



## Smt. H. R. Patel Arts Mahila College, ShirpurDist: Dhule (MS)

---

---

### **Code of Conduct for Teaching-Staff**

#### **Code of conduct for teachers**

##### **a) Code of conduct for teachers and their responsibilities:**

1. Every teacher has to obey the orders of the Principal.
2. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
3. Manage their private affairs in a manner consistent with the dignity of the profession.
4. Teacher has to take permission from the Principal for any type of leave.
5. In case of emergency, teacher has to take permission for early going or late going.
6. Seek to make professional growth continuous through study and research.
7. Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards contribution of knowledge.
8. Maintain active membership of professional organization and strive to improve education and profession through them.
9. Perform your duties in the form of teaching, tutorial, practical, seminar and research work consciously and with dedication.
10. Participate in extension, co-curricular and extra-curricular activities including community services.

##### **b) Teachers with respect to students:** Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with student regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in the aptitude and capabilities among students and strive to meet their individual needs.
4. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

##### **c) Teachers with respect to colleagues:** Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from allowing consideration of caste creed, religion race or sex in their professional endeavor.

**d) Teachers with respect to authorities:** Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to the procedures and methods consistent with teaching profession.
2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such office may demand.
3. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
4. Should adhere to the condition of contract.
5. Give and expect due notice before a change of position is made.

**e) Teachers with respect to non-teaching staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking.
2. Teachers should help in the function of joint staff-councils covering both teachers and non-teaching staff.

**f) Teachers with respect to Guardians:** Teacher should:

1. Try to see, that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings conveyed for the purpose for mutual exchange of ideas and for the benefits of the College.

**g) Teachers with respect to society:** Teachers should:

1. Recognize that the education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.



**Dr.Sharda Shitole**

**Principal**

Shirpur Education Society's  
Smt.H.R.Patel Arts Mahila College  
Shirpur, Dist.Dhule 425 405



## Smt. H. R. Patel Arts Mahila College, Shirpur Dist: Dhule (MS)

---

### Code of Conduct for Non-teaching Staff

No Non-teaching staff shall be a member of any political party or carry on activities either openly or in camera in support of any such party.

- Non-teaching staff must be strictly impartial in his / her relations with all his / her students.
- Non-teaching staff should be temperate and sober in his/her habits.
- Non-teaching staff shall indulge in or encourage any form of malpractice connected with examinations or other College activities.
- Confidential matters relating to the Institution and the Management shall not be divulged by any Non-teaching staff.
- Every Non-teaching staff should be punctual in attendance,
- Non-teaching staff should abide by the rules and regulations of the college and show due respect to the constituted authority, diligently carrying out instructions issued to him/ her by the superior authority.
- Non-teaching staff shall avoid monetary transactions with the students or parents or Colleagues.
- Non-teaching staff should refrain from exploiting his/her College influence for personal ends.

**Dr. Sharda Shitole**

**Principal**  
Shirdar Education Society's  
Smt. H. R. Patel Arts Mahila College  
Shirdar, Dist. Dhule 425 405



## **Smt. H. R. Patel Arts Mahila College, ShirpurDist: Dhule (MS)**

---

### **Code of Conduct for Students**

- Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution.
- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
- They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- A six day working schedule from Monday to Saturday is followed.
- All the students are expected to be present in the class well-within time. Late coming will also result in loss of attendance for the corresponding hour.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Keeping classrooms and College premises neat and clean and treating the College property carefully, as their own, gives a sense of belongingness.
- Decent behavior requires abstaining from throwing paper, food or other articles in the class room or around.
- Updating themselves by reading notices posted on the College notice board is required.
- The Principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance.
- Ragging of any kind is strictly forbidden in the campus.
- Students and staff are always required to wear their identify card when they are in the College.
- For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting on staircases or circulation areas where they could interfere with the free movement.

- Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- Carefully handle the furniture, equipment, fixtures and appliances of the College and lab. Careless handling/misuse of the above could result personal injuries or damage to property.
- Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students shall have to bear the cost of replacement/repair with fine.



**Dr.Sharda Shitole**

**Principal**  
Shirpur Education Society's  
Smt.H.R.Patel Arts Mahila College  
Shirpur, Dist.Dhule 425 405