

**Dr. Madhukarrao Wasnik**  
**P.W.S. Arts & Commerce College**

Kamptee Road, Nagpur 26  
Accredited B+ by NAAC Bangalore



**Human Values**  
**&**  
**Professional Ethics Code of Conduct**  
**(Handbook)**  
**for Various Stakeholders**

Prepared by  
IQAC

## **A. Code of Ethics and Conduct for Students:**

**(Also given in College Prospectus)**

It is mandatory for each and every student seeking admission in this college to abide by the rules in order to uphold peace, discipline and educational environment in the college premises.

**The rules and instructions are as follows:**

1. The students are not allowed to enter the college premises without the respective identity card issued by the college
2. A student who is regularly absent in the class, his/her admission will be canceled without any prior notice. 75% attendance is must to appear in the University examination
3. Strict Disciplinary action will be taken against the student who is found guilty with insolent behavior with teachers or involved in some impertinent activities with other students
4. Cigarette, tobacco, gutka, pan or any narcotic/ alcoholic material keeping and consuming is prohibited in the college premises
5. Students are instructed to park their vehicles only at the directed parking places
6. Student having any query/ problem/ complaints can contact the grievance redressal cell
7. The students should handle the college furniture, electricity and equipment carefully. Students who sabotage college property will be liable to punishment
8. The students are not allowed to sit in the classroom other than their own classes without prior permission of the concerned teacher. They should not bringing the outsiders into the college premises

9. Principal's permission is necessary before giving any information about the college to any newspaper
10. No committee or Council should be formed and no outsider should be invited without permission of the principal or Vice Principal in the college premises
11. College Uniform is compulsory for all undergraduate students.

### **Rules, Regulations, Human Values & Ethics for Students**

1. Student must submit truthful documents during admission/entry in college.
2. Each student must report to the college in the prescribed uniform and wear without fail the identity card. Student without uniform and identity card will not be allowed inside the premises
3. It is mandatory for all students to have a minimum 75% attendance in every subject in order to be eligible for appearing in the university examinations.
4. It is mandatory For students to complete their Course work including unit tests/ terminal examination, assignments, and projects. The student failing to comply with the above will have to pay the fine as imposed by the authorities.
5. All students must participate in extracurricular activities like NCC, NSS or sports and other events organized by the college/ university from time to time. Students get incentive for their participation in such activities
6. It is mandatory for students to appear for the physical efficiency Test and medical checkup/test conducted by the college/ university.
7. Students are expected to maintain a quiet and congenial atmosphere in the college. Any student disturbing the atmosphere will be liable for strict disciplinary action including suspension/ expulsion
8. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.

9. Student's will not bring or invite their friends to college such visitors may be prosecuted for trespassing.
10. No student will approach the print and electronic media for matters pertaining to the college without prior approval of the principal.
11. A student suffering from any infections or contagious disease should not attend college. He/ she will report only after declared medically fit and on production of medical fitness certificate by registered physician
12. Consumption of alcohol, smoking, chewing tobacco or consuming tobacco or related products on campus is strictly prohibited.
13. Ragging or similar such act causing physical or mental agony to fellow students will be treated as a criminal offense students found to be indulging in the same will be liable for prosecution
14. Sexual harassment/misconduct in any form will not be tolerated and those involved will be liable for prosecution. Students can report of such incidences to Principal & Women Cell (Anti-sexual/Harassment cell)
15. Must be sensitive to gender issues and societal needs
16. Maintain good health and must refrain from any intoxicants.
17. Students also should not be engaged in any act of discrimination against fellow students on the basis of caste, gender, creed, colour, religion, place of birth, political conviction language and disability
18. Students must maintain cordial relationship with college teaching and non-teaching staff. Students must not create ruckus at the admin windows if their problem is not solved. Students in such cases directly meet Vice-principal and Principal regarding their grievances.



19. Students can make complains or grievances in writing regarding teaching-learning in campus, facilities, or non-cooperation in college and drop in in the drop box of Grievance cell.
20. Students should use their students' life to learn and earn skills for their career.
21. Students can consult teacher other than classroom for their difficulties and any help related their academics.
22. Students should not wander in the college campus without any purpose. They should either be in the classroom, Common Room or in the library or in canteen during recess only.
23. Students who have interests in sports, cultural and art can consult the concerning teachers and participate in skill enhancement programme for competitive activities to represent college.
24. Observe modesty in their overall appearance and behavior.

## **B. Code of Ethics and Conduct (Instructions) for Parents:**

**(Also given in College Prospectus)**

It is hoped that you are getting your ward admitted to his college for assuring his/her bright future and you are having keen interest in the studies and daily routine of your ward. We expect full cooperation on your part towards the academic progress and overall development of the student.( Note: attendance in parent- teacher meeting is must for parents)

### **We wish that...**

1. You should contact the teachers and principal regularly to enquire about the studies academic progress regular presence and behavior of your ward
2. You should pay attention to the requirements of books and stationery of your ward in the beginning of the session
3. You should get assured about your ward's academic progress with the help of his/her identity card

4. You should be present in the teacher-parent meetings and give your honest feedback or suggestions if any
5. You should bring the problem and discrepancies about scholarship, fee concession to our notice as per the need
6. We have strong faith that you will render your full cooperation towards shaping the overall personality of the students

### **C. Code of Ethics and Conduct for Teaching Staff:**

1. He / She must be punctual in his duties in college.
2. Must treat every student with respect and dignity irrespective of caste, creed, sex and religion.
3. Good and cordial relationship with students is formed so that students must feel at home in college campus.
4. A Teacher must be approachable for all students so that students can easily interact with teacher for their difficulties and off class discussion related the subject.
5. Principle of Equality and equal opportunity is to be maintained for students strictly.
6. A teacher must strive hard to inculcate human values in his/her students which can make them accountable for social welfare
7. Every student is different and has unique qualities. A teacher must recognize the same in the course of teaching and respect the individual. A teacher must recognize student's problem within his jurisdiction and must provide adequate counselling (Social / Academic).
8. Students must not be forced to change his ideas, opinions and beliefs whatsoever may be. Teacher must not impose his opinions on students in any circumstances.
9. No fees are charged from students for extra coaching, remedial coaching, bridge courses or consultation, etc.
10. In no circumstances teacher will involve in private assignment/personal interests which can impact negatively on teaching-learning in college.

11. A teacher must establish coordination and cordial relationship with students, teaching faculties, non-teaching staff and administrators in the campus.
12. A teacher must refrain from false allegations to the colleagues, staff members and administrators. Must be away from irrational and unrelated rumors in the campus.
13. Teacher must update his/her subject knowledge and pursue all scholarly / Academic endeavors during the tenure of service.
14. Teachers must join courses by UGC HRDC like, orientation, refresher, skill based, training courses, etc. and Seminar/ Conferences in the subject organized by reputed institutions time to time.
15. A teacher must strive hard to develop interest of students in his / her subject and maintain a well class-room management and to development professional approach towards his / her profession.
16. A teacher must be honest and truthful to the work and to the institution. He must be accountable for the duties due to him/her.
17. A Teacher must fulfil his qualification and eligibility for CAS placements. He must submit his/ her file of placement on time for further official process. Scrutinee of Placement file through convener Scrutinee committee and IQAC coordinator is must.

#### **D. Code of Ethics and Conduct for Non-Teaching Staff:**

1. He / She must be punctual in his duties in college.
2. Must treat every student and faculty members with respect and dignity irrespective of caste, creed, sex and religion.
3. Good and cordial relationship with students is formed so that students must feel at home in college campus.
4. A staff member must be approachable for all students and faculties so that his/her official work may be completed without any delay or hindrances.
5. Principle of Equality and equal opportunity is to be maintained for students and faculties strictly

6. A staff member must refrain from any undue money from students or any kind of harassment to students. He / She must bear in mind that such acts are lawfully punishable as well as such acts by an individual can invite disrepute to the institution which are intolerable.
7. A staff member must refrain from false allegations to the colleagues, staff members and administrators. He/ She must be away from irrational and unrelated rumors in the campus.
8. One must take cognizance of safety and wellbeing of all stakeholders in the college campus.
9. A Staff member is also needs to develop his/her working skill by joining appropriate courses organized by UGC HRDC or any other relevant Government / Non-government agencies.
10. Prepare all reports, vouchers, bills, invoices, records, and other important documents accurately and honestly. He / She must give 100% at various sections (Library, Scholarship, Accounts, Admission, Examination, General, etc) of the administration departments.
11. A Staff member must be honest and truthful to the work and to the institution. He/ She must be accountable for the duties due to him/her.
12. He /she must be accountable for the confidentiality related the administrative works.

### **E. Code of Ethics and Conduct for Administrators:**

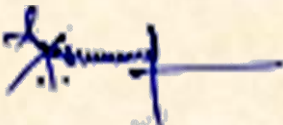
1. Administrators are the guardians of the entire stakeholders in the institution, therefore, encouragements to the aspiring students and dedicated staff to excel high is expected.
2. They should provide a vibrant leadership and high motivation for the progress of the students and the institution through policy formation and operational management
3. Must follow higher professional ethics reflecting Indian culture in decision making in the best interest of the institution.
4. Optimization of human resources and concern for environment and sustainability.



5. Accountable to observe that the provisions of Acts / Statutes / Ordinances and Regulations of the University and by the Government and will strictly abide by the provisions.
6. Strive hard for making the college campus vibrant and conducive place for teaching-learning, Research, excellence in competitive sports, Cultural activities and various skill based activities.
7. Administrators should believe that the institutions are the places of social change and thereof National development. Their steps ahead in this regard will certainly enhance the possibility of overall development.
8. They must act and work according to the Vision, Missions and Objectives of the Institution.
9. They should maintain the confidentiality of records and other sensitive matters.
10. Must promote vibrant and productive work culture and ethics to bring right professionalism, quality and satisfaction.
11. They must refrain from misappropriations of finances and other resources of the institution.
12. They should refrain from exploitation and partiality of employee in any form.
13. Must encourage academic research amongst teachers and create higher research facilities in the campus.
14. Must Encourage Staff members to bring the institution as the institution with the potential for excellence at national level.
15. Must look into promotions / Placements of staff through CAS process time to time punctually to maintain job satisfaction amongst staff members.

**Place: Dr. Madhukarrao Wasnik P.W.S. Arts & Commerce College, Nagpur**

**Date: July 01, 2019**



**Dr. Yeshwant Patil  
Principal &  
Chairman IQAC**



**Mr. Mohan Wasnik  
Secretary,  
People's Welfare  
Society, Nagpur**



**Dr. Sudesh Bhowate  
IQAC Coordinator**