

## CODE OF CONDUCT FOR FACULTIES:

1. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
2. All the teachers should be present in the respective staff rooms of departments before 9.00 a.m., and they can leave the campus only after 5 p.m.
3. The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
4. They should mark the attendance online, and maintain the documentation in the Attendance Register entrusted to them.
5. They should maintain a personal contact with the students, and the class tutors and mentors have greater responsibility in the well-being of the students of their respective classes. Each Tutor and Mentor should keep the contact details of their students and their parents.
6. All the teachers should keep the Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.

## TEACHERS AND THEIR RESPONSIBILITIES

7. 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/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practices.
8. They should adhere to a responsible pattern of conduct and demeanors expected of them by the community.
9. They should manage their private affairs in a manner consistent with the dignity of the profession.

10. They should seek to make professional growth continuous through study and research.
11. They should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
12. They should maintain active membership of professional organizations and strive to improve education and profession through them.
13. They should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication
14. They should cooperate 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.
15. They should participate in extension, co-curricular and extra-curricular activities including community service.

#### Teachers and Students

16. Teachers should respect the right and dignity of the student in expressing his/her opinion.
17. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
18. They should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
19. They should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
20. They should inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

21. They should be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
22. They should pay attention to only the attainment of the student in the assessment of merit.
23. They should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
24. They should aid students to develop an understanding of our national heritage and national goals.
25. They should refrain from inciting and instigating students against other students, colleagues or administration.

#### TEACHERS AND COLLEAGUES

26. They should treat members of the profession in the same manner as they themselves wish to be treated.
27. They should speak respectfully of other teachers and render assistance for professional betterment.
28. They should refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
29. They should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### TEACHERS AND AUTHORITIES

30. Teachers should 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.

31. They should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
32. They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
33. They should cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
34. They should adhere to the conditions of appointment order issued at the time of joining in the institution.
35. They should give and expect due notice before a change of position is made.
36. They 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 for completion of academic schedule.

#### **TEACHERS AND NON-TEACHING STAFF**

37. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution.
38. Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

#### **TEACHERS AND PARENTS**

39. Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the parents of their students, send reports of their performance to the parents whenever necessary and meet the parents in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **TEACHERS AND SOCIETY**

40. Teachers should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

41. They should work to improve education in the community and strengthen the community's moral and intellectual life.
42. They should 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.
43. They should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
44. They should 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 CONDUCT - STUDENTS

The following instructions have been provided for the benefit of the students in order to assist them in behaving in a manner that is courteous and in conformity with the highest standards of mannerly behavior.

1. Every single student is expected to act and conduct themselves at both the college and the hostel in a manner that is respectable and courteous, and they should show respect to the instructors at all times.
2. Consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and the hostel and action will be initiated against those who are found to have consumed them.
3. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and hostel.
4. Learning not to damage property whether public or private is one of the primary requirements for civilized behavior. Students shall not disfigure/damage or destroy public or college properties. In the event of such damage or destruction the cost of such properties will be recovered from the student(s) concerned. Disciplinary action will also be taken against the delinquents.
5. Silence shall be maintained in the College campus. Students should help to keep a conducive learning ambiance in the campus.
6. Unauthorized entry of outsiders into the campus as well as the hostel is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or to the hostel.
7. No one shall bring, distribute or circulate any notice, pamphlet, leaflet etc. within the campus or the hostel. The possession, distribution or exhibition of any object which is per se obscene within the campus or the hostel is also actionable offence.
8. Politically based student organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by such organizations.
9. No one may display banners, flags, boards, etc. within the campus, at the gates, or on the compound walls. Similarly, students are prohibited from disfiguring the walls of the College building. Except with the specific permission of the principal, no student shall collect money either by request or by coercion from others within the campus or the hostel.
10. The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike or agitation including slogan shouting, dharna, gherao, burning of effigy

or indulge in anything which may harm the peaceful and serene atmosphere of the institution and shall eschew from violence within the campus and hostel.

11. Any student who is found to exert undue influence on fellow students will be strictly dealt with.
12. No student will enter or leave the classroom when the class is on without the permission of the teacher.
13. Usage of mobile/cell phones within the campus is prohibited. Violation of the ban would entail seizure of the same with fine. Misuse of IT including e-mails and social media is also strictly prohibited.
14. The students can approach the grievance redressal cell to get their problems fixed. They can approach any member of the cell, or the HoD, or the Principal for any legitimate grievance.
15. Students who are facing criminal charges or who are on suspension are not permitted to enter the college campus without the principal's approval.
16. The principal shall have the power to declare a holiday for the college if he is satisfied that the peaceful academic functioning of the college cannot be carried on.
17. Any case of criminal activity or violation of law and order in the College campus will be reported to the police and the police shall register case and initiate action against the offenders.
18. The terms and conditions of admission and the code of conduct are included in the college calendar issued to the students and are binding on them. An undertaking shall be given by the student and the parent in the admission application form.
19. In matters of internal discipline, the principal's decision is final.
20. Students should not throw litter in the campus; rather place them only in the waste bins. This campus is yours and you are duty bound to keep it clean.
21. Students are expected to be properly dressed.
22. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
23. Respect and greet your teacher appropriately when they enter the classroom.
24. Students are expected to spend their free hours in the Library. They should not loiter along the verandas.
25. All types of ragging, eve-teasing are strictly prohibited. Such cases will be reported immediately to the police.

26. A student requiring leave for a particular period may be granted such leave by the teacher concerned. A student who is present cannot leave without permission.
27. Application for leave for more than a period must be made to the Principal in the prescribed form. When absence is due to some unforeseen cause, the application should be submitted as early as possible.
28. Absences without leave from any examination or from the composition or practical work will be reported by the teachers concerned to the principal. A leave of absence from a term examination should be obtained from the principal.
29. A student absenting himself/herself from the College even for a day should submit the leave application to the HoD, duly signed by the class in-charge.
30. A student absenting himself or herself for a period exceeding five working days, whether with or without leave, should, on his or her return to the college, report to the principal.
31. A student absenting himself/herself without leave for more than ten consecutive days will have his name removed from the rolls and he may be re-admitted on payment of College dues, if any.
32. An application for leave must be countersigned by the student's parents or guardians and recommended by the class tutor and the HoD. It is to be submitted to the principal immediately after the student's return from leave. For hostel students, the warden's recommendation is sufficient. All leave applications, including duty leave, must be submitted within one week.
33. On Duty for physical education activities will be granted only to athletes representing the College or university in various matches, tournaments and sports events. Such students should submit their leave applications duly recommended by the Director of Physical Education not later than one week after the event.
34. The maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days.
35. Students who have a minimum of 75% average attendance for all the courses can only register for the examination. A condonation of a shortage of attendance to a maximum of 10 days in a semester, subject to a maximum of 2 times during the whole period of the program, may be granted by the university on valid grounds. This pardon will not be considered for internal assessment.
36. Students participating in University College Union co-curricular activities may be granted benefit of attendance by treating them as present for the days of absence, upon production of participation or attendance certificates from competent authorities within one week and endorsement by the

institution's head. This is limited to a maximum of 10 days per semester, and this benefit shall be considered for internal assessment as well.

37. Students who are not eligible, even with a written excuse for a lack of attendance, must repeat the semester with the next batch after obtaining readmission.
38. At the time of admission, the students will be provided with an identity card. Students are required to wear College identity cards while in the campus. Students are not permitted to enter the campus without wearing their identity cards. For availing of any service from the College, identity card is mandatory for students.
39. If a student loses his/her identity card, a duplicate should be obtained immediately on payment of Rs. 100/-.
40. Identity card should be produced for verification when it is asked for by any member of the College staff.
41. In all matters of admission, accommodation, and disciplinary action against the boarders, the principal's ruling will be final.
42. A hosteller leaving the College is not entitled to T.C. and caution money unless he/she produces a certificate from the warden that his/her dues to the hostel have been fully paid up.
43. If a student residing in the hostel absents himself/herself from the classes without bonafide reasons, he/she shall be asked to quit the hostel.
44. Dismissal from the hostel for grave misconduct will entail similar punishment in the college, and punishment in the college for misconduct by boarders will entail similar punishment in the hostel also.