

### **Smt. S. R. Mohata Mahila Mahavidyalaya, Khamgaon – 444303**

Handbook on Human Values, Professional Ethics and Codes of Conduct for Teachers and Students.

Smt. S. R. Mohata Mahila Mahavidyalaya is the first women's college in Buldhana District, which was established by National Education society Khamgaon in 1989. National Education society is working in the field of Education since pre independence era i.e, 1942. National High school was the first venture of it, known as Arjan Khimji National High School. The visionary members of N.E.S felt the need to education for the women. If women in the family is educated the whole family is educated and cultural by her, same was the mission in opening the college specially for women.

The intention of the college to provide quality in higher education to all the sections of the society and to empower the women of the rural and semi-urban area. Right from the beginning the focus of the college has been on the inculcation of righteousness among the students and the staff.

#### **Our Vision:**

To impart quality education from fields of Arts and Commerce to train and expertise the students so that they manifest their potential and intrinsic abilities which will help the girl students to grow into competent committed and complete human being with socialistic attitude and desire for achieving National Development and prosperity.

#### **Our Mission:**

Our mission is to provide strength to arms and minds of girl students from the town and peripheral villages who would not only be educated but would be empowered with respect to employment, self employment, morality and strengthening of social attitude.

#### **Institutional Core Values:**

The core values of Smt. S. R. Mohata Mahila Mahavidyalaya, Khamgaon provide the foundation for all our academic students and community programs and activities.

**Our institutional core values are as follows:**

1) Intellectual Excellence:

At our institute, we value intellectual freedom, curiosity and engagement, critical and creative inquiry, rigorous debate and intellectual integrity in all endeavors. We are committed to the meaningful integration of liberal learning and professional preparation and learning as a life-long pursuit. A culture of excellence must pervade the institution in both academic and non academic areas.

2) Community:

At our institute, we are committed to cultural diversity, mutual respect among all persons, compassion for others. Honest and open communication and fairness and integrity in all that we do. If we are to be both remain relevant and attract the highest caliber of students, faculty and staff, we must ensure that our community is inclusive and open to all view points.

3) Social responsibility:

We are focused on promoting the sense of social responsibility in students by involving them in various social activities like as, N.S.S. camp, blood donation, visit to orphanage. This helps in creating awareness about latest and important social issues. We will act on our social responsibilities and call others to do the same.

4) Student Focus:

We are committed to fostering the professional and personal growth of all students and our fellow colleagues by promoting life-long learning and leadership development. These interests are the primary focus of college decisions and activities.

#### 5) Leadership:

Smt. S.R. Mohata Mahila college, Khamgaon offers students opportunities to be citizen leaders both on and off campus and this to prepare themselves for leadership and responsible citizenship in their professions and their communities.

#### **Core values of Institution:**

- To impart quality higher education to the women.
- To bring the women to the main stream of the society.
- To develop social values and sense of commitment among the students.
- To improve the role and involvement of women in building better society and stronger Nation.
- To motivate the students to develop the personality.

#### **Code of conduct for students:**

- 1) Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlight the discipline and esteem of the college.
- 2) A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 11.00 am to 4.00 pm. The first period will begin with a national anthem. The students shall stand in attention till prayer ends. Those who are standing outside the classroom are expected to follow this.
- 3) All the students are expected to be present in the class well within time and late comers will loss of attendance for the corresponding hour.
- 4) Students shall rise from their seats when the teacher enters the classroom and remain standing till the teacher takes his/her seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- 5) No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.

- 6) It is mandatory for the students to have identity card with as and when she in the campus.
- 7) The students should necessarily read the notes and circulars displayed on notice board, time to time.
- 8) The behavior of the students in the classroom should be disciplined.
- 9) The appearance and dress of the students should be neat and tidy.
- 10) 75% attendance is mandatory for appearing in examination.
- 11) The behavior for the student should be polite while talking with teaching and non-teaching staff.
- 12) Ragging is strictly prohibited in the campus.
- 13) Students can leave the campus during class hours only after getting permission from the Principal.
- 14) All students shall leave the classes immediately after 4.15 pm. No students shall wonder or gather in corridor and staircase etc.
- 15) All students are expected to attend all college functions in college uniform unless otherwise specified.
- 16) Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
- 17) All the students are advised to follow the S.R.M college phone policy and bring to the notice of the authorities violations if any.
- 18) It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- 19) Students are not permitted to arrange any unauthorized celebrations and decoration of any magnitude in the campus.
- 20) Students are expected to make use of academic, co-curricular and extra-curricular material such as notices, banners, etc in the campus without the permission of the competent authority.
- 21) In case the student makes any kind of breach of the code of conduct, action will be taken against her as per the rules.
- 22) Students may not receive admission card for university examination unless they clear the library dues.
- 23) If student is not allowed to appear for the examination by the university or their result is withheld due to any mistake/incomplete

information furnished by the students, it will be the sole responsibility of student.

- 24) All the rules of the university will be obligatory on the students. In case of any dispute the decision of principal and college management will be final and obligatory.

**Code of conduct for Non-teaching staff:**

- 1) Non teaching staff working in the college, office on departments should remain present at their workplace during working hours.
- 2) Non teaching staff must always wear identity card during working hours.
- 3) Biometric attendance is compulsory.
- 4) Non teaching staff shall not leave the college premises without permission of the Principal.
- 5) Non teaching staff will carry out their duties as instructed by the authorities.
- 6) Maintenance of stock register for all the equipments is mandatory.
- 7) He/she must respect and maintain the hierarchy in the administration.
- 8) Creating and maintaining with strong relationship with
  - a. Proper interactions with students.
  - b. Maintaining professional boundaries with students and staff.
- 9) Report to duty at least 30 minutes in advance.
- 10) Maintain honesty, integrity, fairness in all activities.
- 11) Must not be absent from duty without official approval or approved sick leave.

**Code of conduct for teaching staff:**

- 1) Teacher should handle the subjects assigned by the head of departments.
- 2) He/she should complete the syllabus in a stipulated period.
- 3) He/she should involve fully in teaching learning process.
- 4) He/she should carry co-curricular extra-curricular and organized activities assigned to him/her time to time.
- 5) Biometric attendance is compulsory.
- 6) It is mandatory for him/her to present in the campus in working hours.
- 7) He/she need to sanctioned leave by the concerned authority.
- 8) Half day C.L. will not be sanctioned to the teacher.

- 9) 10 days of C.L. can be availed in an academic session.
- 10) Everyone must report for duty on the reopening day and the last working day of each semester.
- 11) He/she should engage in research activities.
- 12) They should also attend faculty development programmes etc to update their knowledge.
- 13) Teachers are encouraged to write text books publish articles in reputed journals.
- 14) Teachers must wear their identity card while inside the college premises.
- 15) Teachers should attend the college neatly dressed and wearing shoes. Jeans pants and T-shirts prohibited.
- 16) Teachers associations should not be formed without the prior permission of the management.
- 17) No representation to any Government authority or university in the name the college should need by any teacher without Principal.
- 18) Duties and service conditions of the teachers will be as per UGC and university etc.
- 19) Teachers are banned from using cell phones while taking classes.
- 20) Teachers should be present in the campus till the end of their duty hours.



*S. R. Mohata*

**PRINCIPAL**

**Smt. S. R. Mohata Mahila  
Mahavidyalaya, Khamgaon**