



Mahatma Gandhi Vidyamandir's

**Smt. Pushpatai Hiray Arts, Science and Commerce Mahila
Mahavidyalaya, Malegaon Camp. Dist. Nashik (M.S.)**

Affiliated to Savitribai Phule Pune University

*A code of practice for ethical
conduct
Policy and Procedures*

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Introduction:

Smt. Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya was established in 1990 by keeping in view the need of a special college for girls. As an institute committed to upholding the ideal learning environment and the greatest standard of academic achievement, through its slogan “Bahujan Hitay Bahujan Sukhay”, the institute is devoted to quality and honesty in all of its undertakings.

Vision:

To impart quality education for all round development of women through knowledge and value education to make them globally competent and empowered

Mission:

To make female students acquire scientific temper, skills, human values, leadership skills, sense of pride for culture along with progressive outlook and interdisciplinary acceptance and global outlook.

Objectives of the policy:

The greatest standards of ethics, fairness, and honesty have always been kept by the institution and will remain so in all of its dealings. The objective of this code of ethics is to achieve the following.

- Emphasise the College's dedication to moral behaviour and legal compliance
- Define the fundamental principles of ethical conduct;
- Provide channels for addressing known or alleged ethical or legal offences;
- help prohibit and identify misbehaviour

Code of ethics for Principal**The principal**

- Must adhere to professional ethics
- Is anticipated to work hard for advancement in the institution
- Should concentrate on all institutional actions to fulfil its goal and objective
- Should preserve his or her interpersonal connections.
- Demonstrate effective administrative abilities to advance the standards of administration and academia.
- Is anticipated to be objective, legitimate and kind to everyone
- Should promote teamwork

- Must not be treated differently based on their race, caste, religion, or ability.
- Must uphold the college's reputation and image.
- Must refrain from making improper moral judgements, when handling official and professional concerns
- Must not engage in any corruption or nepotism of any kind
- Must assume extra accountability and ownership for institution-related issues.
- Any time an official crisis occurs, one should constantly be mindful of the human aspect.

Code of ethics for Teacher

The Teacher must

- Uphold the noble profession's professional ethics, respect them, and honestly do their assignments.
- Extend collaboration to carry out all of the institution's operations
- Involving education, management, extracurricular activities, co-curricular activities, community service activities, etc.
- Respect authority and preserve institutional culture and principles.
- Maintain positive interpersonal interactions with superiors, co-workers, non-teaching personnel, and students.
- In all aspects, strive to preserve the department's and college's reputation.
- Train junior employees to follow the same work culture.
- Maintain an efficient ward system to improve student support services.
- Maintain civility in your actions, language, and clothing.
- Respect the profession since it is focused on service.
- Recognise and act on your duties to various stakeholders.
- Strive to meet the institution's social duty through intentional extension initiatives.
- Faculty members are required to set a good example for students in terms of attire, demeanour, and politeness.

Code of ethics for Non-Teaching Staff

- The staff is required to do his or her duties honestly and fairly, in accordance with the job requirements issued by the relevant authorities, either government or management
- The employee must maintain all institutional affairs private
- Employees are expected to maintain professional ethics

- Every day, staff are obliged to dress appropriately and wear their ID cards supplied by the institution
- The employee is not permitted to work part-time or full-time while employed by the institution
- If the employee's performance throughout the contract time is not satisfactory owing to carelessness, misconduct, or misbehaviour, the management will dismiss him or her in line with the normal standards
- The employer is obligated to provide early warning or pay three months' worth of wages, as appropriate, in the event that an employee decides to voluntarily retire (Aided Section) or quit (Self-financed Section).

Code of ethics for Students

- All rules and guidelines established from time to time by the college are binding on the students. The principal maintains the right to interpret anything not explicitly mentioned in these rules and to change any of them as and when deemed necessary.
- The notices posted on the college notice-boards must be routinely reviewed by the students. Any losses incurred by a student as a result of failing to read the messages in a timely manner are not the college's responsibility.
- Every student is required to carry their identity card at all times and provide it upon request from college officials.
- Any student who is found guilty of interfering with or destroying college property will be punished, and she may also be expelled from the institution.
- Anyone caught engaging in ragging in any way, whether it be inside the institution, outdoors, or even in the dorms, will be expelled right away.
- Each student is expected to actively contribute to keeping the college campus pristine. Students must refrain from any behaviour that might deface the campus.
- The students have to park their vehicles at the students' parking stand only.
- Every student is expected to attend courses, practicals, and other assignments on time and consistently. Attendance of 75% lectures is compulsory.
- A student is not permitted to act in an unruly or disrespectful manner in the classroom, lab, playground, library, gymnasium, or any other setting where there is a college-sponsored social or cultural event. The college administration may from time to time establish broad standards of discipline, which the students must follow. The Principal's judgement shall be final and binding on all pupils in all circumstances.
- Official class tours and visits must be planned with the principal's prior approval.

- Every class will have a designated class teacher. If students need assistance with their coursework, extracurricular activities, or any other issue, they should speak with their professors in class.

Code of ethics for Library

- All college students have access to the library.
- Every working day, the Library will be open from 8 a.m. to 6 p.m.
- After being admitted, a student must bring two passport-size photos. The student will be given a library card and an identity card. Each student's photo should be attached to the card and properly stamped at the library
- One textual and one non-textual book will be issued on the library card
- The given books must be turned in before the deadline.
- A book should be examined before borrowing. Make sure the book you are borrowing is not damaged or ripped. If so, the librarian will be made aware of it.
- If a book is misplaced, the whole cost of the book must be paid, and a receipt for the amount must be presented at the library.
- If a student turns in a book that is damaged, they must buy a new book to replace it.
- A student should speak with the Assistant Librarian or Librarian if a book is still not given to them despite repeated spoken requests.
- In the reading room and library, complete silence is required. If rules are broken, the student's membership may be terminated.
- The student must adhere to the general guidelines for behaviour and discipline set forth from time to time by the libraries.

Place: 21/08/2017

Date: Malegaon