



Shri Mahaveer College

(Affiliated to the University of Rajasthan)
A Co-educational English Medium PG College

Supporting Documents For

7.1.4

Vision and Mission of Institute

VISION

- To make Shri Mahaveer College a nurturing ground for the holistic development of the young minds.
- Providing high quality education in keeping with our cultural heritage and modern insight.
- To make it a centre of learning relevant to the contemporary world.

MISSION

- To empower our students to be compassionate, responsive to our culture and heritage and achieving academic excellence.
- To empower our students to develop critical and creative thinking that would help them to realize their potential.
- To encourage and foster the skill and professionalism in every student.

Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of Conduct for Students, Teachers and Administrative Staff

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Code of Conduct for Students, Teachers, and Administrative Staff

Teaching is a noble profession that plays a crucial role in nation-building. Teachers have always been 'Role Models' for students as well as for society. In a developing country like India, a teacher plays a significant role in shaping the character and career of students. Beyond this, the noble character of a teacher leaves a lasting impression on society at large. All these efforts contribute significantly to making our country vibrant and strong. All faculty members are expected to display exemplary behavior so that students regard their teachers as role models.

This code is not exhaustive but is written to assist staff, and it is important that staff seek advice and guidance if necessary. All staff members are requested to read this code carefully and consider the issues it raises. The Principal should ensure that all staff are aware of the code's contents and are fully briefed on its implications. Investigations of alleged breaches of this code will be covered under the College's disciplinary procedures and related codes of practice.

Code of Conduct for Students

1. Academic Integrity:

- Maintain honesty and integrity in all academic work. Avoid plagiarism, cheating, and other forms of academic dishonesty.
- Submit original work for assignments and exams, properly citing sources where necessary.

2. Respect:

- Show respect to all faculty members, administrative staff, and fellow students.
- Practice inclusivity and refrain from any form of discrimination, harassment, or bullying.

3. Attendance:

- Attend classes regularly and punctually. Seek permission for any unavoidable absences.
- Participate actively in class and complete all required coursework on time.

4. Discipline:

- Adhere to the rules and regulations of the college. Maintain discipline within the campus and during college activities.
- Avoid disruptive behavior and follow the college's guidelines on the use of electronic devices.

5. Dress Code:

- Follow the prescribed dress code of the institution, ensuring a neat and professional appearance.
- Wear appropriate attire for different college activities and events.

6. Use of Resources:

- Utilize college resources responsibly, including library materials, laboratory equipment, and IT facilities.
- Respect the college property and avoid causing damage or misusing resources.

7. Environment:

- Contribute to maintaining a clean and safe campus environment. Dispose of waste properly and respect college property.
- Participate in sustainability initiatives and promote eco-friendly practices.

Code of Conduct for Teachers

1. Professional Integrity:

- Uphold the highest standards of professional integrity and honesty in all teaching activities.
- Avoid any conflicts of interest and maintain impartiality in student evaluations.

2. Role Model:

- Act as a role model for students through exemplary behavior, both within and outside the classroom.
- Demonstrate ethical behavior and foster a positive learning environment.

3. Continuous Improvement:

- Engage in continuous professional development to improve teaching skills and subject knowledge.
- Stay updated with the latest educational trends and integrate them into teaching practices.

4. Fairness:

- Treat all students fairly and impartially. Avoid favoritism or discrimination.
- Provide equal opportunities for all students to participate and succeed in class.

5. Confidentiality:

- Maintain the confidentiality of student information and academic records.
- Handle sensitive information with discretion and in accordance with college policies.

6. Collaboration:

- Work collaboratively with colleagues and administrative staff to enhance the educational environment.
- Contribute to departmental and institutional initiatives and projects.

7. Innovation:

- Encourage and implement innovative teaching methods to enhance learning outcomes.
- Foster critical thinking and problem-solving skills among students.

Code of Conduct for Administrative Staff

1. Professionalism:

- Exhibit professionalism in all interactions with students, faculty, and external stakeholders.
- Maintain a courteous and respectful demeanor at all times.

2. Support:

- Provide efficient and effective administrative support to facilitate the smooth functioning of the college.
- Address inquiries and requests promptly and accurately.

3. Confidentiality:

- Handle all college records and information with utmost confidentiality and integrity.
- Protect personal and sensitive information in accordance with data protection regulations.

4. Communication:

- Maintain clear and respectful communication with all members of the college community.
- Ensure transparency and accuracy in information dissemination.

5. Efficiency:

- Perform duties diligently and efficiently, ensuring timely completion of tasks.
- Continuously seek ways to improve administrative processes and services.

6. Problem-Solving:

- Address issues and concerns raised by students and faculty promptly and effectively.
- Implement solutions that are fair and in line with college policies.

7. Ethical Conduct:

- Adhere to ethical practices in all administrative processes and decision-making.
- Avoid any form of misconduct or abuse of authority.

Implementation and Awareness

• Training and Briefing:

- The Principal should ensure that all staff are aware of the code's contents and are fully briefed on its implications through regular training sessions.
- Conduct workshops and seminars to reinforce the principles of the code of conduct.

• Advice and Guidance:

- Staff should seek advice and guidance on the code of conduct whenever necessary.
- Establish a support system where staff can confidentially discuss concerns and seek advice.

• Disciplinary Procedures:

- Alleged breaches of this code will be investigated under the college's disciplinary procedures and related codes of practice.

- Ensure fair and transparent handling of any disciplinary issues, providing an opportunity for all parties to be heard.

By adhering to this code of conduct, all members of Shri Mahaveer College can contribute to a positive, respectful, and effective educational environment that benefits the entire community.