

**SHRI BINZANI CITY COLLEGE**  
**Umrer Road, Nagpur**

**CODE OF CONDUCT for THE TEACHING STAFF**

1. The Teaching Staff is expected to maintain punctuality, honesty and professional ethics in College-related matters.
2. The Staff should adhere to the institutional policies and practices, and work towards satisfying the vision and mission of the institute.
3. All the staff should constructively contribute towards the development of the College and University by abiding by the Act, Statute and Ordinance and respect its ideals.
4. No staff shall engage in any political activity, canvassing or contesting any political election.
5. No staff shall criticize or denounce the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.
6. The Staff must ensure that they dress decently, safely and appropriately for the tasks they undertake.
7. The Staff should obey the orders of the Head of the Institution and Management while performing their duties.
8. The Staff should co-operate and collaborate in a professional and congenial manner with colleagues and external agencies irrespective of their relative position, gender, religion, caste, language or status, for development of college and betterment of students.
9. The Staff should maintain confidentiality while conducting examination (internal and external) and any other Information, unless asked to reveal by the institutional authority.
10. All the staff shall extend their services for the welfare of the community & society at large.
11. All the staff should properly maintain the records of the respective portfolio they are given to manage.



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12. All the staff should make an effort for their continuous development by adhering to the academic requirements through training programs, workshops and research & development activities.
13. The Staff should maintain active membership of professional organizations and strive for self-improvement.
14. The Staff should discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
15. Staff Members involved in taking Students out for Study Tours, Industrial Visits, Cultural Events, Sports Events, Field Visits, Residential Camps and such like activities should maintain strict vigilance and decorum suitable to the profession and Institution. They should take an undertaking from the parents / guardians. They should also take medical / fitness certificate of participating students.
16. The teacher should be calm, patient and communicative by temperament and amiable in disposition.
17. The Staff must deal justly and impartially with students regardless of their religion, caste gender, political, economic, social and physical characteristics.
18. The Staff must recognize the difference in the aptitude and capabilities (Slow learners and Advanced Learners) of students and strive to meet their individual needs.
19. The Staff must recognize the abilities of the differently-abled persons and must resort to Divyangjan- appropriate behavior.
20. The Staff should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
21. The Staff should inculcate among students a scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection, peace, national heritage and national goals.
22. The Staff should treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.



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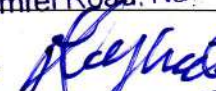

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23. The Staff should refrain from inciting students against other students, colleagues or administration.
24. The Staff should refrain from undertaking any other employment and commitment, including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
25. The Staff should co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
26. The Staff should refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility of completion of academic schedule.
27. In case of any work outside the Institution, the staff will be required to make suitable entries in the Movement Register.
28. The Staff should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution.
29. The Staff should keep in touch with the Guardians / Parents of students and report their progress from time to time.
30. The Staff should submit the details (Notice, Lists of participants, Formal Report, Geo-tagged Photos, Press Notes and recording details) of the activities / programs organized by them and their Department to the website committee immediately after the completion of the program.
31. Every Staff is expected to maintain the infrastructure of the Institution and also maintain cleanliness in and around the Institution. He /She is expected to prevent any action as would be hazardous to the institution.
32. Every Staff should contribute in promoting sustainable Green practices by banning plastic, using minimum stationary, conserving electric energy, saving water etc.
33. Every staff must refrain from smoking, consuming tobacco, alcohol and other narcotics in and around the campus. They should also promote Solid waste management and e-Waste management practices.



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34. In case of any grievance against colleagues / Administrative Staff / Support Staff / Head of the Department / Head of the Institution or Management, the Staff should go through proper channel and register their complaint in a formal way.

Created by :	DR. N. V. RAGHATATE 
First Version Created on :	27 <sup>th</sup> JAN 2021
Approved by :	DR. S. G. METRE  Principal
Revised date :	29 <sup>th</sup> SEPT 2021 Shri Binzani City College Umrer Road, Nag
Revised by:	DR. N. V. RAGHATATE 
Approved by :	DR. S. G. METRE 



Principal  
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First Version Created on :	27 <sup>th</sup> JAN. 2021
Approved by :	DR. SUJIT METRE 



**Principal**  
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