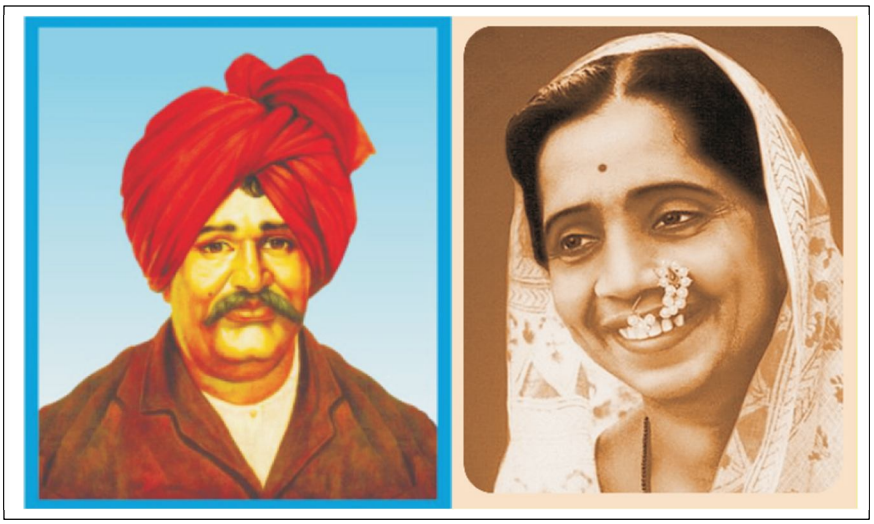
Criteria 7
Institutional Values and Best Practices



Venutai Women's College of Education, Satara

(B.Ed.)

90/91,Raviwar Peth, Lonar Galli, Pawai Naka, Satara- 415 002.

7.1.9

HAND BOOK OF CODE OF CONDUCT

Venutai Women's College of Education, Satara

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HAND BOOK OF CODE OF CONDUCT

1 Human Values & Professional Ethics for Management	1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps though their own institutional bodies, professional organizations for change of any such rule detrimental to the professional interest. 2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand. 3. 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. 4. Give and expect due notice before a change of position takes place.
2 Human Values & Professional Ethics for Principal	1. Provide inspirational and motivational value-based academic, executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability. 2. Conduct him herself with transparency, famines, honesty, highest degree of ethics and decision making that is in the best interest of the college. 3. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas 4. Manage their private affairs in a manner consistent with the dignity of the profession. 5. Discourage and not indulge in plagiarism and other non ethical behavior in teaching, research.
4 Human Values & Professional Ethics for Teachers	1. Four points from Eleven point oath for teachers by Hon. Ex President Late Dr. A.P.J. Abdul Kalam1. First and foremost, I will love teaching. Teaching will be my soul. 2. I realize that am responsible for shaping not just students but ignited youths who are the most powerful resource, earth, on the earth and above the earth. I will be fully committed for the great mission of teaching. 3. As a teacher, it will give me great happiness, student of the class to perform exceedingly well. 4. All my actions with my students will be with kindness and affection mother, like a sister, father or brother.

5 Human Values & Professional Ethics for Librarian	1. their private affairs in a manner consistent with the dignity of the Manage profession. 2. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research. 3. Participate in extension, co-curricular and extra-curricular activities, including the community service. 4. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination. 5. Students can use well equipped Library study room from 12.00 to 5.00 p.m. with kind permission of the Principal/Librarian.
6 Human Values & Professional Ethics for Non-Teaching	1. Every one of non-teaching staff of the college shall discharge duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time. 2. Maintain their professional knowledge & skills updated professionally for the proper discharge of duties assigned to faculty. 3. Must join/attend the duty punctually every day. 4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission. 5. Advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
7 Human Values & Professional Ethics for Colleagues	1. Treat other members of the profession in the same manner as they themselves wish to be treated 2. Speak respectfully of other teachers and render assistance for professional betterment 3. Refrain from making unsubstantiated allegations against colleagues to higher Authorities 4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
8 Human Values & Professional Ethics for Students	Respect the rights and dignity of the student in expressing his/her opinion. 2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics. 3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs 4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare 5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
9 Human Values & Professional Ethics for Parents	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.

10 **Human Values & Professional Ethics for Alumni**	The following tenets of our code of conduct when engaging with any college offering activity or communication. 1. College values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate. 2. These values into its education, research, health care and its business practices. 3. We hope that all members of the college community take responsibility in sustaining the high ethical standards of the college. 4. That all students and alumni feel they are welcome at all college activities in any way in which they choose to participate.
11 **Human Values & Professional Ethics for Society**	1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided 2. Work to improve education in the community and strengthen the community's moral and intellectual life 3. Perform the duties of citizenship; participate in community activities and shoulder responsibilities of public offices 4. 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.

Venutai Women's College of Education * Satara *

I/C Principal
Venutai women's College of Education
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