

Sudhakar Rao Naik Art's & Umashankar Khetan Commerce College, Akola

Sant Tukaram Chowk, Akola – 444 004 (Maharashtra)

(Recognized by State Government of Maharashtra and Affiliated to

Sant Gadge Baba Amravati University, Amravati)

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- NAAC Accredited 'B' Grade -

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Where tireless striving stretches its arms towards perfection

Sr. College Code : 214
Jr. College Code : J 01.01.010
UDIS Code : 27050117014

Code of Conduct

Criterion VII

Metrics No. 7.1.10:

Introduction:

In the context of colleges a "Code of Conduct" serves as a set of guidelines and expectations that govern the behavior and interactions of students, faculty, staff, and administrators within the academic community.

- 1. Academic Integrity:** Emphasizing the importance of honesty, integrity, and ethical behavior in all academic pursuits. This includes guidelines on avoiding plagiarism, cheating, and other forms of academic dishonesty.
- 2. Respectful Behavior:** Promoting a culture of respect, tolerance, and inclusivity among students, faculty, and staff. This encompasses respectful communication, valuing diverse perspectives, and fostering a welcoming and supportive environment for all members of the college community.
- 3. Professionalism:** Expecting faculty, staff, and administrators to conduct themselves with professionalism and integrity in their roles. This includes maintaining confidentiality, adhering to ethical standards, and upholding the reputation of the institution.
- 4. Student Responsibilities:** Outlining students' responsibilities related to attendance, participation, and academic engagement. This may include expectations for timely submission of assignments, respectful

Faculty:-

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Non-Teachers:-

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- communication with instructors, and adherence to campus policies and regulations.
5. **Faculty Responsibilities:** Defining the roles and responsibilities of faculty members in delivering quality instruction, providing constructive feedback, and supporting student learning. This may include guidelines for classroom conduct, grading practices, and academic advising.
 6. **Staff Responsibilities:** Articulating the expectations for administrative staff in delivering services, maintaining professionalism, and supporting the mission and goals of the college. This may include guidelines for customer service, communication with students and colleagues, and adherence to administrative policies and procedures.
 7. **Conflict Resolution:** Providing mechanisms for resolving conflicts and disputes within the college community in a fair, respectful, and constructive manner. This may involve mediation services, grievance procedures, or other resolution processes.
 8. **Safety and Well-being:** Prioritizing the health, safety, and well-being of all members of the college community. This includes guidelines for campus safety, emergency procedures, and resources for mental health support and counselling.
 9. **Community Engagement:** Encouraging students, faculty, and staff to actively participate in campus life, extracurricular activities, and community service initiatives. This may involve promoting opportunities for leadership development, civic engagement, and social responsibility.

Overall, a Code of Conduct in the college domain serves to uphold the values, principles, and standards of the academic community, fostering a positive and inclusive learning environment for all stakeholders.

A) Code of Conduct for College Students:

- **Academic Integrity:** Students are expected to uphold high standards of honesty and integrity in all academic endeavours. This includes avoiding plagiarism, cheating, and any form of academic dishonesty.
- **Respect for Others:** Students should treat fellow students, faculty, and staff with respect, dignity, and courtesy. Discrimination, harassment, bullying, and any form of disrespectful behavior are not tolerated.
- **Attendance and Punctuality:** Students are expected to attend classes regularly and arrive on time. They should communicate promptly with instructors if they are unable to attend or submit assignments on time.

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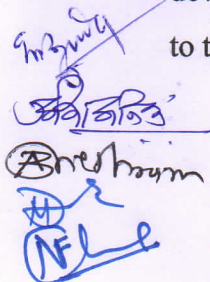


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- **Responsible Use of Resources:** Students should use college resources, including facilities, equipment, and technology, responsibly and ethically. Any misuse or damage should be reported promptly.
- **Community Engagement:** Students are encouraged to actively participate in campus activities, clubs, and organizations while respecting the rights and viewpoints of others.
- **Health and Safety:** Students should prioritize their health and safety and the well-being of others. This includes following campus safety guidelines, respecting public health measures, and seeking help when needed.
- **Responsible Citizenship:** Students should be responsible members of the college community and the wider society, abiding by local laws and regulations.
- **Conflict Resolution:** Students should seek to resolve conflicts and disagreements in a constructive and respectful manner, utilizing available resources such as mediation services or counselling.

B) Code of Conduct for College Teachers:

- **Professionalism:** Teachers should maintain a high level of professionalism in their interactions with students, colleagues, and staff members.
- **Teaching Excellence:** Teachers should strive for excellence in teaching, providing students with quality instruction, support, and feedback to facilitate their learning.
- **Fair Evaluation:** Teachers should assess student performance fairly and impartially, following established grading criteria and providing timely feedback.
- **Respect for Students:** Teachers should treat students with respect, fairness, and sensitivity, recognizing and valuing their diverse backgrounds, perspectives, and abilities.
- **Academic Freedom:** Teachers should uphold academic freedom, encouraging open inquiry, critical thinking, and intellectual debate within the classroom.
- **Ethical Conduct:** Teachers should adhere to ethical principles and professional standards, avoiding conflicts of interest and maintaining confidentiality when appropriate.
- **Professional Development:** Teachers should engage in ongoing professional development to enhance their teaching skills, stay current in their field, and contribute to the academic community.






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C) Code of Conduct for Administrative Staff:

- **Service:** Administrative staff should provide courteous, efficient, and professional service to students, faculty, and other stakeholders.
- **Confidentiality:** Administrative staff should handle sensitive information with discretion and maintain confidentiality in accordance with legal and ethical standards.
- **Integrity:** Administrative staff should conduct themselves with honesty and integrity in all aspects of their work, including financial transactions, record-keeping, and decision-making.
- **Teamwork and Collaboration:** Administrative staff should work collaboratively with colleagues and other departments to achieve common goals and deliver quality services.
- **Professionalism:** Administrative staff should represent the college positively in their interactions with the public and uphold the institution's reputation through their conduct and demeanour.
- **Continuous Improvement:** Administrative staff should seek opportunities for professional growth and skill development to enhance their effectiveness in their roles.
- **Compliance:** Administrative staff should comply with relevant policies, procedures, and regulations governing their areas of responsibility, promoting transparency and accountability.

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