



Bar. Sheshrao Wankhede 56<sup>th</sup> Birthday Foundation, Nagpur

**Bar. Sheshrao Wankhede College of Arts and Commerce**

**AFFILIATED WITH RTM NAGPUR UNIVERSITY, NAGPUR**

**NAAC ACCREDITED**

The Handbook of  
**Code of Conduct and Ethics**  
(for Staff and Students)

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*Published by*

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This booklet contains recommendations for the teaching and non-teaching staff and the students of the Barrister Sheshrao Wankhede college of Arts & Commerce, Khaperkheda. These recommendations do not replace or override any of the legal or statutory stipulations in force as mandated by UGC, RTM Nagpur University or the Government of Maharashtra.

Ideas, suggestions and feedback are welcome at [info@bswck.edu.in](mailto:info@bswck.edu.in).

This code of conduct is applicable to all the students studying in the institution in current year as well as to all the permanent and temporary, both teaching and non-teaching staff of the institution

**Code of conduct for Students:**

- To show a sense of commitment, discipline and seriousness in the pursuit of knowledge and studies.
- To maintain regularity and punctuality in attending classes and all the other curricular and extra-curricular activities in the campus for the attainment of specific objectives.
- Make optimum use of the facilities like library, computer center, English language laboratory, Gymnasium, etc., in order to develop competence of learning beyond textbooks and class-rooms.
- Take care not to disturb others in their work and in the pursuit of their legitimate interest.
- Maintain honesty, a sense of goodwill and trust with other students and members of teaching and non-teaching staff.
- Do not provide any damage to any property, equipment or items belonging to the institution and do not let others to do so.
- Do not make discrimination on the basis of gender, class, caste, region, religion, ethnicity, social status and disability and do not engage yourself or support anybody in ragging, bullying, physical assault or any kind of unfair activities in the campus.
- Keep eco-friendly attitude and contribute to keep the campus clean and beautiful.
- Do not engage yourself in tobacco consumption or support anybody for using tobacco and alcoholic products like wine, cigarettes or narcotics drugs.
- Be meticulous in following the rules of the institution and the university and perform the works and responsibilities given with utmost honesty and sincerity so as to develop in you a responsible, competent and sensitive citizen of the nation contributing social and national upliftment.

### **Code of conduct for Teachers:**

In fact, the teachers are educators as well as facilitators of learning. Their actions, attitudes and behaviors, thought process has a direct impact on the minds of their pupils. Therefore, for all the teachers including permanent and temporary staff the professional code of ethics and conduct given under is mandatory to observe.

- Be punctual in attending the duties.
- To inspire and motivate the students and support in all their efforts and problems be treated as priority.
- Pay attention to the individual uniqueness in the students.
- Always praise the good qualities and merits of the students.
- Treat all the students equally making no discrimination with respect to the diversity of gender, class, caste, region, religion, ethnicity, social status and disability.
- Always try to inculcate positive attitude and maintain cordial relationship with students and all the other stakeholders.
- Try to promote an impartial approach and an environment of mutual trust and respect.
- Maintain punctuality and transparency in all the works assigned by the institution.
- Work with utmost honesty, mutual trust and integrity for the development of the students and thereby contribute to the development of the society and the nation.
- Keep updating with new knowledge in your domain and IT in order to upgrade with high standard of professional practice.
- Adopt skills for making teaching-learning process more enjoyable for the learners.
- Always co-relate the contents of teaching to life.

- Always maintain the sense of collaboration and cooperation with the fellow professionals and peers.
- Contribute at your own level for the strengthening of local community.
- Cooperate with the authorities, administration and management and other public bodies in the interest of the institution.
- Keep eco-friendly attitude for the environmental protection and sustainable use of resources.

### **Code of conduct for Non-Teaching Staff:**

- Always work as a trusted agent of the institution in an efficient and diligent manner.
- Treat all the stakeholders of the institution like students, teachers, parents, members of the management and the visitors with due respect and dignity.
- Do not make or show any kind of discrimination in the work, action and functioning of the institution.
- Do not engage in such acts or support the activity which is against the interest of the institution or that damages the reputation of the institution.
- In order to provide best kind of service to the smooth functioning of the institution keep yourself update with the knowledge and skills and the technologies to keep pace with time and change.
- Maintain punctuality, discipline, accountability, ethics of honesty and sincerity and follow the norms and regulations of the institution, the state government, the university and other authorities with respect to the service conditions from time to time.
- Develop a transparent, efficient, courteous, honest and professional outlook in work culture of the institution.
- Try to develop eco-friendly attitude making efforts like paperless office, use of latest technology and by making sustainable use of resources at your disposal.



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