



**Govt. Maharaj Acharya Sanskrit College, Jaipur,
Rajasthan**

Code of Conduct

Code of conduct/Professional ethics/Guidelines

Government Maharaj Acharya Sanskrit College

Jaipur (Rajasthan) – 302015

(Affiliated to JRR Sanskrit University, Rajasthan)



Hand Book of Code of Conduct

(Code of Conduct, Professional Ethics for the Students, Principal, Teaching Staff & Non-Teaching Staff)

Prepared by

Internal Quality Assurance Cell

(I.Q.A.C)

Government Maharaj Acharya Sanskrit College, Jaipur

Code of conduct/Professional ethics/Guidelines

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3. Two Words for the College

Government Maharaj Acharya Sanskrit College, Jaipur was established in 1852 is a profound educational institution offering U.G. to P.G. education for the last one and half century. The college is affiliated to JRR Sanskrit University, Jaipur. Previously, the college has undertaken one assessment and accreditation cycle of NAAC and accredited with 'B' grade. The majority of the students admitted in this College come from the rural, economically backward and agriculture background for whom higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent infrastructure and the environment that promotes learning.

Principal
(Prof. Shalini Saxena)

I.Q.A.C. Chairperson
(Dr. Seema Jain)

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Government Maharaj Acharya Sanskrit College

Jaipur (Rajasthan) – 302017

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The Institution works with a clear vision & Mission

Our Vision is:-

This institute aims at re-establishing the Indian ideals and values through Vedic thought. The college has the facility of teaching in all four Vedas. The traditional Veda chanting is taught to students and they are introduced to the belief that recitation of Veda is always a prayer for establishing peace world over. The institute aims to produce socially responsible citizen.

Our Mission is:-

This institute has produced several scholars, Dharmacharyas, Shankaracharyas, social workers and citizens of repute. “**Saraswati Shruti Mahati Mahiyatam**” is the motto of this college and observing it as a mission, the institute is moving ahead. Keeping the above given fact in view, the college has assigned itself the following general and specific goals-

- . **Developing moral values and leadership qualities in students.**
- . **To attain excellence in higher education.**
- . **To motivate youth to study Indology and Hindu philosophy in particular.**
- . **To provide platform to the students to interact through various conferences, workshops, exhibitions etc.**
- . **To provide students an ideal educational environment, where they can grow into responsible citizens.**
- . **To create awareness among the students through various extension activities.**
- . **To impart education of ancient Indology using the latest IT enabled tools.**
- . **To develop the moral values and leadership qualities in students.**
- . **To compete with other higher education institutes in providing the students the opportunities for holistic development.**
- . **To enhance practical knowledge of Karmakand and Paurohitya, Jyotish and Vastu in students.**

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6. CODE OF CONDUCT FOR THE COLLEGE STUDENTS

1 Introduction:-

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is “Self Discipline Is The Best Discipline” The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

“SELF DISCIPLINE IS THE BEST DISCIPLINE”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of the college are introducing the following code of conduct which must be followed by every student of the college.

1. Every student must carry his/her identity card while being present on the College Premises.
2. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
3. Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
4. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
5. Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
6. Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
7. Use of Cell phones is strictly prohibited during class hour.

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- 8.** Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- 9.** During leisure hours, students are advised to use the library as maximum as possible.
- 10.** Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
- 11.** Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
- 12.** Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- 13.** Latecomers will not be entertained to enter into the classroom.
- 14.** A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.
- 15.** Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
- 16.** For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
- 17.** Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
- 18.** To celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
- 19.** Each student should park his/her vehicle at the parking of the college.
- 20.** Students are required to check the Notice Board and also website of the college for important announcements.

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7. Code of Conduct of College Library for The students of the College.

1. Every staff / student of the college is eligible for membership of the Library.
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 10 A.M. to 3PM. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/students.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/books very carefully.
8. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, writing in, folding/tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of 50 paisa per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting admit card of University Examination.

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Code of Conduct

(Code of Conduct, Professional Ethics for the Principal, Non-Teaching Staff & Teaching Staff)
Following code of conduct/code of professional ethics for the Principal Teaching Staff & Non-Teaching Staff of Govt. College have been guided, suggested, approved & resolved by the resolution No. by the Government College Government Maharaj Acharya Sanskrit College in its meeting which held on dated 06.07.2024. Which are as following

8. Professional Ethics and Code of Conduct for The Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government, / U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Encourage the teaching and non teaching staff to follow the code of conduct of the institution.
10. To encourage teaching and non teaching staff for their professional development.

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11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.

9. The Professional Ethics & Code of Conduct for Non-Teaching Staff

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.

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6. Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Should adopt a human approach in dealing with students who are physically challenged.
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Be punctual & careful in availing professional opportunities for career development.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as an Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College
Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupizm or unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.

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19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.

21. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

10. The Professional Ethics For The Teachers

(As per UGC Notification-2018)

Introduction: -

The College Is Providing The Following Guidelines Of UGC For Maintaining The Professional Ethics For The Teachers These Guidelines Are Adopted From UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations on Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance of Standards In Higher Education, 2018

Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

CODE OF PROFESSIONAL ETHICS

A. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct his self / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

1. Seek to make professional growth continuous through study and research;
2. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

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3. Maintain active membership of professional organizations and strive to improve education and profession through them;
4. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
5. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
6. Participate in extension, co-curricular and extra-curricular activities including community service.

B. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals.

C. TEACHERS AND COLLEAGUES

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Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their Professional endeavour.

D. TEACHERS AND AUTHORITIES:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

E. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

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4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

11 Code of Conduct / Professional Ethics for the Teachers **(As per resolution of the Govt. M A. Sanskrit College, Jaipur)**

Following code of conduct/code of professional ethics for the teachers of Government Maharaj Acharya Sanskrit College Jaipur, Rajasthan have been guided, suggested, approved & resolved by the resolution No. by the Government Maharaj Acharya Sanskrit College, Jaipur Rajasthan in its meeting which was held on dated 06.07.2024.

- Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the U.G.C/University/College /Management/State Government College Education from time to time.
- Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
- Every teacher should apply their knowledge and experience for overall development of the students of the college.
- The teacher should be sincere, dedicated and academically focused.
- Adopt the process of developing the teaching-learning process by preparing subject wise individual teaching plan at the beginning of the session and perform accordingly.
- The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
- The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality and strive for them according to the Vision and Mission and Objectives of the college/institution.
- Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.

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- The teacher should devote his time and energy to develop and improve his academic and professional competence.
- Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
- Teacher should assist the College/University Examinations, Valuation works, Moderation etc.
- Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
- Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
- The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
- The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
- No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
- The teacher should maintain the positive relationship with all colleagues & students of the college.
- The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
- Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
- The Teacher should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
 - No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
 - The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
 - The teacher should adopt a humane approach in dealing with students who are physically challenged.
 - Be punctual & careful in availing professional opportunities for career development.

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- Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
- No teacher shall leave headquarter without permission of the Principal.

12 Code of Conduct for Head of the Teaching Departments

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the annual Time Table of the Arts & Commerce faculty/ Department.
3. To guide/direct the faculties of the department to prepare annual/ subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
4. To manage the periods/Lectures & keep watching for smooth conducting.
5. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
6. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
7. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
8. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.
9. Each year, every teaching department of the college should establish “Students’ Study Circle” of the students, by the students, for the students by constituting their Students’ executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
10. Use ICT adds maximum for teaching learning process.
11. Organize personality development, soft skills development and communication skills development programs for the holistic development of the students.

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12. Organize “Industrial/Environmental study Tour” for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental document file.
13. Organize guest lectures on various subjects for the students, with kind permission of the Principal.
14. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
15. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended Students list, Minutes book, etc.) in well and systemic manner for creating & maintaining quality in record keeping system which should be kept in hard copies as well as soft copies with the department.
16. Provide the subject notes/question papers/study material etc. to the students.
17. Redress the grievance of the students at department level & Counsel them need fully.
18. Organize group discussion subject seminars by using power point presentation for the students.

Above all contents in this Manual of Code of Conduct/ Code of Professional Ethics/ Directions/Guidelines for the Teachers/HOD/ Coordinators/ directors/Conveners of Government Maharaj Acharya Sanskrit College Jaipur, Rajasthan have been suggested, approved and resolved by the resolution number by the its meeting which was held on dated 06.07.2024.

All Teachers/ HODs/ Non-Teaching Staff/ of Government Maharaj Acharya Sanskrit College Jaipur, Rajasthan shall abide by the above all Code of Conduct/ Code of Professional Ethics/Directions/Guidelines for all of above, for professional betterment.

Principal

Convener (I.Q.A.C.)