

Jotirao Fule Samajkarya Mahavidyalaya, Umred

Code of conduct

1. Introduction

Purpose:

A well-drafted code of conduct is the foundation of a disciplined and professional academic environment. It serves as a guiding document that outlines expected behaviors, ethical standards, and professional practices for all stakeholders. The primary goal of the code is to ensure that all members of the institution act with integrity, respect, and responsibility, contributing to the smooth functioning of the institution and fostering a positive environment for learning and development.

The code of conduct sets forth the values and principles that shape the culture of Jotirao Fule Samajkarya Mahavidyalaya. It defines acceptable behavior, helps resolve ethical dilemmas, and ensures that every individual associated with the institution upholds the values of honesty, fairness, and accountability. By adhering to these guidelines, the institution aims to maintain its reputation, create a positive academic experience, and promote the well-being of all its stakeholders.

Role:

The code of conduct plays a pivotal role in maintaining discipline, ensuring that all stakeholders—whether they are students, staff, or faculty—are aware of their responsibilities and the expectations placed on them. It establishes a framework for professional behavior, ensuring that all interactions within the institution are respectful and conducive to personal and academic growth. The guidelines outlined in this document also ensure compliance with legal, academic, and ethical standards, thereby safeguarding the institution's integrity.

In addition to providing a framework for internal operations, the code of conduct ensures that all external interactions, such as those with the community, external agencies, or regulatory bodies, are handled with professionalism. It reflects the institution's commitment to upholding ethical standards in every facet of its operation.

Stakeholders:

The code of conduct is relevant to all stakeholders involved with Jotirao Fule Samajkarya Mahavidyalaya. These include:

- **Governing Body:** Responsible for upholding the institution's vision, mission, and values, the Governing Body ensures that all strategic decisions align with ethical and professional standards.
- **Principal:** As the administrative and academic head of the institution, the Principal plays a crucial role in policy formulation, implementation, and grievance redressal while promoting a culture of integrity and academic excellence.

- **Teachers:** Teachers are expected to maintain the highest standards of teaching, mentoring, and interaction with students. Their role extends beyond imparting academic knowledge to shaping ethical and responsible individuals.
- **Students:** Students are central to the institution's mission, and their adherence to the code of conduct ensures a harmonious academic environment. They are expected to maintain discipline, respect their peers and faculty, and participate actively in their education.
- **Administrative Staff:** Supporting the smooth operation of the institution, the administrative staff must perform their duties with integrity, confidentiality, and professionalism. Their adherence to the code of conduct ensures the efficient and effective management of institutional resources.

Through the collective effort of all these stakeholders, Jotirao Fule Samajkarya Mahavidyalaya can maintain its standing as a place of learning, growth, and ethical conduct, fostering an environment where everyone can thrive both personally and professionally.

2. Governing Body Code of Conduct

The Governing Body of Jotirao Fule Samajkarya Mahavidyalaya holds a position of authority and responsibility in ensuring the institution's success, reputation, and alignment with its vision and mission. It is tasked with setting strategic directions and overseeing the institution's policies, ensuring adherence to legal and ethical standards, and maintaining transparency in decision-making.

Obligations of the Governing Body and Executive Body:

The Governing Body and the Executive Body are responsible for ensuring that the institution operates effectively and in line with its core values. Their primary obligations include:

- **Policy Formulation:** The Governing Body is responsible for framing policies that reflect the institution's mission, ensuring that all aspects of academic and administrative functioning align with established educational standards and societal expectations.
- **Financial Oversight:** A key duty of the Governing Body is to oversee the financial health of the institution. This includes approving budgets, monitoring expenditures, ensuring that resources are allocated responsibly, and that financial practices are transparent and accountable.
- **Strategic Planning:** The body must develop and approve long-term plans for the growth and sustainability of the institution. This includes reviewing new programs, partnerships, and initiatives that align with the vision of the college.
- **Accountability and Ethics:** The members must demonstrate high levels of integrity, act in the best interests of the institution, and avoid any conflict of interest. Decisions must be made impartially and for the collective good, keeping the welfare of students, faculty, and the larger community in mind.

Mandatory Nature of Decisions:

All decisions made by the Governing Body and the Executive Body are binding and must be implemented by all levels of the institution, including faculty, administrative staff, and students. The role of the Governing Body is to ensure that these decisions are in the best interest of the institution and that they promote academic and operational excellence.

It is the responsibility of every stakeholder to respect and adhere to the policies and directives issued by the Governing Body. Non-compliance or disregard for these decisions undermines the governance structure and can lead to disciplinary actions or administrative intervention.

Communication Protocol:

Proper communication is vital for the effective functioning of the institution. All directives, policies, and decisions made by the Governing Body must be communicated through official channels. To ensure consistency and clarity, communications should flow through the Principal, who acts as the key link between the Governing Body and the rest of the institution.

The Principal is tasked with disseminating information, ensuring compliance with the decisions, and facilitating feedback from staff and students to the Governing Body when necessary. By following this structured communication process, the institution maintains order, transparency, and respect for hierarchical roles.

Ensuring Compliance:

The Governing Body is also responsible for ensuring that its decisions are implemented across all departments and activities within the institution. Regular audits, evaluations, and feedback sessions are to be conducted to ensure adherence to policies and to measure the effectiveness of the institution's strategies. The Governing Body holds the authority to take corrective actions if necessary to align the institution's practices with its goals.

Through structured governance, transparent decision-making, and effective communication, the Governing Body plays a crucial role in shaping the future of Jotirao Fule Samajkarya Mahavidyalaya, ensuring it remains a center of academic excellence and ethical integrity.

3. Principal Code of Conduct

The Principal of Jotirao Fule Samajkarya Mahavidyalaya holds a pivotal role in the functioning of the institution, serving as the leader, administrator, and key decision-maker. The Principal is expected to uphold the highest standards of ethics, professionalism, and responsibility, ensuring that the institution operates smoothly, that policies are implemented effectively, and that the academic and administrative environment fosters growth and excellence. The following section details the key responsibilities and expectations of the Principal.

1. Administrative Leadership and Policy Implementation

The Principal must play a crucial role in shaping the institution's operational framework. This includes:

- **Policy Implementation:** The Principal is responsible for ensuring that the policies developed by the Governing Body and other regulatory bodies (such as the UGC and the affiliating university) are implemented across all departments. This involves disseminating relevant information to the faculty and administrative staff, ensuring compliance, and monitoring progress.

- **Organizing Faculty Meetings:** To maintain effective communication and collaboration, the Principal must organize regular faculty meetings. These meetings serve as platforms to discuss curriculum updates, academic performance, student feedback, research developments, and any challenges faced by the faculty. The Principal must encourage open communication, solicit feedback, and promote a culture of mutual respect and teamwork among faculty members.
 - **Overseeing Research Initiatives:** As a key proponent of research, the Principal must promote and facilitate research activities within the institution. This includes guiding faculty members in securing research grants, collaborating with industry and academic institutions, and ensuring that research aligns with the institution's mission. The Principal should encourage interdisciplinary research and innovation, which contributes to the institution's academic reputation.
 - **Budgeting and Resource Allocation:** The Principal oversees the financial and resource allocation of the institution. It is essential that the budget is managed efficiently, ensuring that resources are allocated equitably for academic programs, research initiatives, student activities, and infrastructural development. Transparent financial management is key to building trust with stakeholders.
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2. Grievance Redressal and Conflict Resolution

A vital aspect of the Principal's role is to ensure that grievances from students, faculty, and staff are addressed in a fair and timely manner. This includes:

- **Student Grievance Redressal:** The Principal must establish a structured mechanism to address student grievances, ranging from academic complaints to personal issues such as discrimination or harassment. A dedicated committee can be formed to review complaints and offer solutions. The Principal should be approachable, ensuring that students feel comfortable voicing their concerns without fear of retribution.
 - **Faculty and Staff Conflict Resolution:** The Principal must act as a mediator in resolving conflicts between faculty members, or between faculty and students. In such cases, the Principal must remain impartial and follow the due process as outlined in the institution's code of conduct. A climate of mutual respect and collaboration must be fostered, and any conflicts should be addressed promptly and constructively to avoid disruption to the academic environment.
 - **External Stakeholders:** The Principal also represents the institution in dealings with external stakeholders, including regulatory bodies, government agencies, industry partners, and the community. Maintaining positive relationships with these entities is essential for the institution's growth and reputation. The Principal must ensure that conflicts with external stakeholders are resolved diplomatically, keeping the institution's best interests in mind.
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3. Promoting Institutional Goals through Leadership and Community Engagement

As the leader of the institution, the Principal plays a key role in driving institutional goals and ensuring that the institution remains aligned with its mission and vision. This includes:

- **Visionary Leadership:** The Principal must provide clear direction and leadership to ensure that the institution meets its long-term academic, research, and social objectives. This involves not only setting strategic goals but also motivating faculty, staff, and students to work towards these goals collaboratively.
- **Community Engagement and Outreach:** The Principal should promote community engagement by encouraging faculty and students to participate in community service projects, outreach programs, and collaborations with local organizations. For example, organizing social work camps, environmental awareness drives, or literacy programs in the local community can enhance the institution's role in social development. These initiatives help create socially responsible citizens and strengthen the institution's reputation.
- **Industry-Academia Collaboration:** Building strong partnerships with industry is crucial for enhancing students' learning experiences and improving employability. The Principal should actively seek opportunities to collaborate with industries through internships, guest lectures, research projects, and fieldwork opportunities. By doing so, the institution can bridge the gap between academic knowledge and practical skills, preparing students for the professional world.
- **Professional Development for Faculty:** The Principal must ensure that faculty members have opportunities for continuous professional development. This includes encouraging faculty to attend workshops, conferences, and training programs that keep them updated with the latest pedagogical practices, research methodologies, and technological advancements. Promoting a culture of lifelong learning among faculty not only benefits the institution but also contributes to personal growth and excellence.

4. Commitment to Academic and Ethical Standards

The Principal is responsible for ensuring that the institution maintains its academic standards and adheres to ethical practices in all areas. This includes:

- **Academic Integrity:** Ensuring that the institution promotes a culture of academic integrity by setting clear policies on plagiarism, examination protocols, and grading standards. The Principal must ensure that all faculty members and students understand the importance of academic honesty and uphold these principles in their work.
- **Equal Opportunity and Inclusivity:** The Principal must promote a culture of inclusivity where diversity is respected and valued. Equal opportunities should be provided for all students, staff, and faculty, regardless of gender, caste, race, religion, or socio-economic status. Initiatives aimed at supporting marginalized or underrepresented groups should be a priority.
- **Ethical Decision Making:** The Principal should lead by example in making ethical decisions that are in the best interest of the institution and its stakeholders. This includes being transparent, fair, and accountable in all professional dealings.

4. Teacher Code of Conduct

The role of teachers at Jotirao Fule Samajkarya Mahavidyalaya is crucial in shaping the academic and moral fiber of students. Teachers are not only responsible for imparting knowledge but also for instilling values, promoting critical thinking, and fostering a

respectful and inclusive learning environment. The Code of Conduct for teachers outlines the ethical and professional standards expected from them in their interactions with students, colleagues, and the institution.

1. Ethical Teaching

Teachers at Jotirao Fule Samajkarya Mahavidyalaya are expected to maintain the highest ethical standards in their teaching practices. This includes respecting the diverse backgrounds of students, fostering an environment that encourages critical thinking, and upholding national values such as democracy, secularism, and social justice.

- **Respect for National Values:** Teachers are responsible for instilling respect for the Constitution, national heritage, and the principles of democracy in their students. They should encourage students to appreciate the diversity of India's cultural, linguistic, and religious heritage, while also fostering a sense of national pride and responsibility.
 - **Encouraging Critical Thinking:** Teachers must create an academic environment that stimulates students to think critically, question assumptions, and develop independent perspectives. This involves using teaching methods that go beyond rote learning and encourage inquiry-based learning, debates, and discussions.
 - **Providing a Safe Learning Environment:** Ensuring the safety and well-being of students is a key responsibility of teachers. They must create a classroom atmosphere where students feel comfortable expressing their thoughts and opinions without fear of ridicule or discrimination. Teachers should also be vigilant against any form of bullying, harassment, or discrimination, and take immediate action when necessary to address such issues.
 - **Inculcating Ethical Values:** Teachers must model ethical behavior by demonstrating honesty, integrity, and fairness in their actions. They should encourage students to adhere to academic integrity, avoid plagiarism, and respect the intellectual property of others. Teachers themselves must be role models in maintaining high ethical standards in their own academic and research work.
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2. Research and Development

In addition to their teaching responsibilities, teachers must engage in continuous professional development and research activities. This ensures that they stay current with developments in their subject areas, enhance their teaching skills, and contribute to the academic community.

- **Continuous Professional Development:** Teachers must actively pursue opportunities for professional development. This includes attending workshops, seminars, and conferences relevant to their field of study, as well as participating in training programs on new teaching methodologies, technology in education, and curriculum development.
- **Promoting Collaborative Learning:** Teachers should foster a culture of collaboration both within the classroom and across departments. Group projects, team assignments, and collaborative research can enhance students' ability to work

together, share ideas, and learn from each other. Teachers should also encourage interdisciplinary learning, where students can apply knowledge from various fields to solve complex problems.

- **Updating Teaching Materials:** To ensure that students receive a relevant and up-to-date education, teachers must regularly revise their teaching materials. This includes incorporating the latest research, technological advancements, and global trends into the curriculum. Teachers should also provide students with access to diverse resources such as books, journals, and online materials that broaden their understanding of the subject matter.
- **Engaging in Research:** Teachers are encouraged to engage in academic research and contribute to the knowledge base of their respective fields. This includes publishing research papers, presenting at conferences, and collaborating with other academic institutions. Research not only enhances a teacher's expertise but also enriches the learning experience of students by bringing new perspectives into the classroom.

3. Respect for Colleagues and Students

Teachers must maintain a professional and respectful relationship with both their colleagues and students. This includes refraining from any form of bias or favoritism, supporting the professional development of colleagues, and fostering a positive student-teacher relationship based on mutual respect.

- **Professionalism and Collaboration:** Teachers are expected to maintain a professional demeanor at all times. They should be punctual, prepared, and respectful in their interactions with colleagues and students. Collaboration among colleagues is essential for the overall success of the institution. Teachers should support each other by sharing knowledge, offering constructive feedback, and working together on academic and research projects.
 - **Refraining from Bias:** Teachers must be fair and impartial in their treatment of students, ensuring that no student is discriminated against based on gender, caste, religion, or socioeconomic background. Teachers should be particularly mindful of unconscious biases and strive to create an inclusive classroom environment where all students feel valued and supported.
 - **Positive Student-Teacher Relationships:** A strong student-teacher relationship is built on trust, respect, and open communication. Teachers should be approachable and willing to offer guidance and support to students, both academically and personally. They should also respect students' privacy and confidentiality, particularly in matters related to grades, personal issues, and disciplinary actions.
 - **Supporting Colleagues:** Teachers should actively contribute to the professional development of their colleagues by offering assistance, sharing resources, and collaborating on projects. Senior teachers have a responsibility to mentor junior faculty, helping them to navigate challenges and improve their teaching practices. Similarly, teachers should avoid making negative comments about colleagues to students or other staff members, as this undermines the professional environment of the institution.
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4. Planning and Evaluation

Effective planning and transparent evaluation are critical components of a successful teaching strategy. Teachers must develop comprehensive lesson plans, set clear learning objectives, and ensure that students are fairly evaluated based on predefined criteria.

- **Developing Lesson Plans:** Teachers should prepare detailed lesson plans that outline the key concepts, learning objectives, and activities for each class session. Lesson plans should be aligned with the curriculum and designed to meet the diverse learning needs of students. Teachers should also incorporate a variety of teaching methods, such as lectures, discussions, group work, and hands-on activities, to cater to different learning styles.
- **Setting Learning Objectives:** Clear learning objectives help students understand what is expected of them and what they need to achieve by the end of a lesson or course. Teachers should communicate these objectives at the beginning of each lesson and ensure that their teaching methods are aligned with achieving these goals.
- **Maintaining Transparency in Evaluation:** Teachers must be transparent in their evaluation processes, ensuring that students understand the criteria on which they will be assessed. This includes providing clear guidelines for assignments, projects, and examinations. Teachers should also offer timely and constructive feedback, helping students to identify areas for improvement and celebrate their successes.
- **Fairness in Grading:** Teachers must ensure that grading is objective, unbiased, and reflective of the student's performance. They should avoid favoritism or penalizing students based on personal biases. In cases of academic misconduct, such as cheating or plagiarism, teachers should follow the institution's disciplinary procedures, ensuring that the consequences are fair and consistent.
- **Encouraging Continuous Improvement:** In addition to formal assessments, teachers should provide opportunities for formative assessments, where students receive feedback on their progress throughout the course. This helps students identify areas for improvement before final assessments and encourages continuous learning.

5. Administrative Staff Code of Conduct

The administrative staff at Jotirao Fule Samajkarya Mahavidyalaya plays an essential role in supporting the academic and operational activities of the institution. Their responsibilities range from managing student records, facilitating communication, maintaining financial records, and ensuring that the campus environment is conducive to learning and development. The Code of Conduct for administrative staff sets clear expectations for their behavior, professionalism, and work ethics to maintain an efficient and respectful workplace.

1. Professionalism and Integrity

Administrative staff are expected to uphold the highest standards of professionalism and integrity in their daily tasks. This includes adhering to institutional policies, performing their duties diligently, and ensuring transparency and honesty in all their dealings.

- **Punctuality and Diligence:** Staff members must report to work on time and complete their assigned tasks within the stipulated deadlines. Consistency in fulfilling responsibilities contributes to the smooth functioning of the institution.
 - **Honesty and Transparency:** Integrity is key to maintaining trust within the institution. Staff members must ensure that all financial transactions, record-keeping, and administrative processes are carried out transparently, without engaging in or tolerating any form of corruption or fraud.
 - **Confidentiality:** Administrative staff often handle sensitive information, such as student records, financial data, and institutional policies. It is their duty to safeguard this information, ensuring that it is only shared with authorized personnel and never misused.
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2. Effective Communication and Collaboration

Administrative staff serve as the backbone of the institution's communication systems, ensuring that important information flows smoothly between different departments, students, faculty, and external stakeholders.

- **Internal Communication:** Staff must ensure clear, timely, and professional communication between faculty, students, and other administrative units. Whether distributing notices, managing appointments, or relaying instructions from higher authorities, staff members play a key role in ensuring everyone is informed and that operations run smoothly.
 - **Collaboration with Departments:** Working closely with various academic and non-academic departments is a key responsibility. Staff should maintain professional relationships with department heads, faculty members, and other administrative units, facilitating smooth collaboration on tasks such as student admissions, exams, and event management.
 - **Stakeholder Relations:** Administrative staff also act as the point of contact for external stakeholders, including government authorities, vendors, and alumni. It is important that staff members handle these interactions with professionalism and respect, ensuring that the institution's reputation is upheld at all times.
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3. Maintaining Campus Discipline and Environment

Administrative staff are also responsible for ensuring that the campus remains a safe, clean, and organized environment conducive to learning. Their role extends beyond office duties to maintaining discipline on campus and supporting the institution's overall mission.

- **Ensuring Campus Cleanliness and Safety:** Administrative staff must coordinate with maintenance personnel to ensure that all facilities, such as classrooms, libraries, and offices, are clean, well-maintained, and equipped. They should also oversee security measures, ensuring that students, staff, and faculty members feel safe on campus.
- **Enforcing Discipline:** As enforcers of institutional policies, administrative staff should ensure that students and visitors adhere to the institution's rules and regulations. This includes managing attendance, monitoring behavior, and reporting any misconduct to the appropriate authorities.

- **Technology and Resource Management:** With the increasing use of technology in academic institutions, administrative staff must ensure that resources such as computer labs, internet access, and audiovisual equipment are well-managed. They should also coordinate with IT staff to resolve technical issues and keep systems updated.
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4. Supporting Institutional Growth and Development

Administrative staff play a vital role in supporting the institution's growth by efficiently managing operations and contributing to long-term development plans.

- **Financial Management:** Staff responsible for financial operations must ensure that budgeting, accounting, and expenditure tracking are handled with accuracy. It is their responsibility to manage tuition fees, salaries, grants, and expenses transparently, in alignment with the institution's financial guidelines.
 - **Event Management:** Administrative staff often coordinate events, such as student orientations, faculty meetings, cultural programs, and examinations. By ensuring that these events are well-organized and executed smoothly, staff contribute to the vibrant academic life of the institution.
 - **Student Support Services:** Administrative staff are also key players in managing student services, such as admissions, registrations, issuing certificates, and providing information about academic schedules. Their interaction with students must be courteous, professional, and helpful.
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5. Ethical Responsibility and Conduct

The ethical conduct of administrative staff is fundamental to upholding the values of Jotirao Fule Samajkarya Mahavidyalaya. Staff members are expected to perform their duties without bias, favoritism, or discrimination.

- **Impartiality and Fairness:** Administrative staff must treat all students, faculty, and stakeholders fairly, regardless of their background, ensuring that decisions are made based on merit and institutional policies rather than personal preferences.
- **Non-Discrimination:** Staff members should refrain from engaging in or tolerating any form of discrimination, whether based on gender, caste, religion, socioeconomic status, or disability. They must ensure that the institution remains an inclusive space for all members of the community.
- **Grievance Redressal:** Administrative staff should be aware of and contribute to the institution's grievance redressal mechanisms. Whether addressing complaints from students or resolving internal administrative disputes, they must act fairly, promptly, and transparently to reach a resolution.

6. Student Code of Conduct

The students of Jotirao Fule Samajkarya Mahavidyalaya are central to the institution's mission of fostering academic excellence, ethical growth, and personal development. As

members of the college community, students are expected to uphold its values, follow its rules, and contribute to a harmonious and respectful environment. The following Code of Conduct outlines the expectations for student behavior, both on and off campus, and the consequences for failing to meet these standards.

1. General Behavior and Responsibilities

Students are expected to conduct themselves in a manner that reflects positively on the institution. They should adhere to the principles of respect, integrity, and responsibility in their interactions with peers, faculty, staff, and the broader community.

- **Adherence to College Rules:** Students must familiarize themselves with and follow all institutional rules and policies. This includes maintaining discipline within the campus, attending classes regularly, and participating actively in the academic life of the college.
 - **Respect for Faculty and Staff:** Students are expected to treat all faculty members, administrative staff, and fellow students with respect. Disrespectful behavior, including the use of abusive language, harassment, or any form of misconduct, will not be tolerated.
 - **Civic Responsibility:** Students must uphold the values of citizenship by respecting the rights of others, contributing positively to the community, and following laws both on and off campus.
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2. Prohibition of Ragging and Harassment

Jotirao Fule Samajkarya Mahavidyalaya has a zero-tolerance policy for ragging and harassment. Students must ensure that their actions do not infringe upon the dignity or rights of others, particularly their fellow students.

- **Ragging:** Any form of ragging—whether physical, emotional, or psychological—is strictly prohibited. Ragging includes acts that cause embarrassment, discomfort, or harm to other students, particularly freshmen. Students found guilty of ragging will face serious disciplinary action, including expulsion.
 - **Sexual Harassment:** The institution is committed to providing a safe environment free from sexual harassment. Any form of sexual misconduct, whether verbal, physical, or visual, is unacceptable and will be dealt with according to institutional policies. The college has a dedicated Internal Complaint Committee (ICC) to address such issues.
 - **Discrimination and Bullying:** Acts of discrimination or bullying based on race, gender, caste, religion, or socioeconomic background are strictly forbidden. The institution values inclusivity, and any behavior that undermines this will result in disciplinary measures.
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3. Academic Integrity

Academic honesty and integrity are fundamental to the educational process. Students must uphold these principles in their academic pursuits, ensuring that their work reflects their own effort and understanding.

- **Plagiarism:** Plagiarism, or the use of someone else's work without proper citation, is considered a serious academic offense. Students must ensure that all academic submissions, including essays, research papers, and projects, are their own work and properly attributed where applicable.
 - **Cheating:** Cheating during examinations or any other academic activity is strictly prohibited. Students caught engaging in cheating or helping others cheat will face disciplinary action, including failing the exam or course.
 - **Collaboration and Group Work:** While collaboration is encouraged in group projects, students must ensure that their individual contributions are clearly outlined. Misrepresentation of another's work as one's own within group activities is considered academic misconduct.
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4. Attendance and Punctuality

Regular attendance and punctuality are essential for academic success and for maintaining the standards of the institution.

- **Class Attendance:** Students must attend all scheduled classes, labs, and practical sessions as required by their program. Absenteeism without valid reasons will affect their academic performance and may result in penalties.
 - **Punctuality:** Students are expected to arrive on time for classes, examinations, and other academic activities. Repeated tardiness is considered unprofessional and may be subject to corrective measures.
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5. Respect for Campus Facilities and Environment

Students must treat the campus environment and its facilities with care and respect. This includes maintaining cleanliness, ensuring the proper use of college property, and being mindful of the shared spaces within the institution.

- **Use of College Property:** Students are responsible for the proper use of all college facilities, including classrooms, laboratories, libraries, and recreational areas. Any damage to college property due to negligence or willful misconduct will result in disciplinary action and may require compensation.
- **Cleanliness:** Students must maintain the cleanliness of the campus and avoid littering. The institution promotes environmental sustainability, and students are encouraged to participate in initiatives that contribute to a greener campus.
- **Library and Technology Resources:** Students must follow the rules of the library and computer labs, ensuring that resources are used responsibly. Misuse of library books, digital equipment, or internet facilities will lead to penalties.

6. Off-Campus Behavior

The institution's jurisdiction extends beyond the campus, and students are expected to uphold the college's values and reputation in their conduct off-campus as well.

- **Conduct in the Community:** Whether in public spaces, during internships, or on fieldwork assignments, students must behave in a manner that reflects positively on Jotirao Fule Samajkarya Mahavidyalaya. Acts of misconduct, vandalism, or illegal behavior off-campus can lead to disciplinary action within the institution.
- **Online Conduct:** In the digital age, students must also maintain decorum in their online interactions. The use of social media or any digital platforms to harass, bully, or spread misinformation about the institution or its members will be taken seriously and may result in disciplinary actions.

7. Grievance Redressal and Disciplinary Procedures

Jotirao Fule Samajkarya Mahavidyalaya has established formal grievance redressal mechanisms to address any student concerns, whether academic or personal. Students are encouraged to use these channels to report issues and seek resolution.

- **Filing Complaints:** Students may file complaints related to academic issues, harassment, misconduct, or any other concern through the designated committees. These include the Grievance Redressal Committee, Internal Complaint Committee (for sexual harassment cases), and Anti-Ragging Committee.
- **Disciplinary Procedures:** Any breach of the Code of Conduct will be investigated by the appropriate committee. Depending on the severity of the violation, penalties may range from warnings to suspension or expulsion. Students are entitled to a fair hearing and may appeal decisions through the college's official processes.

8. Participation in College Activities

Active participation in college activities is encouraged as it contributes to personal growth, social responsibility, and the overall educational experience.

- **Extracurricular Activities:** Students are encouraged to take part in extracurricular activities, including sports, cultural events, and clubs. These activities are an integral part of the educational experience and foster teamwork, leadership, and creativity.
- **Social Responsibility and Volunteering:** The institution values social responsibility, and students are encouraged to engage in community service, social work, and volunteer programs. These initiatives help build character and prepare students to contribute positively to society.

7. Research Ethics

Research is a vital component of academic life at Jotirao Fule Samajkarya Mahavidyalaya. It contributes not only to the personal development of students and faculty but also to the advancement of knowledge across various fields. As part of maintaining the highest standards of academic integrity, the institution expects all researchers, whether students, faculty, or collaborators, to adhere to a stringent code of research ethics. This ensures that research is conducted responsibly, transparently, and ethically.

1. Academic Integrity and Honesty

The cornerstone of all academic research is honesty and integrity. Researchers are expected to be truthful in the collection, interpretation, and presentation of data, ensuring that their findings contribute meaningfully to the academic community.

- **Avoidance of Plagiarism:** Plagiarism, or the use of someone else's ideas, data, or written work without proper attribution, is a serious violation of academic integrity. Researchers must ensure that all sources are appropriately cited and that they give credit where it is due. Any form of plagiarism, whether intentional or accidental, will be subject to disciplinary action.
 - **Proper Attribution:** Researchers must acknowledge all collaborators, funding agencies, and institutions that have contributed to the research. Misrepresentation of contributions or failure to give appropriate recognition is considered unethical.
 - **Data Integrity:** Researchers must ensure that the data they collect and present is accurate and not falsified or manipulated. Fabrication of data or selective reporting of results to mislead readers violates the core principles of research ethics.
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2. Respect for Human and Animal Subjects

When research involves human or animal subjects, it is critical to follow ethical guidelines that protect the dignity, rights, and welfare of those involved.

- **Informed Consent:** All participants in research must provide informed consent before taking part. This means they must be fully aware of the purpose of the research, any potential risks, and how their data will be used. Consent must be voluntary and can be withdrawn at any point without penalty to the participant.
 - **Confidentiality and Privacy:** Researchers must take appropriate steps to ensure that personal information about research subjects remains confidential. Data should be anonymized wherever possible, and access to sensitive information should be restricted to authorized personnel only.
 - **Ethical Treatment of Animals:** If animals are used in research, they must be treated humanely, with minimal discomfort or distress. Researchers are expected to follow institutional and national guidelines for the ethical treatment of animals, including obtaining the necessary approvals before conducting experiments.
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3. Collaboration and Conflict of Interest

Collaboration between researchers, both within and outside the institution, is encouraged. However, ethical collaboration requires transparency, respect, and the avoidance of conflicts of interest.

- **Transparency in Collaboration:** In collaborative research projects, all researchers should have a clear understanding of their roles and contributions. Authorship should be determined based on actual contributions, and credit must be given fairly to all participants.
 - **Conflict of Interest:** Researchers must disclose any potential conflicts of interest that may affect their work. For example, financial ties to organizations that may benefit from the research outcomes should be declared. Failure to disclose conflicts of interest can undermine the credibility of the research and the institution.
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4. Intellectual Property and Copyright

Researchers at Jotirao Fule Samajkarya Mahavidyalaya are encouraged to create original work, and the institution values and protects intellectual property rights. This includes rights to published papers, inventions, and other forms of scholarly work.

- **Respecting Intellectual Property Rights:** Researchers must respect the intellectual property rights of others. This includes proper citation of published works and adherence to copyright laws. Unauthorized use of copyrighted materials, such as texts, images, or data, is prohibited.
 - **Protecting Original Work:** Researchers are encouraged to protect their own intellectual property through appropriate legal means, such as patents or copyrights, when applicable. The institution supports researchers in navigating intellectual property laws to safeguard their work.
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5. Responsible Publication

The publication of research findings is an important part of contributing to the academic community. Researchers are expected to ensure that their publications are accurate, original, and relevant to their field.

- **Avoiding Duplicate Publication:** Researchers should avoid submitting the same work to multiple journals or conferences. This practice, known as duplicate publication, is considered unethical and undermines the credibility of the research process.
- **Peer Review Process:** Researchers are encouraged to participate in the peer review process, both as authors and reviewers. When serving as reviewers, researchers must provide fair, unbiased, and constructive feedback. As authors, they must respect the decisions of reviewers and editors, even when feedback is critical.
- **Acknowledging Limitations:** Researchers should acknowledge the limitations of their studies and be honest about the scope of their findings. Exaggerating results or

over-interpreting data to enhance the perceived impact of the research is considered unethical.

6. Ethical Use of Resources

Researchers must make responsible use of the resources provided by Jotirao Fule Samajkarya Mahavidyalaya and external funding agencies. Misuse of resources, whether financial or material, is a violation of institutional trust.

- **Use of Institutional Resources:** Resources such as laboratory equipment, funds, and research facilities provided by the institution should be used solely for the purpose of academic research. Misappropriation of these resources for personal or non-academic use is prohibited.
 - **Funding Acknowledgment:** Researchers must properly acknowledge the source of any funding received for their research. This includes both institutional support and external grants. Misrepresentation of funding sources is unethical and can damage the institution's reputation.
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7. Mentorship and Guidance

Faculty members who supervise student researchers have a responsibility to provide ethical guidance and mentorship. They must ensure that students understand the principles of research ethics and that they adhere to these standards in their work.

- **Guidance on Ethical Research:** Faculty members are expected to provide guidance on conducting ethical research, including how to avoid plagiarism, how to obtain informed consent from research participants, and how to properly handle data.
- **Mentorship and Collaboration:** Faculty must mentor students in developing their research skills and knowledge. They should provide constructive feedback and encourage students to pursue independent inquiry while ensuring that the students' work maintains high ethical standards.
- **Co-Authorship with Students:** When collaborating on research projects with students, faculty should ensure that students receive appropriate credit for their contributions. Co-authorship should be offered when students make substantial contributions to the research, and faculty should avoid taking undue credit for the work of their students.

8. Grievance Redressal and Internal Committees

Grievance redressal is an essential aspect of maintaining fairness and transparency within Jotirao Fule Samajkarya Mahavidyalaya. The institution has established several committees to address concerns, resolve conflicts, and ensure that the rights of all stakeholders are respected. These committees are committed to upholding a safe and supportive environment where grievances can be addressed promptly and fairly.

1. Grievance Redressal Committee

The Grievance Redressal Committee serves as the primary body for addressing complaints related to academic, administrative, or personal issues faced by students, faculty, and staff.

- **Filing Complaints:** Any stakeholder who feels aggrieved by a decision, action, or event within the institution may file a formal complaint with the Grievance Redressal Committee. Complaints must be submitted in writing and include all relevant details to facilitate a thorough investigation.
 - **Timely Resolution:** The committee is responsible for investigating complaints in a timely manner and issuing recommendations for resolution. The process is designed to be impartial and transparent, ensuring that both the complainant and the respondent are heard.
 - **Appeals:** If a party is dissatisfied with the committee's decision, they may appeal the outcome through the institution's established appeal process. Appeals must be submitted in writing and will be reviewed by the appropriate authority.
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2. Anti-Ragging Committee

Jotirao Fule Samajkarya Mahavidyalaya has a zero-tolerance policy towards ragging, as outlined in the Student Code of Conduct. The Anti-Ragging Committee is tasked with preventing, identifying, and addressing instances of ragging on campus.

- **Prevention Measures:** The institution actively educates students about the harmful effects of ragging and promotes a culture of respect and inclusivity. Regular workshops, seminars, and awareness programs are conducted to ensure that all students understand the seriousness of ragging-related offenses.
 - **Complaint Handling:** Any student who experiences or witnesses ragging can file a complaint with the Anti-Ragging Committee. Complaints will be addressed immediately, and disciplinary actions may include suspension or expulsion of offenders, depending on the severity of the incident.
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3. Internal Complaint Committee (ICC)

The Internal Complaint Committee (ICC) is responsible for addressing complaints related to sexual harassment and gender-based discrimination. The institution is committed to providing a safe and respectful environment for all students and staff.

- **Addressing Sexual Harassment:** The ICC ensures that all complaints of sexual harassment are investigated with sensitivity and confidentiality. The committee follows the guidelines laid down by relevant national laws and institutional policies to address cases effectively.
- **Protection and Support:** The ICC provides support and protection to complainants during the investigation process. Retaliation against individuals who file complaints is strictly prohibited and will result in disciplinary action.

4. Student Grievance Committee

This committee focuses on resolving academic and personal grievances specific to students. It ensures that students have a platform to voice concerns regarding their academic journey, such as unfair grading, issues with faculty, or discrepancies in course content.

- **Resolution Process:** The Student Grievance Committee conducts fair hearings and mediates between students and faculty or administration to resolve conflicts. The goal is to reach a mutually agreeable solution while upholding academic standards.
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9. Conclusion

The Code of Conduct at Jotirao Fule Samajkarya Mahavidyalaya is designed to guide the behavior, ethics, and responsibilities of all stakeholders, including students, faculty, administrative staff, and participants in specialized programs such as the Incubation Center. Adhering to these guidelines ensures that the institution remains a place of academic excellence, professional integrity, and personal growth.

By promoting a culture of respect, transparency, and accountability, the institution aims to create an environment where all members can thrive and achieve their goals. The collective responsibility of upholding these values falls on every stakeholder, ensuring that Jotirao Fule Samajkarya Mahavidyalaya continues to foster an atmosphere of learning, innovation, and community service.

Appendix

The appendix contains additional resources, forms, and policies relevant to the Code of Conduct. It includes templates for filing grievances, guidelines for research ethics, and a list of key contacts for various committees.

1. Grievance Filing Template

Grievance Submission Form

Name: _____

Role (Student/Faculty/Staff): _____

Department: _____

Nature of Grievance: _____

Details of Complaint: _____

Date of Incident: _____

Signature: _____

2. Research Ethics Guidelines

- **Research Proposal Submission Requirements:**

All research proposals must include a detailed plan, ethical considerations, and data handling protocols.

- **Informed Consent Template:**

Researchers must use the following template to obtain consent from participants:

“I, _____ voluntarily agree to participate in this research study. I understand the purpose of the research, potential risks, and how my data will be used. I consent to _____ collecting and using my data for the stated purpose.”
