



# JYOTIBA COLLEGE OF PHYSICAL EDUCATION

Digdoh Hingna Road Nagpur 440019

## CODE OF CONDUCT (REVISED)

### PRINCIPAL

The Principal of the college has a variety of duties to perform and obligations to handle, including those of a patron, custodian, supervisor, administrator, adjudicator, protector, and soon. As the institution's academic and administrative leader, the principal is still required by the University Grants Commission (UGC) to conduct himself according to a set of moral principles as well as the rules established by the Ministry of Human Resource Development (MHRD) and the Maharashtra Service Rules (MSR), which are regulations imposed by the Maharashtra government. These norms of behavior are generally applicable to administrators of any organization as well as college professors. The Jyotiba College of Physical Education (JCPE) has identified and is enforcing the following specifics of the important and major codes applicable in the conduct of Principal:

- Ensure the seamless operation of the college and its many committees, as well as academic activities.
- Keep the academic conference on schedule.
- As and when necessary, take all the required steps to uphold order in the college.
- Make sure the welfare of the pupils is a top priority.
- Conduct himself / herself with the utmost honesty and abstain from actions that are unkind and lead to legal crimes.
- Coordinate all of the academic staff, administrative officials, and auxiliary personnel to ensure that they all play their appropriate duties.
- As directed by RTM Nagpur University, Nagpur, higher authorities, closely oversee the college admissions procedure.
- Keep an eye on different curricular, co-curricular, and extracurricular activities.
- Encourage the faculty to attend conferences, seminars, and workshops to expand their knowledge.
- Faculty members should be encouraged to write textbooks and publish research articles in reputable international and Indian journals and magazines.
- Give every employee and student the tools they need to succeed.
- Uphold and preserve the inclusive culture of the institution's educational delivery.

## TEACHERS

Teachers of the institution should adhere to the standards of behavior outlined in the Maharashtra Government Service Rules as they are members of the Maharashtra Education Service cadre.

However, they are also bound by the norms that UGC has set down for college instructors. According to UGC regulations, anyone who chooses to pursue a career in teaching accepts responsibility for acting in a manner consistent with the profession's objectives. A teacher is continuously being observed by his pupils and society at large. Therefore, every instructor should check to make sure that his principles and actions are compatible. His or her personal ideals for education must align with the national ones. The fundamental ethical principles at the core of the code are care, trust, integrity, and respect; these principles encapsulate the elements pertinent to teachers, who are entrusted with social duty.

An official code for this institution would include the following:

- Take care of the subjects that the principal or department head has assigned.
- Observe college hours and accurately record biometric attendance.
- Actively associate with, involve, and participate in all events and programs, regardless of the department to which he or she belongs.
- Keep his or her knowledge and abilities up to date in order to properly carry out the tasks that have been allocated to him or her.
- Encourage pupils to become more engaged and to acquire a spirit of inquiry in their quest for knowledge.
- Instill in her/his students a scientific and democratic worldview, developing in them a sense of civic duty, patriotism, and open-mindedness. She or he is fulfilling a societal responsibility by doing this.
- In addition to teaching, conduct study since creativity advances and develops a subject through time.
- Fulfill the institution's instructional obligations, such as hosting college lectures and admissions. He or she should also take part in the college's extracurricular activities, such as sports, extracurricular activities, and cultural programs. This will result in the kids' overall development and a friendly relationship with the teacher.
- Uphold moral conduct in professional practice by appropriately displaying credentials such as licenses and certifications.
- Prevent clashes between your professional and private practices. Since private tuition has a negative effect on the caliber of college instruction, it should be avoided.
- Be in contact with the parents of the kids on a regular basis because this is important for the development of the students and the institution.



- Unless legally or legitimately required, maintain the confidentiality of all information pertaining to exam issues, as well as matters involving coworkers and students.
- A teacher should act with dignity and adhere to the professional code of conduct above all else. She or he should be conscious of the fact that society has trusted them with their children.

## STUDENTS

Students' behavior both on and off campus that could have serious repercussions or a negative effect on the Institution's interests or reputation are subject to the standards of conduct shown below. Each student will be required to sign a statement at the time of admission agreeing to adhere by the outlined codes and making the following affirmative commitments: (i) The student shall be regular in the classes and must complete his/her studies in the Institute. (ii) If the student is required to stop studying for any good cause, he or she may be discharged from the institution with the written permission of the College Authority. (iii) If a student leaves the Institute on a scholarship, the grant will be cancelled and the student will be required to pay any outstanding debts.

The College is committed to fostering a secure and productive environment by upholding behavioral standards. All students are expected to maintain academic integrity, show respect for other people's rights, the college's property, and other people's safety.

All students are required to refrain from engaging in any type of wrongdoing, including participating in any off-campus activities that could negatively impact the Institute's reputation and interests.

- A student must get an identity card with an attested photo as soon as they are admitted. The student must carry their identity card with them at all times while on campus and be prepared to show it for inspection upon request. If the identity card is lost, the situation should be notified right away to the Principal, and a duplicate identity card application should be submitted in accordance with process.
- Be ready for a demanding program of projects, exams, presentations, projects, and other activities planned throughout the year.
- Adhere to a strict culture with constructive behavior.
- Follow the class schedule.
- Provide a good excuse for missing class at the institute.
- Respect all university policies and guidelines as outlined from time to time.
- Attend official gatherings, seminars, and lectures that the institution requires you to attend.
- Make it a practice to read the information posted on the notice boards that are positioned throughout the main block.

- Plan all activities with the teacher-in-charge's approval in advance and under their direction and supervision.
- Keep a minimum of 75% of your scheduled class meetings each semester.
- Misbehavior, routinely arriving late, disobedience, absenteeism, drug use, smoking, chewing pan masala, drinking alcohol on school grounds, malpractice, exam-cheating, and other indecent behavior unbecoming of a student will result in harsh disciplinary punishment.
- Not participate in student ragging.
- (Affected students are required to promptly report all ragging incidents to the institution's head in writing. According to the UGC and government policy, anyone found guilty of ragging is subject to punishment.)
- Keep quiet in the reading room and library.
- Show courtesy and respect to other students, instructors, and members of the teaching and non-teaching staff.
- Strictly adhere to SAFE LABORATORY PRACTICES. (For instance, an apron, gloves, safety glasses, etc.)
- Be cautious when parking their cars in the designated spaces. The College just permits you to park your car; as such, the College will NOT consider any claims for loss or damage to the car.

#### **NON-TEACHING STAFF**

The non-teaching staff of this institution is essential to the operation of the college; students require their assistance for a variety of reasons. The college has established a specific code of conduct for the non-teaching personnel in light of this. The non-teaching staff is expected to exhibit the following characteristics: Non-Teaching Staff members shall follow the directions and instructions properly given by the Head of the Institution. Every staff member employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

- All Non-Teaching Staff must adhere to college schedules and record Bio-metric attendance accurately; failure to do so will be regarded as absent.
- No employee may skip a day of work without prior authorization. If there are good reasons, he or she should abide by the institute's attendance and leave policies.
- The staff should treat students with care and kindness and uphold their dignity. The staff should establish and maintain strong relationships with students and faculty through appropriate interaction, cooperation, and upholding professional boundaries. The staff



- must adhere to the requirements of maintaining confidentiality related to important work and information of the Institute.
- The staff member is responsible for looking after and safeguarding any equipment and Institute property that has been given to them. No employee may directly or indirectly engage in any trade or activity without first receiving permission from the appropriate authorities.
- The concerned staff member should acquire written approval from the Principal before taking any honorary work that does not interfere with the normal duties.
- In the event that any staff member becomes involved in litigation, they must notify the principal.
- To approach the student's problems sympathetically and seriously.

## PARENTS

- Recognize that both parents and the college community share responsibility for a child's education.
- Make sure their kids go to college on schedule and on a regular basis.
- Encourage their kids to adhere to the college code of conduct.
- Assure that their kids get the right educational resources and literature.
- Parents should communicate frequently with their ward's mentor and endeavor to promote their ward's overall development.
- Participate actively in the Parent Teacher Meetings that JCPE routinely hosts.
- Review the assessment reports the institute has provided and, in cooperation with the relevant teachers, take corrective measures.
- Any complaints from parents should be avoided at all costs on social media.
- They should initially contact the institute with any questions or grievances.
- Participate actively in their children's activities during the academic year.
- Be aware of talks that take place on college property and language used. Discuss only subjects appropriate for the college campus and playground.
- With these rules in place, it is intended that parents can express their concerns in an acceptable manner and help maintain the institute's ideals and a peaceful environment. The principal will decide on a case-by-case basis what actions will be taken in response to violations of this parent code of conduct.



*Batazkar*  
**PRINCIPAL**  
 Jyotiba College of Physical Education  
 Hingana Road, Near Crrp Camp,  
 NAGPUR-440019 5 | Page