionals and to provide education to students for Social Work Practice, Research, Administration and Training to meet the goals of profession.”

Objectives:-

- * Provide and organize education and training in social work, social sciences, human resource management and allied fields.
- * Conduct research for promotion and development of knowledge in the social work.
- * Conduct training and awareness programmes for continuing education.
- * Undertake innovative field action project in relevant areas to develop new approaches and strategies.
- * Participate and engage in relief and rehabilitation and development programmes to address human sufferings in any type of disasters.
- * Networking with government and non-government organizations, academic institutions, people groups and movements.
- * Undertake advocacy and consultancy on relevant issues.

1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.

The purpose of this code of conduct is to make the Students, Teachers, College Departments/Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of College should follow the code of conduct.

- Classes start time should be followed as per time table.
- No student shall leave the premises before the college timing without the prior permission of HOD/Class Teacher.
- As per North Maharashtra University, Jalgaon and college rules 80% attendance is mandatory to appear in semester end examination.
- Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
- Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
- Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
- No student are allowed, keeping fashionable/ unusual / colour hair style.
- Ragging is an offence. Ragging is strictly prohibited in the college campus/premises.
- Any student/students involved in such activities will be immediately expelled from the college.
- If any student/students is/are affected by the ragging in the college premises or outside of the college, He/ She/They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator.
- Consuming Alcohol, Guthkha and Smoking Is Strictly Prohibited In the Premises and out of the college.
- Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
- No student spit in college premises/campus or in class room.

- College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.
- During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
- Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
- No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room and Library room.
- Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
- For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
- Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
- Furniture in the class rooms should not be moved or displaced.
- Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
- Writing on walls, pillars, bath rooms & furniture or White boards is strictly prohibited.
- In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
- Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
- No function/program/birth day in the college campus / class room without prior permission of the principal.
- For Celebrating any cultured day student should take prior permission from HOD/ Principal.
- Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
- In case of any kind of problem or need of medical emergency in the college student

should report to the HOD/concerning teacher, who will help them solve their problem.

- Each student should park his/her vehicle at the parking of the college.
- A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

2. Code of Conduct of College Library, For the Staff & Students of the College.

- Every staff / student of the college is eligible for membership of the Library.
- Silence must be observed in the Library.
- Personal belongings are not allowed inside the Library.
- The Library can be utilized by the students and staff from 10 A.M. to 5.P.M. on working days.
- Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student's.
- All students should sign the entry register of the Library, before entering.
- Students must handle the books very carefully.
- All students should note that, Library Cards are not transferable.
- If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
- Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
- Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
- The borrowed book should be returned on or before due date, If not, overdue charge will be applicable Rs.1 per day for students will be collected.

<https://www.ugc.gov.in/ebook.aspx>

3. Code of Conduct for the Principal

- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
- Chalk out a policy and plan to execute vision and mission.
- Keep the co-ordination in all college works.
- Provide guidance, leadership, direction to the all stakeholders.
- Oversee and monitor the administration of the academic programs and general administration of the college.
- To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
- Observance and implementation of directives issued by Government body/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
- Maintain Assessment Reports of the teaching and non teaching staff of the college.
- Compel the teaching and non teaching staff to follow the code of conduct of the institution.
- Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
- Assessing the academic syllabus/ course of the students.
- To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
- Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
- A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
- To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
- To encourage overall physical and cultural development of students fraternity through various extracurricular activities.
- To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.

- To encourage teaching and non teaching staff for their professional development.

4. The Professional Ethics & Code of Conduct for Non-Teaching Staff

- Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
- Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
- Must join/attend the duty punctually every day.
- Assist in carrying out functions relating to the administrative 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 all types of Examination works.
- Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
- Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere the Professional Ethics and Code of Conduct of the institution.
- Every employee should apply their knowledge and experience for overall development of the office work of the college.
- Every employee should behave and perform fair and committed to the best interest of the college.
- Every employee of the college should cooperate to maintain discipline and good

habits in the office as well as college premises.

- Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
- Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
- Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- Avoid conflicts between their professional work and personal interest.
- No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
- No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
- Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- Should adopt a humane approach in dealing with students who are physically challenged.
- Be punctual & careful in availing professional opportunities for career development
- No one shall meet/approach directly to any member of the Management/ Governing Body for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Society in written form.
- Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
- No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

The Professional Ethics for the Teachers

As per UGC Notification – 2018

Introduction: - The College Is Providing The Following Guidelines Of UGC For Maintaining The Professional Ethics For The Teachers These Guidelines Are Adopted From UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018

Source:https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

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.

- (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; Code of Conduct / Professional ethics / Guidelines

(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;

(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.

(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 endeavor.

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; 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

Source:

https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018