**CODE OF PROFESSIONAL ETHICS AND CONDUCT**

**Core Values of the College**

• Mutual trust, team work, promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.

• We appreciate, respect and promote the perspectives, rights and dignity of each individual.

**Code of Conduct for Teaching Staff**

• Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.

• Code of Conduct for teaching is mainly governed by the Dr. Babasaheb Ambedkar Marathwada University Acts, Statutes, Ordinances and Service Rules.

• All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.

• During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.

• No member of the staff shall engage in any political activity within the college campus.

• All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.

• All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.

• The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.

• The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.

• Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.

• Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.

• No faculty members shall act in any manner that violates the decorum or morality within the campus.

**Code of Conduct for Non-Teaching/Administrative Staff**

• Code of Conduct for non-teaching staff is mainly governed by the Dr. Babasaheb Ambedkar Marathwada University Acts, Statutes, Ordinances and Service Rules.

• Considering 6 day working period for those in the category of non-teaching staff shall be from 10.00 to 5.00 p.m. (Monday to Saturday) with Half hour lunch break on all working days.

• All Staff members should display the highest possible standards of professional behavior. They should be punctual and disciplined towards their work.

• Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

• All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.

**Code of Conduct for Students**

• Students are expected to adhere to the timetable for attending lectures/tutorials/practicals and other extra-curricular activities.

•All Sports students playing at any level (state, national or international) must have minimum required attendance as per University

• Students must carry their Identity card inside the campus.

• Students must help to keep the campus neat and clean.

• Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.

• Students are expected to read notices/circulars displayed on the notice board.

• Spitting, smoking and throwing bits of paper in the premises should be avoided.

• Students should not misuse or make unauthorized use of the college premises or items of property on the campus.

• Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.