

# Shri S.K. Shah and Shrikrishna O.M. Arts College

## Code of Conduct Handbook for Students, Teachers, Governing Body, Principal-Officials and Support Staff

### CODE OF PROFESSIONAL ETHICS

#### Responsibilities of the College Principal:

1. Uphold inspirational leadership through policy formulation, effective resource management, and commitment to environmental sustainability.
2. Demonstrate transparency, fairness, honesty, and ethical decision-making for the college's best interests.
3. Safeguard and manage college assets responsibly to create an optimal teaching and learning environment.
4. Foster a culture of research and consultancy to promote innovative ideas.
5. Cultivate a work ethic that emphasizes quality, professionalism, satisfaction, and societal service.
6. Avoid plagiarism and uphold ethical standards in teaching and research.
7. Participate actively in extension activities, co-curricular, and extra-curricular endeavors, including community service.
8. Uphold non-discriminatory practices based on caste, creed, religion, race, or gender in professional activities.

#### Responsibilities of Teachers:

1. Adhere to exemplary conduct expected by the community.
2. Manage personal affairs with dignity befitting the profession.
3. Pursue continuous professional growth through study and research.
4. Engage in knowledge contribution through seminars, conferences, etc.
5. Enhance teaching-learning skills through professional memberships.
6. Execute teaching, tutorials, practical's, seminars, and research with dedication.
7. Discourage plagiarism and unethical behavior in teaching and research.
8. Adhere to university statutes, respecting its ideals and cultural traditions.
9. Assist in educational functions including admissions, student counseling, and examination activities.
10. Participate actively in extension, co-curricular, and extra-curricular activities for community service.

#### Relations between Teachers and Students:

1. Respect students' rights and dignity in expressing opinions.
2. Maintain impartiality towards students irrespective of their background.
3. Encourage academic improvement and community welfare.
4. Foster a scientific outlook, patriotism, and peace among students.
5. Refrain from verbal or physical violence against any student.
6. Provide guidance and assistance to students beyond regular class hours without expectation of remuneration.



  
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### **Relations between Teachers and Colleagues:**

1. Treat colleagues with mutual respect and fairness.
2. Use professional language for constructive interactions.
3. Respect constitutional rights regarding caste, creed, religion, race, or gender.

### **Relations between Teachers and Authorities:**

1. Fulfill professional responsibilities according to established rules and procedures.
2. Refrain from engaging in private tuition or other activities conflicting with professional duties.
3. Cooperate with authorities to enhance institutional welfare and dignity.
4. Take leaves with prior intimation to maintain academic schedules.

### **Relations between Teachers and Non-Teaching Staff:**

1. Treat non-teaching staff as cooperative partners in institutional functioning.
2. Support non-teaching staff as integral members of the institutional framework.

### **Relations between Teachers and Guardians:**

1. Maintain communication with guardians regarding students' progress.
2. Participate in parent-teacher meetings and mentor programs for mutual feedback and institutional benefit.

### **Relations between Teachers and Society:**

1. Promote educational innovations and contribute to societal moral and intellectual growth.
2. Participate in activities that contribute to societal progress and harmony.
3. Refrain from activities that promote communal, caste, or gender-based animosity.

### **Responsibilities of Director Physical Education / Librarian:**

1. Adhere to conduct expected by the community.
2. Manage personal affairs with professional dignity.
3. Discourage plagiarism and unethical behavior in teaching and research.
4. Participate actively in extension, co-curricular, and extra-curricular activities, including community service.
5. Respect constitutional rights regarding caste, creed, religion, race, or gender in professional endeavors.

## **CODE OF CONDUCT AND RESPONSIBILITIES OF OFFICIALS AND SUPPORT STAFF**

### **Professional Behavior and Confidentiality:**

1. Demonstrate professional behavior appropriate for an educational institution.
2. Cooperate with teaching and non-teaching colleagues, offering support and guidance as needed.
3. Ensure effective communication and prompt handling of correspondence with stakeholders.
4. Refrain from using institutional position for personal gain.



  
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5. Avoid activities that could tarnish the college's reputation.
6. Adhere to college policies and procedures.
7. Pursue continuous professional development and participate in planned college activities.
8. Stay updated with relevant developments and college procedures applicable to students and staff.

### **CODE OF CONDUCT FOR STUDENTS:**

Students are expected to adhere to the following code and uphold behavior standards as per college policies and procedures:

#### **1. Identity Cards:**

- All students must possess signed Identity Cards.
- Duplicate cards will be issued upon payment of a specified fee in case of irrecoverable loss.

#### **2. Attendance:**

- Attendance must be regular, with prior permission required for absences.
- Leave for activities must be supported by appropriate documentation.

#### **3. Behavior:**

- Students are expected to maintain high standards of etiquette within and outside the college.
- Identity cards must be worn during college hours.
- Silence must be maintained during class hours.

#### **4. Additional Rules:**

- Students must greet teachers respectfully.
- No meetings or fundraising activities without prior permission.
- Non-compliance with disciplinary standards or misconduct in examinations will lead to appropriate disciplinary actions.

#### **Actions Against Indiscipline:**

The following behaviors are deemed unacceptable and will result in disciplinary action for both staff and students:

1. Physical or verbal violence towards any member of the college community.
2. Sexual offenses, insults, or discrimination.
3. Theft or damage to college property.
4. Unauthorized absence from duties or classes.
5. Consumption of alcohol, drugs, or smoking on campus.
6. Failure to fulfill work-related responsibilities.

Engaging in any of the above misconducts will be considered gross misconduct, warranting disciplinary action by the college authorities.



  
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