

# CODE OF CONDUCT AND PROFESSIONAL ETHICS



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## **CODE OF CONDUCT FOR ALL STAKEHOLDERS**

1. All stakeholders must work towards the vision of the college.
2. They must perform their daily activities as assigned by the authorities as prime responsibility for the betterment of the college and society.
3. They must have a positive relationship with students, colleagues and society.
4. Every stakeholder shall abide by and comply with the rules and regulations of the college.
5. Every stakeholder shall behave with utmost courtesy and respect with all persons with whom he/she is to deal with in the course of his/her duties.
6. The effort of every stakeholder shall be directed towards promoting the interest of the College and shall refrain from prejudiced activity.
7. All stakeholders should be punctual.
8. Measures shall be taken to avoid, eliminate and if necessary impose punishment for any harassment in terms of color, religion sex or any other physical or mental disabilities.
9. No stakeholder should involve himself/herself in any form of threat or physical violence of any kind. He/She shall be liable to punishment, if found violating this code.
10. No stakeholder should destroy/attempt to destroy or tamper office records or documents of the college.

## **CODE OF CONDUCT FOR HEAD OF DEPARTMENT**

1. The syllabus distribution should be allotted by the Head of the Department after taking into account the faculty member's subject of expertise.
2. The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
3. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
4. The Head of the department should encourage Faculty Members to update their knowledge by organizing or attending seminars / workshops / conferences and writing proposals to funding agencies for research projects. The Head of the Department should encourage Faculty Members to author text books and publish research papers.

## **CODE OF CONDUCT FOR ALL TEACHING STAFF**

1. Every teacher should discharge his/her duty as assigned by the authority and be punctual, sincere and honest in discharging his/her duties.
2. In addition to the teaching responsibility a teacher may be required to discharge administrative duties and responsibilities like admission of students, participation in various meetings/discussions.
3. Everyone should be expected to respect others' opinions, views and to refrain from hurting others' sentiment or feelings.
4. Every teacher should work harmoniously towards the development of the institution and should endeavor to harness their professional skill.
5. Every teacher should refrain from publicly displaying or showcasing their political affiliation within the campus of the institution.
6. Every teacher must refrain from engaging in, indulging or inspiring any activities or opinions that may damage the reputation of the institution.
7. Every teacher must not be engaged in any activities including giving private tuition or coaching that may interfere with his/her teaching and administrative responsibility.
8. Every teacher is expected to participate actively in various programmes organized by the institution.
9. Every teacher is expected to be objective in his/her assessment of students and discharge his/her duties with fairness and honesty.
10. No teacher should discriminate against any student on the grounds of race, caste, creed, language, gender, social and economic condition.
11. Every teacher should help in creating democratic and participatory space for students in engaging in free speech.
12. Every teacher should treat his/her colleagues with dignity, respect and foster fellow feeling in the institution.
13. Every teacher should follow the general guidelines and regulations as stipulated by the concerned authorities from time to time.

## **CODE OF CONDUCT FOR NON TEACHING STAFF**

1. Every non-teaching member must work harmoniously towards the betterment of the institution.
2. No member of the non-teaching staff should indulge in, or support directly or indirectly in any derogatory remark or activity against anybody on the grounds of race, caste, creed, language, gender or social and economic status.
3. Every non-teaching member must discharge his/her responsibility with honesty and diligence and perform his/her duty as assigned by the authority.
4. Every non-teaching staff must refrain from engaging in or supporting any opinion/views or activities that may damage the reputation of the institution.
5. Every non-teaching member must contribute in building democratic environment within the college campus.
6. Every non-teaching member must maintain confidentiality of the work assigned.

## **CODE OF CONDUCT FOR STUDENTS**

### **Preamble**

Student code of conduct is a set of rules chalked out to promote and enhance a positive learning environment on the campus. These are certain social norms laid down by the institution in order to ensure and support safe, healthy and inclusive campus community. Failure to abide by these guidelines may result in disharmony and call for punitive action against violators.


### **Disciplinary Rules and Regulations**

Students enrolled with the college are expected to maintain good behavior and discipline on the campus and also during off-campus visits such as field trips, educational tours, internships etc. Students must be aware that any instance/s of misconduct will call for severe action by the authorities.

- 1. Students must be present in the classes as per University Norms (75% attendance) and appear at the compulsory selection test. Otherwise they will not be allowed to be sent up for University Examinations. Furnishing a medical certificate as a reason of absence will not be considered for the same.**
2. Students must produce their identity cards issued by the college, whenever required, during college hours.
3. Students must not deface the walls of the college building by writing slogans or pasting posters.
4. Students must not gather together in front of class-rooms, teachers' rooms, library and office rooms. Loitering on the corridors is strictly prohibited.
5. Visitors other than parents or guardians are not allowed to see students during college hours.
6. Students are responsible for the safe custody of their books and belongings. The college will not be responsible for any loss thereof.
7. Absence from college without leave is not allowed except in unforeseen circumstances, in which case immediate intimation should be given to the college authorities.
8. The Name of a student absenting himself/herself from the college for a period of one month at a stretch without prior permission may be struck off the rolls.
9. Any plea regarding irregular attendance leading to shortage of required percentage will not be entertained.
10. Students against whom charges of repeated transgression of discipline are on record are

liable to expulsion from college.

11. **Smoking is strictly prohibited within and in the vicinity of the college premises.**
12. **Ragging activities are strictly prohibited on the college campus. Serious measures will be taken against any person indulging in such activities.**
13. Students are expected to follow classroom decorum. They shall respect the academic environment and participate actively in nurturing it further.
14. Students must strictly abide by rules laid down by the examination authorities and abstain from indulging in any form of unfair means or malpractice.
15. Students must exercise a sense of belongingness with their institution. They should respect the college property and abstain from causing any damage to the infrastructural facilities provided to them.
16. Students must contribute in ensuring that their campus is clean and beautiful by staying away from throwing garbage in the classroom, corridors, staircase, or playground. Any form of trash should be disposed of in the trash-cans and waste bins only. Students should be self-disciplined and feel responsible towards the upkeep of overall cleanliness on the campus.



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