

## **Code of Conduct for Principal**

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
4. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
5. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
6. Principal has the responsibility for the smooth conduct of curricular, co curricular and extra-curricular activities of the College.

### **Duties and Responsibilities of Heads of Departments**

1. They should come in time and supervise the Lecturers in their Departments to ensure that they come in time, take classes in time and do their duties properly.
2. The books prescribed by the University for each year should be procured through the Library and made available in the Department.

  
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3. Each year and each Semester, bearing in mind the general needs of the college the lesson plan for the Department should be determined and given to the Lecturers beforehand. This should be handed over to the Principal two days before the reopening of the College.
4. Keeping in mind the lessons to be taken and those that have been taken the examinations should be conducted and the students' progress reports in the prescribed form should be ready and, with the signature of the HOD, should be sent to the parents through the Principal. When they are returned by the parents they should be kept in the files of the departments.
5. After the results of the University Exams are published, the Heads of Departments should examine the results of their Departments and discuss with the other Lecturers in the Department of frequent meetings how to improve the progress of the students and take follow-up action.

### **Code of Conduct for Teacher**

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings
2. Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absens from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every whole-time teacher of the College University may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration or Dir
4. Whenever leaving station, a teacher shall inform the Principal/Head of the Department he Register, if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.

  
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5. Every teacher shall engage classes regularly and punctually and import lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction as students in the form of Tutorial Seminars/Practical's and assessment examination Evaluation work assigned to him by the College University authorities.
6. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, Nationality or language. He shall also discourage such tendencies among his colleagues and students

### **Code of Professional Ethics**

#### **(1) Teachers and their rights:**

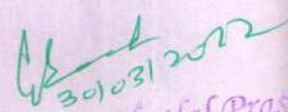
The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance

#### **(a) The teachers and their responsibilities:**

Any person who takes teaching as profession assumes the obligation to 65 conducts himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

#### **A teacher shall:**

- i. Adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.

  
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- ii. Manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- iv. Maintain active membership of professional organizations, subscribing academic subject periodicals, and strive to improve education and profession through them.
- v. perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

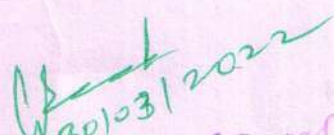
### **Teachers and Colleagues**

The teachers shall always

- 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 exploiting considerations of caste, creed, religion, race or gender in their professional endeavour.
- V. strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vi. Believe in union and unity of the colleagues.

### **Teachers and the students:**

The teacher shall

  
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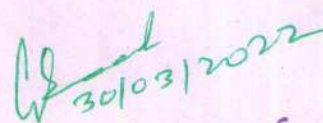


- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- iv. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- v. Pay attention to only the attainment of the student in the assessment of merit.
- vi. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- vii. Aid students to develop an understanding of our national heritage and national goals, and
- viii. Refrain from inciting students against other students, colleagues or administration.

### **Teachers and authorities**

The teachers shall

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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. Not undertake any other employment and commitment including private tuitions and coaching classes;

  
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iii. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

iv. Give and expect due notice before a change of position is made.

v. 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 employees:**

i. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.

ii. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

### **Teachers and guardians:**

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report 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.

### **Teachers and Society:**

The teachers shall

i. work to improve education in the community and strengthen the community's moral and intellectual life.

ii. Be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

iii. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

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## **General Code of Conduct for Students**

Code of Conduct is drawn up to ensure proper and smooth functioning of the Institution, and to preserve the goodwill and reputation of the college.

1. The College commences work with the MVCE played over the public address system. All students, whether inside or outside the classroom, shall stand in silence during the Prayer. They should not be found talking or walking when the College Prayer is on.
2. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
3. Students are expected to be punctual to classes. Latecomers will be admitted only in exceptional cases and with the permission of the HOD.
4. While moving from one class to another, strict silence must be observed.
5. Whenever students are free, they are expected to go to the Library. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground.
6. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
7. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
8. Use of cellphones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cellphones would be confiscated, if students are found using them inside the classroom.
9. Possession of cellphones inside the examination hall is strictly banned. Bringing and keeping cellphones, cash and other valuables in their bags at the time of University examinations will be at students' own

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risk. College authorities cannot help in cases of theft and consequent loss, Students are advised not to bring cell phones and other valuables at the time of University examinations.

10. Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.

11. Students shall not involve in any form of ragging inside or outside the College campus.

12. Students should remit course fees in time. Names will be struck off the rolls and TC will be given to students who do not remit the fees even after the last date of payment of fees with fine.

13. Students should not make any payments to anybody without the knowledge and consent of the principal.

14. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the principal.

15. Students are expected to hand over to the College Office any property found in any place inside the campus.

16. A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell (as mentioned in this Hand Book) for getting their grievances addressed.

## **Code of Conduct for Students**

### **WARNING AGAINST RAGGING**

Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint & drop the letter into the Complaint Box kept in the Principal's Office. Ragging is a serious

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criminal offence that involves severe punishment in the form of dismissal from the College and police action that can result in imprisonment.

"Ragging" means display of noisy disorderly conduct during any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any educational institution, and includes:

a. Teasing, abusing of, playing practical jokes on, or causing hurt to such student

or

b. Asking the student to do any or perform something which such student will not in the ordinary course willingly do.

### **Penalty for Ragging**

4. Whoever directly or indirectly commits, participates in, abets or propagates "ragging" within or without any educational institution shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

### **Disciplinary Rules Governing Students**

1. Students are strictly forbidden from participating in political agitations of all kinds.

2. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the College precincts.

3. Organized absence from classes and soliciting absence from other students are serious breaches of discipline which may lead to expulsion of the student.

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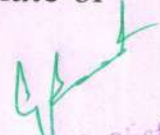
4. Students are not allowed to address any authority outside the College without the permission of the Principal.
5. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
6. Without the knowledge of the Principal, students should not post any of the deemed problems on the social media, such as Facebook, nor to the press.
7. Use of tobacco, alcohol and drugs inside the College campus is strictly prohibited. Students found in possession or using them would be summarily dismissed from the College.
8. Students found involved in violent behaviour inside or outside the class and in group violence inside the campus, leading to bloody clashes, would be severely dealt with. Disciplinary action would be initiated against all those involved in them, leading to expulsion from the College.

### **Guidelines for Teaching & Non-Teaching Staff**

Issued by the Management

All teaching & non-teaching members of staff shall observe the instructions regarding the attendance issued by the Deputy Director of Collegiate Education.

1. All non-teaching staff shall sign the attendance at the beginning of the College before 10:30 A.M. and shall be in the work spot for 6 (Six) hours irrespective of the hours of functioning of the College.
2. No teaching & non-teaching staff shall absent themselves without written prior permission of the Principal as a matter of course.
3. All teaching & non-teaching staff members shall obtain the permission in writing of the Principal if they want to attend late or leave the College early after signing the attendance.

  
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4. If the teaching & non-teaching staff members are absent without taking prior written permission of the Principal, they shall be liable for cut in casual leave or earned leave as the case may be. Any habitual late coming or absence without proper permission will be viewed seriously and appropriate action will be taken.

All leave application letter proposals for faculty, improvement scheme etc., or examination on other duty shall be submitted well in advance to the Principal for processing and getting the approval of the Management in time.

All members of the teaching and non-teaching staff are requested to refrain from holding, addressing meetings or demonstrations etc., at any time within the Campus.

All members of the staff are requested to refrain from any activity which will lead to the disruption of the peace and calm of the Campus and shall not indulge themselves in activities prejudicial to the interest of the Institution or other individual staff members like incitement, abuse, and assault including reference to Community.

  
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