

VAIDARBHIYA MAHILA SANSTHA'S
WOMEN'S COLLEGE OF ARTS & COMMERCE
New Nandanvan
Nagpur 440009

• Re-accredited Grade 'B' by NAAC (2nd Cycle)

The Handbook of
Code of Conduct and Ethics
(for Staff and Students)

Published by

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This booklet contains recommendations for the teaching and non-teaching staff and the students of the Women's College of Arts & Commerce, Nagpur. These recommendations do not replace or override any of the legal or statutory stipulations in force as mandated by UGC, RTM Nagpur University or the Government of Maharashtra.

Ideas, suggestions and feedback are welcome at iqacwcac@gmail.com

Introduction

This Code of Conduct and Ethics has been formulated in order to promote an equitable, non-discriminatory culture in the College, while also nurturing a strong sense of community, social responsibility and professionalism among all members of the College.

This Code of Conduct stems from and attempts to further the vision and mission of the college. It is rooted in the core values embraced by the College as the essence of its identity and work, which are outlined below.

Our Core Values

- * Social responsibility and commitment
- * No discrimination in terms of gender, caste, class, faith or ethnicity
- * Pursuit of excellence
- * Respect for nature
- * Moral uprightness

The College believes in equitable and ethical practices, tolerance of differences and mutually supportive work culture. It expects all its staff members, students and associates to follow an appropriate code of conduct. It also tries to ensure that all professionals in the institution, whether academic, administrative or others, follow professional ethics appropriate for their positions.

This Code of Conduct and Ethics is applicable to all permanent and temporary staff of the College, both teaching and non-teaching, and to the students currently studying in it.

For Teachers

Teachers are educators and facilitators of learning. They are also seen as models of behaviour and thinking, and therefore, strongly influence the attitudes, actions and thoughts of their students. It is thus essential that teachers follow a code of professional conduct and ethics.

Fundamental principles of professional conduct

- ◆ Respect
- ◆ Care
- ◆ Trust
- ◆ Integrity
- ◆ Commitment
- ◆ Equity

According to these principles, teachers are expected to adhere to the following standards of conduct:

- ✓ Teachers are caring about their students. They try to inspire, motivate and support their students in all their efforts and difficulties, and celebrate their achievements.
- ✓ Teachers accept and respect the individual uniqueness of every student and try to work taking due account of such individuality.
- ✓ Teachers accept and respect diversity of gender, caste, class, religion, ethnicity, social status and family backgrounds. They try to be inclusive and do not discriminate on any of these factors among their students.
- ✓ Teachers try to develop positive and empowering relationships with their students. They promote an environment of mutual trust and respect. They actively embrace and support transparency in all work.
- ✓ Teachers try to establish a connect with the students, understand their aspirations and problems. They try to guide the students to realise their full potential and reach their goals.

- ✓ Teachers show honesty and integrity in all aspects of their work and take a professional and impartial approach to their responsibilities.
- ✓ Teachers show a high standard of professional practice, keep updating and developing themselves continuously and try to keep abreast of latest developments in their subject domains. They take responsibility of maintaining their knowledge and skills up to date.
- ✓ Teachers constantly try to make their teaching relevant, meaningful and enjoyable for their learners. They help their learners to achieve holistic growth and to be able to relate their learning to their lives.
- ✓ Teachers show a sense of collaboration, cooperation and collegiality with their peers and try to work in a mutually enriching ways with fellow-professionals.
- ✓ Teachers are sensitive to the needs and interests of the wider community and work with local community in appropriate ways to strengthen it.
- ✓ Teachers cooperate with the administration, management, University authorities and other public bodies in the interest of the institution, the profession and the society.
- ✓ Teachers engage in eco-friendly practices and lead by example. They should encourage environmental conservation and sustainable use of resources.
- ✓ Teachers refrain from indulging in unethical practices. They should not indulge in copyright violation.

For Students

Students' character and personality are significantly shaped in course of their campus life. The campus experience powerfully contributes to their academic development and also to their evolution into responsible, sensitive and competent citizens of the nation. In order to reap rich dividend from the campus life, and in order to inculcate civic sense and responsibility, students are expected to follow a code of conduct and ethics.

The core principles of the students' code of conduct and ethics are:

- ◆ Pursuit of academic and co-curricular excellence
- ◆ Tolerance, honesty and respect
- ◆ Social responsibility and commitment
- ◆ A spirit of critical enquiry
- ◆ Strong civic sense

Students are therefore expected to follow the below-mentioned standards of conduct and ethics:

- ✓ • Students show a sense of purpose, commitment, discipline and seriousness in their studies; they are regular and punctual in their studies and support each other in achieving the academic objectives.
- ✓ • Students show openness of mind, curiosity and a desire to learn; they engage in constructive debates and discussions with their teachers and other students; they try to extend their learning beyond the textbooks and classrooms, making use of the facilities on the campus.
- ✓ • Students treat other students, all staff and people on the campus with respect and sensitivity.
- ✓ • Students are honest and ethical in their dealings with other students and people on the campus.
- ✓ • Students take care that they do not disturb others in their work, study, the use of campus facilities and the pursuit of their legitimate interests

- ✓ • Students undertake all their academic and extra-curricular work, including assessment, with honesty and integrity and follow the norms and regulations of the college and the university.
- ✓ • Students take active and serious part in the campus life, including academic, sports, cultural and extra-curricular activities, and also contribute to the planning, organising and conducting such activities.
- ✓ • Students take care that neither they damage any property, equipment or item belonging to the college, nor do they encourage/ allow others to do so.
- ✓ • Students do not practice or encourage any form of discrimination or harassment of anyone; they also do not engage in or support bullying, ragging, physical violence or any unfair activities on the campus.
- ✓ • Students show a responsible attitude towards nature and environment; they engage in eco-friendly practices and avoid uncleanliness or wastage of resources on the campus.
- ✓ • Students do not engage in or support consumption of tobacco or tobacco products and alcohol; they do not support or engage in smoking, drinking or use of narcotic drugs.
- ✓ • Students meticulously follow the rules and regulations of the college and the university and perform their duties responsibly.

For Non-teaching Staff

While teachers and students are the key stakeholders in an educational institution, the administrative and non-teaching staff form the backbone of the institution. They are the players, usually behind the screen, who ensure that the systems required for the smooth functioning of the institution are in place and working well. They are responsible for providing all kinds of support for the teachers and students to work towards their respective responsibilities and goals.

The Code of Conduct and Ethics for the non-teaching staff is based on the following fundamental principles:

- ✓ The non-teaching staff works as the supportive and trusted agents of the College and conduct their work in an efficient and diligent manner.
- ✓ The non-teaching staff treat each other and the teachers, students, management and visitors of the College with respect and dignity.
- ✓ The non-teaching staff does not engage in or support any form of discrimination in their work or actions.
- ✓ The non-teaching staff does not indulge in or support anyone indulging in activities against the interest or reputation of the College.
- ✓ The non-teaching staff engages in eco-friendly practices and actively supports environment conservation and sustainable use of resources.
- ✓ The non-teaching staff keeps upgrading its knowledge and skills in their respective areas of work so as to keep pace with time and offer best possible service.
- ✓ The non-teaching staff follows the norms and regulations of the College, the State, the University and other relevant authorities regarding discipline, punctuality, ethics, work standards and conditions of service.
- ✓ The non-teaching staff practices and encourages transparency, efficiency, courtesy, decency and professionalism in its work.
- ✓ The non-teaching staff diligently contributes to the management and maintenance of records, facilities, equipment and resources on the college campus

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