

Shri Babulal Punamchand Shah Vidhyasankul
Sanchalit

Smt. R. M. Prajapati Arts College

At. & Ta. Satlasana Dist. Mehsana - 384330 (Gujrat)



Principal
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Smt. R. M. Prajapati Arts College, Satlasana

PROFESSIONAL CODE OF ETHICS

- Happiness
- Human Values
- Secularism
- Environmental Consciousness
- Honesty
- Trust
- Accountability
- Healthy relationship between students & faculty, Truthfulness
- Punctuality and self awareness
- Equality and responsibility towards all students
- Social sensitization and social justice
- Gratitude towards the needy students
- Jivdaya
- Women empowerment
- Ampathy towards all particularly weaker section students

CODE OF ETHICS FOR TEACHING AND NON - TEACHING STAFF

The Following Code of Ethics is laid down for the guidance of Teaching and Non -Teaching :

- Every teacher should treat all students with love and affection and be just and impartial to all irrespective of caste, class, status, religion etc.
- Every teacher should strict to a responsible pattern of conduct and character expected of them by the community.
- Every teacher should seek to make professional growth continuous through study and research.
- The teacher should respect the right and dignity of the students his / her opinion.
- Teacher should complete the syllabus in time.
- Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching learning process is effective and successful.
- Teacher should carry out other academic co-curricular and organizational activities that may be assigned to them from time to time.
- Teacher must always wear their identity card while inside the college premises.
- Every employee in an educational institution shall maintain time management regularity and trustfulness in their respective duty.
- Every Teacher shall organize and promote all college activities which foster a feeling of universal brotherhood and social sensitization among the people.
- Every Teacher must be strictly impartial in his / her relations with all the slow students. He / she should be sympathetic and be helpful, particularly to the slow learners.
- No Teacher should indulge in or encourage any form of malpractice connected with examinations or other college activities.
- Every teacher shall be clean and trim and not casual and informal, while on duty, His / Her dressing shall display the dignity of their work.
- Every Teaching / Non teaching staff should be punctual in attendance in respect of his/ her class work, as also for any other work connected with the duties assigned to him / her by the Principal.
- Every Teacher shall avoid any monetary transactions with the students or parents or

colleagues.

- Every teacher should teach the curriculum after making thorough preparation for the lessons through PowerPoint and blackboard.
- Every teacher should guide the students in physical, social, intellectual, emotional, moral and spiritual development and encourage them to develop their personalities.
- Every teacher should maintain contact with the guardians of their students and communicate with them from time to time about their progress report.
- Every teacher should work to improve the moral and intellectual growth of the society.
- No employee shall directly contact the Managing Committee telephonically or another means of communication. But consult the Principal in written letter.
- No employee of teaching section shall deliver private tuitions free-of-charge or with remuneration. Any such activity is prohibited even under the name of his family members too.
- No employee of teaching section shall deliver private tuitions free-of -charge or with remuneration during office hours or after that.
- An employee shall not participate in any activity against the Management. If he / she is found involved in such an activity, he shall be subject to disciplinary action.
- Every staff should abide by the rules and regulations of the college and management and show due respect to the constituted authority, diligently carrying out instructions issued to him / her by the superior authority.
- Every employee shall avoid smoking, chewing tobacco or consuming any intoxicating content during the hours of duty. If an employee is found harbouring such undesirable habits, he shall be subjected to disciplinary action. Like 300/- penalty for tobacco chewing. This prohibition shall be application to any person entering the campus at any time.
- If an employee breaches the rules his / her institution, he shall be served with a written memorandum. If such an employee is served three memoranda, an inquiry shall be set to look into the matter and a disciplinary action may also be taken.
- If an employee participates in any social activity other than the institution, he / she shall have to seek prior permission of the Head of the institution. The activity should not be against the welfare of the society.
- Any confidential matter regarding the administration of the management or any other

matters related to any of the institutions shall not be disclosed to outsiders, Press, Government Agencies etc. without prior permission of the management. Anybody found involved in such an activity shall breach the code of conduct and be considered for serious disciplinary action.

- Any illegitimate comment by an employee regarding management or any of the office bearers in front of public or social media shall invite legal procedure against the concerned person.
- No Teaching or non teaching staff shall be a member of any political party or carry on activities either openly or in camera in support of any such party.
- No Teaching / Non staff shall be a member of any state or central legislature or any other body of local self government. He / she shall resign his / her job before standing forelection as a candidate. No teacher shall be member of any banned organization / clusters nor shall have any link directly or indirectly with such organization / clusters.
- Non teaching staff shall not leave the college before 1:30 without permission from the Principal.
- Librarian shall remain present in the library till 1:30 and issue the book as per students need.
- Non teaching staff including clerks, peons, sweeper and security should wear the uniform provided by the management. They must wear their identity card. During admission, scholarship, enrollment process, clerk and accountant should be co-operative and students -centered.

Leave Rules :

- Prior written permission is required from the principal at least a day in advance while availing C.L.
- Not more than 25% of staff members in a Department will be allowed to go on C.L. on a particular day.
- Half day CL will not be sanctioned
- Medical leave will be sanctioned only for medical reasons.