

Vision , Mission and Goals of College

The vision, mission and goals of the institution are as below :

VISION

To Achieve Quality and Excellence in Education to Fulfill the Rightful Aspirations of Our Students and to equip them with Skills to Deal with the Challenges of Life in the Global Perspective.

MISSION

‘Tamaso Ma Jyotirgamaya’: - "LEAD ME FROM DARKNESS TO LIGHT". This is a prayer taken from Rigveda which is a noble and exalted mission of Shri Shivaji Education Society, Amravati. To disseminate knowledge and wisdom among students by providing them a healthy academic atmosphere to bring about their extensive development.

GOALS

Established in the year 1971, our institution is committed to achieve the following goals.

- * To bring about higher educational progress in rural areas.
- * To encourage women education.
- * To encourage physical, cultural, social and educational development of the students.
- * To co-operate with government organizations and non government organizations for the purpose of promoting the cause of education and spread of knowledge and culture.
- * To provide various facilities for the social development by means of infrastructure available in the institution.
- * To bring about upliftment in the educational standards of the poor and the backward class students.
- * To create scientific environment in Teosa Taluka.



पदव्युत्तर विभाग :-

M.A. (Economics) Part - I (Sem-I & II)	
M.A.-I (Sem-I) Optional Papers	1) Micro Economics-I 2) Macro Economics-I 1) Agriculture Economics 4) Public Economics
M.A.-I (Sem-II) Optional Papers	1) Micro Economics-II 2) Macro Economics-II 3) Industrial Economics 4) Environmental Economics
M.A. (Economics) Part - II (Sem-III & IV)	
M.A.-II (Sem-III) Optional Papers	1) Development Economics-I 2) International Trade & Finance-I 3) Indian Economic Policy-I 4) Labour Economics
M.A.-II (Sem-IV) Optional Papers	1) Development Economics-II 2) International Trade & Finance-II 3) Indian Economic Policy-II 4) Demography

वरिष्ठ महाविद्यालय

वाणिज्य विभाग (B.Com.-Bachelor of Commerce)

वरिष्ठ महाविद्यालय	आवश्यक	विषय	ऐच्छिक विषय
प्रथम वर्ष बी. कॉम. (एकूण पेपर्स-६) (मराठी माध्यम)	Sem-I १) इंग्रजी २) मराठी	१) Computer Fundamental & Operating system - I २) Principal of Economics ३) Advance Accountance ४) Principles of Business Organization	
(एकूण पेपर्स-६) (मराठी माध्यम)	Sem-II १) इंग्रजी २) मराठी	१) Computer Fundamental & Operating system - II २) Business Economics ३) Financial Accountanting ४) Principles of Business Management	
वरिष्ठ महाविद्यालय द्वितीय वर्ष बी.कॉम.	Sem-III १) इंग्रजी २) मराठी	१) Company Account २) Business Mathematics ३) Monetary System ४) Information Technology & Business Data Processing - I ५) Income Tax	

बी.ए./बी.कॉम. आणि बी.एस.सी. द्वितीय वर्षाला पर्यावरणशास्त्र हा विषय अनिवार्य राहिल.

द्वितीय वर्ष बी.कॉम.	Sem-IV १) इंग्रजी २) मराठी	१) Corporate Accounting २) Business Statistics ३) Indian Financial System ४) Information Technology & Business Data Processing - II ५) Auditing
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अंतिम वर्ष बी.कॉम.	आवश्यक विषय	ऐच्छिक विषय
(Sem-V)	१) इंग्रजी २) मराठी	१) Cost Accounting २) Business Environment ३) Business Regulatory Frame Work ४) Indian Insurance Systems - I ५) Indian Banking Systems-I
(Sem-VI)	१) इंग्रजी २) मराठी	१) Management Accounting २) Economics of Development ३) Company Law ४) Indian Insurance Systems - II ५) Indian Banking Systems-II

वरिष्ठ महाविद्यालय विज्ञान विभाग B. Sc. (Bachelor of Science)		
B.Sc. Part - I :	आवश्यक विषय	ऐच्छिक विषय
Sem I & II	१) इंग्रजी २) मराठी	१) Computer Science २) Zoology ३) Physics ४) Chemistry ५) Botany ६) Mathematics
B.Sc. Part - II Sem III & IV	आवश्यक विषय Environmental Studies	ऐच्छिक विषय १) Computer Science २) Zoology ३) Physics ४) Chemistry ५) Botany ६) Mathematics
B. Sc. Part - III Sem V & VI	आवश्यक विषय ---	ऐच्छिक विषय १) Computer Science २) Zoology ३) Physics ४) Chemistry ५) Botany ६) Mathematics

प्रवेशासंबंधीचे नियम

- १) महाविद्यालयात प्रवेश मिळविण्यासाठी ठराविक नमुन्यातच अर्ज केला पाहिजे.
- २) ठराविक नमुन्यात न भरलेले/योग्य व संपूर्ण माहिती न भरलेले व पुढे दिलेल्या आवश्यक प्रमाणपत्राच्या सत्यप्रतिलिपी न जोडलेल्या अर्जाचा विचार केला जाणार नाही.
 - अ) शाळा/महाविद्यालय सोडल्याचे प्रमाणपत्र (T.C.)
 - ब) परीक्षा उत्तीर्ण झाल्याचे प्रमाणपत्र
 - क) गुणपत्रिका (मार्कलिस्ट)
 - ड) चांगल्या वर्तणूकीचे प्रमाणपत्र (कॅरेक्टर सर्टिफिकेट)
 - इ) जातीचे प्रमाणपत्र, इबीसीचा अर्ज, उत्पन्नाचा दाखला
 - ई) अमरावती व नागपूर बोर्ड तसेच अमरावती विद्यापीठ या व्यतिरीक्त इतर बोर्ड व विद्यापीठातून येणाऱ्या विद्यार्थ्यांना मूलनिर्गमन/प्रवजन प्रमाणपत्र (Migration Certificate) १ सप्टेंबर च्या आधी कार्यालयात जमा करावे लागेल.
 - फ) आधारकार्ड उ) खंड असल्यास खंड प्रमाणपत्र.
- ३) प्रवेश मिळवू इच्छिणाऱ्या विद्यार्थ्यांना प्राचार्य किंवा प्रवेशसमिती पुढे मुलाखतीसाठी स्वखर्चाने हजर रहावे लागेल.
- ४) प्रवेशास पात्र ठरलेल्या विद्यार्थ्यांच्या प्रथम तीन याद्या वेळोवेळी सूचना फलकावर लावण्यात येतील. त्यानंतर जागा शिल्लक असल्यास सरळ प्रवेश देण्यात येईल.
- ५) प्रवेशपात्र विद्यार्थ्यांनी निर्धारित वेळेच्या आत आवश्यक शुल्क तसेच शिष्यवृत्तीच्या तक्त्यामध्ये दर्शविल्याप्रमाणे संबंधित शिष्यवृत्तीचे अर्ज कार्यालयात जमा करावे.
- ६) प्रवेश पत्राला सुध्दा एक पासपोर्ट फोटो जोडणे अनिवार्य राहिल.
- ७) अनुसूचित जाती/जमाती/भटक्या विमुक्त जाती/जमातीसाठी नियमाप्रमाणे जागा राखीव राहतील.
- ८) ए.टी.के.टी. सवलतीनुसार बी.ए. द्वितीय वर्ष व बी.ए. अंतिम वर्ष, बी.कॉम. द्वितीय वर्ष व अंतिम वर्षामध्ये प्रवेश घेणाऱ्या विद्यार्थ्यांना पात्रता परीक्षेच्या कमीत कमी ५०% विषयात सुट मिळणे आवश्यक राहिल.
- ९) डी.एड. दोन वर्षांचा अभ्यासक्रम उत्तीर्ण किंवा दोन वर्षांचा किमान कौशल्यावर आधारित व्यवसाय अभ्यासक्रम उत्तीर्ण विद्यार्थी बी.ए. किंवा बी.कॉम. प्रथम वर्षात प्रवेश घेण्यासाठी पात्र राहिल.
- १०) प्रवेश समितीच्या शिफारशीशिवाय प्रवेश दिला जाणार नाही.
- ११) आजी/माजी सैनिकांच्या मुलांना प्रवेशामध्ये ५% आरक्षण राहिल.
- १२) प्रवेश देण्यासंबंधीचा अंतिम निर्णय प्राचार्यांचा राहिल.



आहे.

शिष्यवृत्ती व फी-सवलती

महाविद्यालयात (११ वी व १२ वी सह) प्रवेश घेणाऱ्या विद्यार्थ्यांकरिता उपलब्ध असलेल्या प्रमुख शिष्यवृत्ती व सवलती यांची माहिती परिशिष्ट क्र. १ मध्ये दिली आहे. त्याबाबत पुढील सूचनांचे पालन होणे आवश्यक आहे.

- १) अर्जदार विद्यार्थी महाराष्ट्र राज्याचा रहिवासी असावा.
- २) शिष्यवृत्ती अर्ज कार्यालयात दुपारी ०३.०० ते ०४.३० या वेळेत मिळतील.
- ३) अर्ज प्रवेश घेतल्यापासून एक आठवड्याचे आत सर्व आवश्यक त्या कागदपत्रासह कार्यालयात देणे आवश्यक आहे.
- ४) योग्यवेळी, रितसर व आवश्यक त्या कागदपत्रांसमवेत अर्ज न दिल्यास पूर्ण शुल्क आकारण्यात येईल.
- ५) सवलतीचे ठराविक नमुन्याचे अर्ज कार्यालयात मिळू शकतील.

उपस्थिती संबंधी नियम

- १) विद्यापीठाच्या नियमानुसार प्रत्येक विषयाच्या व्याख्यानांना व प्रात्याक्षिकांना विद्यार्थ्यांची उपस्थिती ७५% असणे आवश्यक आहे त्याशिवाय त्यांना परीक्षेला बसता येणार नाही.
- २) योग्य कारणाशिवाय विद्यार्थी अनुपस्थित राहिल्यास महाविद्यालयाने ठरविल्याप्रमाणे दंड आकारण्यात येईल.
- ३) सतत अनुपस्थित राहणाऱ्या विद्यार्थ्यांचे नाव महाविद्यालयातून कमी करण्यात येईल.

शिस्त व आचार-संहिता

- १) विद्यार्थ्यांनी तोडी परीक्षा व गृहपाठ न चूकता वेळोवेळी दिलेल्या वेळा पत्रकाप्रमाणे शिक्षकाकडे जमा करावा. निर्धारित वेळत गृहपाठ जमा न केल्यास व तोडी परीक्षेस उपस्थित न राहल्यास होणाऱ्या शैक्षणिक नुकसानास विद्यार्थी स्वतः जबाबदार राहिल.
- २) विद्यार्थ्यांजवळ अभ्यासक्रमात नमुद केलेली पाठ्यपुस्तके असलीच पाहिजे.
- ३) प्राध्यापकांनी नेमून दिलेला घरून करून आणावयाचा लेखी अभ्यास विद्यार्थ्यांनी वेळेवर पूर्ण करून आणावा. अन्यथा त्यास दंड होऊ शकतो.
- ४) महाविद्यालयाची मालमत्ता विद्यार्थ्यांनी काळजीपूर्वक वापरावी. मालमत्तेची हेतुपुरस्सर हानी किंवा दुरुपयोग केल्यास शिक्षा होईल.
- ५) विद्यार्थ्यांनी महाविद्यालयाच्या शिस्तीचे काटेकोरपणे पालन करणे आवश्यक आहे.
- ६) विद्यार्थी व त्याच्या पालकाच्या स्थानिक पत्त्यात बदल झाल्यास त्यासंबंधी लेखी माहिती त्यांनी ताबडतोब कार्यालयाकडे पाठवावी.
- ७) विद्यार्थ्यांना काही अडचणी असल्यास त्यांनी महाविद्यालयात तसा अर्ज करावा, त्या अर्जावर ठराविक मुदतीत निर्णय घेण्यात येईल. पण अर्ज केल्यानंतर त्यावर झालेला निर्णय जाणून घेण्याची स्वच्छतेचा विडा उचलु तिवसा शहर स्वच्छ करु



सर्वस्वी विद्यार्थ्यांची राहिल.

महाविद्यालयीन परीक्षा

- १) विद्यापीठाच्या परीक्षेव्यतिरिक्त सत्र परीक्षा व घटक चाचण्या (Unit-wise Tests) घेतल्या जातील. या परीक्षांना योग्य कारणाशिवाय गैरहजर राहिल्यास विद्यार्थी दंडास पात्र राहिल. या संबंधीचे नियम करण्याचा अधिकार परीक्षा समितीचा राहिल.
- २) ११ वी १२ वी अभ्यासक्रमाकरिता परीक्षा संचालनाचे सर्व कार्य महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक मंडळाच्या नियमाप्रमाणे राहिल.

ओळखपत्र

प्रवेश घेतलेल्या विद्यार्थ्यांना ओळखपत्र दिले जातील. महाविद्यालयाच्या परिसरात असतांना ओळखपत्र जवळ असणे आवश्यक आहे. तसेच ग्रंथालय, वाचनालय, कार्यालय व महाविद्यालयाचे इतर कार्यक्रम या ठिकाणी मागितल्यास ओळखपत्र दाखविणे विद्यार्थ्यांस बंधनकारक आहे. मूळ ओळखपत्र हरविल्यास रु. २० भरून नवीन ओळखपत्र घ्यावे लागेल.

ड्रेस कोड

महाविद्यालयात विद्यार्थ्यांकरिता ड्रेस-कोड लागू असून सर्व विद्यार्थ्यांना-विद्यार्थी सहकारी ग्राहक भांडारातून ना नफा ना तोटा या तत्वावर कापड सुविधा उपलब्ध करून देण्यात आलेली आहे. प्रवेशाचे वेळी आपली मागणी नोंदवून घेणे आवश्यक आहे. शक्यतोवर सर्व विद्यार्थ्यांनी विद्यार्थी ग्राहक भांडारातून गणवेशाचा कापड घ्यावा. सर्व विद्यार्थ्यांनी महाविद्यालयात गणवेशात हजर राहणे आवश्यक आहे. जे विद्यार्थी गणवेशात राहणार नाहीत अशा विद्यार्थ्यांना प्रतीदिन १०/- रु. प्रमाणे दंड आकारण्यात येईल. विद्यार्थी गणवेशात नसल्यास त्यास प्राचार्यांच्या परवानगी शिवाय महाविद्यालयाच्या तासिकेला बसता येणार नाही.

रॅगिंग प्रतिबंध कायदा

महाविद्यालयात रॅगिंग प्रतिबंध कायदा लागू असून महाविद्यालयातील सिनिअर विद्यार्थ्यांनी ज्युनिअर्सला मानसिक, शारीरिक वा इतर कोणत्याही प्रकारे छळू नये. यासंबंधी कोणत्याही प्रकारची तक्रार प्राप्त झाल्यास रॅगिंगचे स्वरूप पाहून कायदेशीर कार्यवाही करण्यात येईल. आवश्यक वाटल्यास रॅगिंग घेणाऱ्या किंवा तसा प्रयत्न करणाऱ्या विद्यार्थ्यांचा प्रवेश सुध्दा रद्द होवू शकतो, याची विद्यार्थ्यांनी नोंद घ्यावी. रॅगिंग विरोधी कायदा व संदर्भात माहिती पत्रकाच्या मागे जोडले आहे. संबंधीत परिशिष्ट विद्यार्थ्यांनी भरून सादर करावे.

भ्रमणध्वनी (Mobile) वापर प्रतिबंध

महाविद्यालय परिसरात विद्यार्थ्यांना मोबाईल वापरावर प्रतिबंध करण्यात आला आहे. विद्यार्थ्यांनी आपल्यासोबत महाविद्यालयात मोबाईल आणू नये. जर चुकून मोबाईल जवळ असेल तर तो बंद ठेवावा. मोबाईल वरून बोलतांना आढळल्यास किंवा वर्ग सुरु असतांना मोबाईल वाजल्यास विद्यार्थ्यांना

चला चला ही स्वच्छता करा, स्वच्छता हाच परमेश्वर खरा

Shri Shivaji Education Society, Amravati's
Y.D.V.D. Arts, Commerce College, Teosa. Dist-Amravati



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University Grants Commission Bahadurshan Zafar Marg New Delhi-110 002
UGC Regulations On Curbing The Menace Of Ragging In Higher
Educational Institutions, 2009.

(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

Preamble

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

What Constitutes Ragging

Ragging constitutes one or more of any of the following acts :-

Any conduct by any student or students' whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other students Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student Asking any student to do any act which such student will not in the ordinary course do and which has the effect causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students Any act of physical abuse including all variants of it sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person Any act or abuse by spoken words,



emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student Any act that affects the mental health and self-confidence of a fresher or any other student With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Action to be taken by the Head of the institution On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a first information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following.

namely :-

1. Abetment to ragging
2. Criminal conspiracy to rag
3. Unlawful assembly and rioting while ragging
4. Public nuisance created during ragging
5. Violation of decency and morals through ragging
6. Injury to body, causing hurt or grievous hurt
7. Wrongful restraint
8. Wrongful confinement
9. Use of criminal force
10. Assault as well as sexual offences or unnatural offences
11. Extortion
12. Criminal trespass
13. Offences against property
14. Criminal intimidation
15. Attempt to commit any or all of the above mentioned offences against the victim (s)
16. Threat to commit any or all of the above mentioned offences against the victim (s)
17. Physical or psychological humiliation
18. All other offences following from the definition of "Ragging"

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging of the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these regulations and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.




Administrative Action in the Event of Ragging

The institution shall punish a student found guilty of ragging after following the procedure add in the manner prescribed here in under The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging squad The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging squad, award, to those found guilty, one or more of the following punishments, namely Suspension from attending classes and academic privileges Withholding/ withdrawing scholarship/fellowship and other benefits Debaring from appearing in any test/examination or other evaluation process.

Withholding results Debaring from representing the institution in any regional, national or international meet tournament, Youth Festival etc. Suspension/expulsion from the hostel Cancellation of admission Rustication from the institution for period ragging from one to four semesters Expulsion from the institution and consequent debaring from admission to any other institution for a specified period Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment. a) An appeal against the order of punishment by the Anti-Ragging committee shall lie

1. In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University.
2. In case of an order of a University, to its Chancellor
3. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.




Principal
Y.D.V.D Arts, Commerce
College, Teosa, Dist. Amravati

CODE OF CONDUCT

Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / 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 teacher should be calm, patient and communicative by temperament and amiable indisposition.

Teacher should:

- (i). Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii). Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii). Seek to make professional growth continuous through study and research;
- (iv). Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v). Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi). Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- (vii). Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- (viii). Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix). Co-operate and assist in carrying out the 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
- (x). Participate in extension, co-curricular and extra-curricular activities, including the community service.

I. Teachers and Students

Teachers should:

- (i). Respect the rights and dignity of the student in expressing his/her opinion;
- (ii). Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii). Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv). Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v). Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi). Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii). Pay attention to only the attainment of the student in the assessment of merit;
- (viii). Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix). Aid students to develop an understanding of our national heritage and national goals; and
- (x). Refrain from inciting students against other students, colleagues or administration.

II. Teachers and Colleagues

Teachers should:

- (i). Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii). Speak respectfully of other teachers and render assistance for professional betterment;
- (iii). Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv). Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

III. Teachers and Authorities:

Teachers should:

- (i). 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;
- (ii). Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii). Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv). Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v). Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi). Adhere to the terms of contract;
- (vii). Give and expect due notice before a change of position takes place; and

- (viii).Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

IV. Teachers and Non-Teaching Staff:

Teachers should:

- (i). Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii). Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

V. Teachers and Guardians

Teachers should:

- (i). Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VI. Teachers and Society

Teachers should:

- (i). Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii). Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii). 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;
- (iv). Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v). 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.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional Endeavour.

Director Physical Education and Sports/Librarian should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the
- (b) community;
- (c) Manage their private affairs in a manner consistent with the dignity of the profession;
- (d) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- (e) Participate in extension, co-curricular and extra-curricular activities, including the community service.