



SHREE  
॥ श्री गणेशाय नमः ॥



The Shendurni Secondary Education Co-Operative Society's  
**APPASAHEB RAGHUNATHRAO BHAURAO GARUD ARTS, COMMERCE &  
 SCIENCE COLLEGE SHENDURNI, TAL. JAMNER, DIST. JALGAON - 424204**  
 Recognition-U.G.C.2 F & 12 B F.No.1-1/2004 (CPP-1) Feb.2010  
 | Affiliated to KBC North Maharashtra University Jalgaon (MS) India  
 | NAAC RE-ACCREDITED 'B' Grade (2.58) | ISO:9001:2008 Certified |  
 | arbgarudcollege.ac.in | garudcollege@gmail.com | (02580) 252246 Fax : 252870



**Mr. Sanjay Bhaskarrao Garud, B.Com, D.B.M. (Chairman), The Shendurni Secondary Education Co-op Society Ltd. Shendurni**  
**Dr. Vasudeo Ramesh Patil, M.Sc., Ph.D. (Principal), Email : vasupatil13@gmail.com**

### **7.1.10 The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

#### **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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teacher should:**

- i. Adhere to a responsible pattern of conduct and demeanour 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, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **II. Teachers and Students**

### **Teachers should:**

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity 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; and
- 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 making unsubstantiated allegations against colleagues to higher authorities;
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## **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 the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; 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**

### **Teachers should:**

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

## **VI. Teachers and Guardians**

### **Teachers should:**

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.




  
Principal  
Appasaheb R.B. Garud Art's  
Commerce & Science College  
Shendurni-424204, Tal. Jamner



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THE SHENDURNI SECONDARY EDUCATION  
CO-OPERATIVE SOCIETY LTD.  
Since 1971

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### **Institutional and Professional Ethics**

1. The order becomes operative and binding from the date of acceptances by the employee.
2. Rules framed upon by the University, Government of Maharashtra and by the Managing Committee of the Society form time are strictly binding upon the employee.
3. Duties entrusted by the Principal as well as staff or by this office must be carried out promptly and efficiently.
4. No employee will leave the Head Quarter without the written prior permission of the Principal or of this office.
5. Every full-time employee is supposed to be on duty for twenty four hours a day.
6. No employee of the society shall engage himself in any trade or profession or accept any other employment without the prior permission of this office.
7. No employee shall accept any work in official capacity in any Society or Trust without the prior permission of this office.
8. Private tuition's are strictly prohibited.
9. No Part-time employee shall accept any other employment whether gainful or not.
10. a) No Leave can claim as matter of right.
  - b) Casual Leave will be for twelfth days in the aggregate in every Academic Year, but not for more than three days at a time, such leave cannot be prefixed or suffixed to vacations.
  - c) Leave application should be submitted to the principal at least three days in advance.
11. The Service of an employee who is confirmed in service can be terminated on any one of the following grounds:
  - i) Wilful and persistent neglect of duty.
  - ii) Misconduct
  - iii) Breach of any of the terms of the contract of service
  - iv) Physical or mental unfitness
  - v) Incompetence
  - vi) Abolition of the post
  - vii) Insubordination, etc.

### **Period of Probation and Confirmation**

- a. The minimum period of probation of a teacher shall be one year, extendable by maximum period of one more year in case of unsatisfactory performance.

- b. The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- c. Subject to this Clause, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- d. The probation and confirmation Rules shall be applicable only at the initial stage of recruitment, issued from time to time by the State Government.
- e. All other State Government Rules on probation and confirmation shall be applicable mutatis mutandis.

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- 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.

### **College Principal**

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;

- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

**Director Physical Education and Sports (University/ College)/ Librarian (University/College)**

Director Physical Education and Sports (University/ College)/ Librarian (University/College) should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
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**Chairman**

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