

**Vidarbha Youth Welfare Society Amravati  
Mahila Arts, Commerce College, Chandur Railway.  
Dist. Amravati (M.S.) 444904**

**Mahila Arts Commerce College, Chandur Railway**

**Student Handbook**

**2017-18**

- Academic Planning Worksheet
- Under Uniform Course System student selects courses as per her choice
- Time Table
  - Student may view the Time Table for the session
- My Courses
  - The student may view the followings by Prospectus.
  - List of courses selected by student
  - Course Syllabus of each course uploaded by stream coordinator
  - Session plans of each course uploaded by course coordinator
  - Course Material uploaded by allotted faculty of each course
  - Attendance Details
  - Internal Marks at the end of session
  - Examination Date Once Examination schedule is prepared
- My Faculty
- Student view list of faculties course wise
- Faculty feedbacks during one academic session.
- My Mentor
- Session agenda
- Session's Feedback
- Library
  - Student may issue books on demand
    - Downloads
      - Prospectus
      - College magazine
      - Paper set of Previous Examination of University
- Student access followings –on SGBAU, Amravati, website
  - Submit Examination form on – line for end term / semester examinations
  - Submit Supplementary Examination form
  - View Examination Schedule
  - View Examination Result
  - Apply for rechecking
- Suggestion Box
  - Student may submit suggestion box
- Students register their names for allotment of hostel accommodation.

➤ **Professional Codes of Ethics:**

A code of ethics...prescribes how professionals are to pursue their common ideal so that each may do the best she can at a minimal cost to herself and those she cares about including the public. The code is to protect each professional from certain pressures (for example, the pressure to cut corners to save money) by making it reasonably likely (and more likely than otherwise) that most other members of the profession will not take advantage of her good conduct...A code is a solution to a coordination problem (For the next section, it may be helpful to look at a code of ethics)

1. An individual's professional obligations are derived from the profession and its code, tradition, society's expectations, contracts, laws, and rules of ordinary morality

2. A professional has to his/her Employer

Other Professionals- relations of collegiality, specific expectations of reciprocity

Profession as a collectivity

Society - responsibility to serve the public satisfaction and educational knowledge with responsibilities .

➤ **Individual Responsibility:**

1. Sphere of tasks – daily/regular responsibilities

2. for outcome caused by one's actions or decisions

3. Liability = answerability for one's actions or decisions

4. Capacity - to appreciate, to control one's behavior

5. Moral responsibility - looking ahead to and caring about what happens to oneself and others.

Levels of failing to meet one's individual responsibility: actively work for National Integration.

➤ **Student Code of Conduct**

*Every Student (Regular, External)*

(\*As per Clause 95 of the Maharashtra Universities Act, 1994 & Gazette Notification part two 77/2012 dated 21 Jun 2012 of S.G.B.A.U. Amravati)

1. Conduct her properly and observe strict discipline within class rooms, library, laboratory, and college campus. She will also maintain discipline during tours, excursions and educational trips organized by the institution.

2. She shall not do any act that directly or indirectly causes disturbance to functioning of the institution

3. She shall attend all the lectures and practical as prescribed by the University.

Any student found indulging in acts contrary to above mentioned code of conduct ;disciplinary action will be taken against him/her by, or on behalf of, the Principal as mentioned in act and notification of the S.G.B.A.U. Amravati.

The following acts will be treated as gross indiscipline that can invite action:

1. Securing admission to any UG and P.G. Courses using fabricated documents or by suppression of facts.

2. Refusing to produce the identity card issued by the institution on demand in the campus.

3. Obstructing any student to take part in academic, co-curricular, cultural or extension activities.

4. Possessing or selling or distributing or consuming smoking products & alcohol within the campus.

5. Interacting with media, Commenting & posting derogatorily related to institution on social media, recording & providing audio, video clips in & of the campus area without prior permission of Principal.

6. Possessing or using any fire arm or lethal weapons or explosives.

7. Possessing or consuming or distributing any intoxicating chemicals & drugs.

8. Indulging in any act of Ragging, Sexual Harassment, Violence in premises & campus.

9. Instigating any violence or participating or organizing violent demonstrations or agitations or violent strikes.

10. Instigating or participating in any "gherao" or organizing violent agitation against any member of the teaching or non-teaching staff.

11. Stealing or damaging any property, documents or records of the institution.

12. Participating or organizing gambling activity.

13. Collecting or raising of funds for any charity, social, religious or political cause without written permission from the Principal of the institution
14. Indulging in rumors, indecent conduct during the times of national emergencies, riots and natural calamities.
15. Indulging in any anti-National activities or knowingly supporting antinational elements.
16. Indulging in any act that amounts to crimes under the Indian Penal Code, Indian Procedural Code and/or all the Acts that are enforced by the Union of India and other State Authorities. Punishments for violating the rules

The Principal or the officer appointed by him may impose one or more of the following punishments on the students found guilty of misconduct or indiscipline.

- I. Warning/Reprimand
- II. Fine not exceeding Rs. 3
- III. Cancellation of scholarship, prize or medal awarded to concerned student.
- IV. Debar her from appearing in College Exams for not more than one year
- V. Expel/Rusticate from college for not more than five years.

These guidelines will not prejudice to any right available under the protection of Human Rights Act 1993.

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➤ **Code of Conduct for Teachers:**

Teachers should

1. Plan, prepare and deliver lectures as per their time table
2. Teach according to the educational needs, abilities and attainment of the individual pupils and groups of students.
3. Promote the general progress and well-being of individual students, groups of students or class/as entrusted to her.
4. Make them available to student seven beyond their class hour, help and guide students without any remuneration or reward.
5. Provide the necessary information and advice and makes the necessary requisitions and arrangements in connection with the teaching of the subject/s assigned to her.
6. Be affectionate with students and not behave in a vindictive manner towards any of them for any reason.
7. Manage their private affairs in a manner consistent with the dignity of the profession.
8. Participate in meetings of respective bodies held in the institution
9. Co-operate with the College's Principal, Head of departments, other faculties in the preparations and development of courses of study, teaching programmes, methods of teaching and assessment prescribed by the SGBAU Amravati
10. Maintains good order and discipline among students and safeguards their health and safety in the campus.
11. Participate in staff, group or other meetings for the better organization and administration of the institution , or related to the institutional curriculum
12. Participate in extension, co-curricular and extra-curricular activities including community service.
13. Share in any possible and reasonable way in the proper management, organization, order and discipline of the institution
14. Participate in further personal training and professional development as a teacher, including the attendance to in-service education and training courses prescribed by UGC sponsored Academic staff colleges.
15. Respect the right and dignity of the student in expressing her opinion.
16. Deal honestly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
17. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

18. Encourage students to improve their attainments, develop their personalities and at the time contribute to community welfare.
  19. Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
  20. Aid students to develop and understanding of our National Heritage and Goals.
  21. Refrain from inciting students against other students, colleagues or administration.
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➤ **Code of Conduct /Policy Support Staff:**

Non-Teaching Staff **Code of Conduct** outlines management's expectations regarding employees' behavior towards their seniors, supervisors colleagues, students and overall organization.

○ **Personal:**

- All are free to express their views and feedback regarding work and systems.
- All support staff must wear the uniform on all working days. They must compulsorily wear the Identity Card at all times on the campus.
- All Support staff must be computer literate. Every staff must hold at least one computer certification upon appointment. In case a computer non qualified staff is appointed, he must obtain a certification within one year of appointment. Failing which his/her services are liable to be terminated.
- All should complete their duties efficiently and in a timely manner.
- All should be punctual when coming to and leaving from work.
- All should fulfill their job duties with integrity and respect toward colleagues, stakeholders and the community.

○ **Work and Behaviour**

- All must show professionalism in the college
- All should respect their colleagues.
- Support staff is urged to respect the professionalism of academic employees and fellow support staff members and to refrain from behaviour that would prevent others from fulfilling their duties, for example, by failing to order books or repair equipment
- They should maintain the work culture and environment of the college.
- All must comply with environmental, safety and fair dealing laws.
- All should treat the college property with respect and care and

Should demonstrate a concern for the appropriate use and maintenance of all equipment provided by the college.

- Ensure that college services such as photocopying and postage are used only for college purposes
- Kindly refrain from spending unnecessary time on the college computer.
- Any work assigned by the Head of Department , Principal and any other authority of the college will be willingly accepted and effectively executed on time.

- Examination duty and NSS duty is mandatory for all support staff
- Interdepartmental transfers will be accepted willingly as and when proposed by the authorities.
- All support staff must attend Development Programs and training workshop to update themselves.
  - **Concessions:**
- All non teaching staff members who wish to further their qualification will be provided 50% fee concession.
- All non teaching staff members whose children are admitted in the campus schools and colleges are eligible for 50% fee concession.

- **Leave Procedure:**

All support staff must get the casual leave sanctioned from their respective heads before proceeding on leave. The casual leave form must be submitted to the college leave clerk before proceeding on leave. In case of emergency casual leave the support staff must intimate the head as well as the leave clerk through SMS/Email/Whats App. Upon return from emergency casual leave the support staff must forward the casual leave form to the college office within two days of rejoining. No support staff can avail any duty leave without the explicit permissions of the higher authority.

- **Disputes and their Resolution**

- All are expected to avoid any conflicts, personal, financial or otherwise that might hinder their capability or willingness to perform their duties.
- All non teaching staff should avoid offending, participating in serious disputes and disrupting the workplace.
- In case of any disputes it should be sorted out with the help of the direct authority, and if solution is not forthcoming from the direct authority then only principal may be approached.

- **Interaction with students.**

- Support staff will demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students in any context.
  - All should strive actively to avoid conflict between themselves and any student.
  - Refrain from physical intervention to resolve a conflict between students.
  - In the event of conflict initiated by a student, the employee will maintain an open, non-confrontational attitude and report the incident to the administrative or departmental head.
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❖ **Core Values of the College**

○ **Academic Excellence:**

College strives for the uncompromising quality and highest standard of excellence in teaching, learning, research and scholarship across various disciplines.

○ **Integrity & Ethics:**

College upholds the highest ethical values, integrity and professionalism and an unwavering commitment to academic freedom, transparency and accountability.

○ **Diversity & Mutual Respect :**

College nurtures an environment of safety, trust & mutual respect and embeds equality & diversity in its Strategy by ensuring that the strategic plans are fair and inclusive.

○ **Expand horizons of Knowledge**

College is driven by research and innovation and ensures continuous engagement in the scholarly activities in the pursuit of innovation, creativity and excellence

**Shared governance**

College encourages shared decision-making through a process that rests upon collaborative consultation, open flow of information, diverse involvement and collective deliberations of all stake holders

**Social responsibility**

College creates and nurtures an inclusive environment where every one can develop their full potential and contribute to the interest of the society as a whole.

**Environmental responsibility**

College is acutely aware of its environmental responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized.

**Service**

College seeks to serve the diverse, personal and professional development needs of its constituents and encourage habit of engagement, caring, and civic responsibility by emphasizing on a connect between service, excellence, and career growth

**Objectives of the College**

The objectives of the College are as described in Section 6 of the Act. The objectives of the College are to disseminate and advance knowledge by providing instructional, research and extension facilities in such branches of learning as it may deem fit. The College endeavors to provide to students and teachers the conducive atmosphere and facilities and infrastructure for the promotion of:

a) Innovations in education leading to restructuring of courses, new methods of teaching and learning and integral development of personality

b) Studies in established and new discipline

c) Inter-disciplinary studies *Vidarbha Youth Welfare Society Amravati's*

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***Mahila Arts Commerce College, Chandur Railway***

❖ **Salient Features of College:**

- *Affiliated to Sant Gadge Baba Amravati University, Amravati .*
- *Accredited by NAAC with Grade "C".*
- *Qualified and experienced staff.*
- *Adequate books in Library.*
- *Excellent Academic Results and Healthy Academic Environment*

- *Hostel Facility.*
- *Well equipped Home Economics , Geography & Computer laboratory.*
- *Student Service Centre.*
- *Center for Teaching, Learning and Evaluation.*
- *Center for Promotion of Research.*
- *Competitive Examination Guidance Center.*
- *Three skill development courses.*
- *Two Research Centers( English & Marathi)*
- *Good research Culture.*
- *Canteen.*
- *Diet Counseling Centre for students, staff and pregnant women in Chandur Rly., Primary Health Centre.*

d) National integration, secularism, international understanding and ethics

#### **Mahila Arts, Commerce College, Chandur Railway**

### **ETHICS IN RESEARCH**

#### **❖ Introduction**

The college is committed to promoting and maintaining high standards of integrity and accountability in the conduct of academic research and is keen to embed and endorse a culture of honesty and transparency. The College is dedicated to guaranteeing a free academic environment to conduct research, to teach and to publish, subject to the norms and standards of scholarly inquiry, without interference or penalty. Cognizant of our responsibility to our stakeholders, the college has formulated the Code of Ethics. The following are the points to be considered:

#### **❖ Integrity and Honesty**

Integrity and Honesty is of paramount importance in the conduct of research. Integrity, accountability and responsibility in conducting academic research form the cornerstone of any academic enterprise and promote excellence in academic research. All faculty, research staff, and students should fulfill the responsibilities and obligations charted out.

#### **Conduct of Research**

1. Conduct all research activities in accordance with the accepted standards of our discipline.

2. Refrain from accepting or undertaking research assignments requiring competencies that we do not have, unless collaborating with or being supervised by a more knowledgeable scholar.
3. Ensure the accuracy of all data that we and our collaborators have gathered and/or used in our research. Only the correct data, information, and research results shall be reported in journals, conferences.

### **Plagiarism**

1. Not to plagiarize; that is, to present portions of another's report or data as our own, even if the other work or data source is cited occasionally.
2. Cite clearly all sources of information and data that we use which are not the results of our own research
3. Give proper acknowledgment and credit to resource/funding sources of our research.

#### **❖ Justice and Fairness**

We recognize that research is a collaborative effort and it is therefore vital that we treat our peers, colleagues, students, benefactors, and research participants justly and fairly. To this end it is proposed that the Researcher will:

1. Provide assistance to other researchers, especially if we are uniquely qualified to do so by our expertise.
2. Take diligent care of equipment, material resources, and results.
3. Appropriately attribute and credit to others their accomplishments and research results which we may have utilized in our own research.
4. Acknowledge the material contribution of others in our research undertaking.

#### **❖ Safety and Beneficence**

Because we are scholars with extensive expertise in our fields, and who strive to contribute to human and national development, it is our duty to protect and promote the safety and interests of the community. In this respect, we have the following obligations, as stated below:

1. Call the attention of the public and the authorities to any hazard we observe that threatens human and environmental safety
2. Avoid making misleading or exaggerated statements or publicizing equivocal research findings as fact and avoid deliberate violation or circumvention of regulations governing research.
3. Ensure that laboratory wastes are properly disposed or treated, and our research activities do not result in environmental degradation.

#### **❖ Respect for Human Rights and Dignity**

In our research undertakings, we are in a position to direct or influence the behavior and attitudes of those who participate in and utilize our research. We must do this by adhering to the obligations enumerated as follows:

1. Respect cultural, individual, and role differences among research participants and consumers, including those based on age, sex, gender identity, nationality, ethnicity, disability, language, or socio-economic status.
2. Eliminate from our research practices and reports any biases that are based on the aforementioned factors.
3. Provide participants with the opportunity to obtain information about the design, procedures, results, and conclusions of the research.
4. Protect our participants' right to privacy and confidentiality.