

CODE OF CONDUCT FOR STUDENTS

The college expects the students to abide by the code of conduct as mentioned below:

- ❖ Every student is required to carry her Identity Card issued by the college, throughout her presence in the college. In case of her inability to show ID- Card on demand by Security Guards or other authorities, the same will be deemed an offence.
- ❖ Students must reach their class rooms well within time before the commencement of lecture.
- ❖ Students should keep themselves informed with the daily updates on the notice boards.
- ❖ Intentionally damaging Institute's property e.g. furniture, fixtures, computers, lab equipment, etc. will invite disciplinary action against the accused student.
- ❖ Students are required to dress in dignified manner that is appropriate for an Academic environment.
- ❖ Students are not permitted to use mobile phone within the campus. They are directed to switch off their mobile phone and keep it in the bags. In case of emergency, it should be used with the permission of teachers only.
- ❖ Students are expected to keep the college campus neat and clean.
- ❖ Do not waste water and turn the tap off when not in use.
- ❖ Turn off the electric lamps, fans and other electric appliances when not in use.
- ❖ Students should stand wherever they are during the prayer time i.e. 9:50 am.
- ❖ Students may avail the facility of Library and Cafeteria during free time only.
- ❖ Students are not allowed to bring visitors in the college campus. Unauthorised visitors must be immediately reported to security guard of college.
- ❖ Students should not indulge in any anti- social or criminal activity within or outside the college campus.

- ❖ Harassing juniors, ill-treatment of other fellow students or any form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- ❖ There must not be any act of physical/verbal discrimination based on an individual's caste, creed, race, religion or religious beliefs, colour, region, language, disability, marital or family status, gender identity, etc.
- ❖ Smoking, consuming intoxicants (Alcohol or drugs), chewing Pan masala, gutka etc. is strictly prohibited in the college campus.
- ❖ Students are required not to interact on behalf of College with media representatives nor invite media persons in the college campus without the prior written permission of the Principal of the college.

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

According to UGC guidelines

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES

Teachers should

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made and

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of 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.

VII. TEACHERS AND SOCIETY

Teachers should

(i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) 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.

CODE OF PROFESSIONAL ETHICS FOR PRINCIPAL

ACCORDING TO UGC GUIDELINES

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF ETHICS FOR NON-TEACHING SUPPORT STAFF

The Non- teaching staff members are expected to obey following work ethics:

- They should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal
- ensure effective communication and fast disposal of the correspondences with various stakeholders
- adhere to the laws and regulations of college
- remain on duty during college hours
- maintain honesty, integrity, fairness in all activities
- should not interfere unnecessary in the working of others
- exercise self-discipline and deal with staff, students and general public in positive manner.
- should continuously strive for their professional growth and participate in various activities planned in the college
- should attend their duties at the designated places
- should clearly understand the dignity of labour
- must respect and maintain the hierarchy in the administration
- should be familiar with job requirements (e.g. proper preparation and maintenance of records, viz. Service Books, Personal Files, other University and Directorate Higher Education related Record etc.), using available methods/systems
- refrain from any act of discrimination and harassment
- should not be absent from duty without official approval
- update their knowledge with developments relevant to the job; being familiar with communication channels and college procedures applicable to both students and staff

