

# **CODE OF CONDUCT**

Institution is an academic institution which is responsible for providing best citizenship to the society and Nation at a large. Creation of good citizenship is one of the missions of the institution through which vision is to be achieved. For the overall balanced development of the institution, it is necessary to have a Code of Conduct for every category of stakeholders i.e. students, teaching staff, non-teaching staff, principal and management, Code of Conduct explains, what is expected and what is not expected from every category of stakeholder. In view of this, Institution has made specific identification about the behavior which is acceptable. Infact, code of conduct is a frame work within which desirable behavior is to be assessed and evaluated. Everybody is expected to work according to this frame work. If one who does not act according to the framework, is liable for punishment after giving proper opportunities by way of privilege of natural justice. It should be kept in mind to determine the punishment looking to the misconduct and also whether act has been committed willfully, negligently or under provocation from any body. We should keep in mind that level of discipline and behavior inside and outside the campus and also in society, evidences the level of teaching-learning of the college. It is the behavior acceptable or prohibited can be defined as code of conduct. Fortunately, our institution is already having codified service conditions which regulate the teaching and non-teaching staff but for other stakeholders, we are giving bellow the behavioral measurement.

## **CODE OF CONDUCT FOR STUDENTS-**

- 1.** It there is any prescribed dress code, students are expected to come to the college daily only in proper dress.
- 2.** Students must attend regularly and attentively the classes and in case of any confusion, seek clarification from the teachers.
- 3.** They should never enter into irrelevant argument either with the teacher or with fellow students or with any staff either in classroom or in campus.
- 4.** Student should never be absent without prior consent of the college or at least, he should submit the application the day he comes to attend the class.
- 5.** He should complete with seriousness/his homework /assignment and must get checked and evaluated by the subject teacher.

6. Student must act in a responsible manner and also should co-operate not only to the teacher but also in the official/campus work.
7. Students must participate in all co/extra-curricular activities and also in activities relating to the community services.
8. Students should never miss any class and attend the discussion/transaction in class with full concentration.
9. They should not damage any equipment material or property in any way
10. In co-education system, the students must avoid any indecent behavior for girls.
11. They should not involve in any way into ragging etc.
12. As and when required, students must bring their parents in the college and also true picture of their teaching-learning etc. must be given to the parents.

## **PENALTY**

Institution should have a clause to impose the punishment on the students in case of their indecent behavior or the damage of the property or willful absence and missing from the college. However, it should be kept in mind whether act has been committed willfully, negligently or under provocation and accordingly punishment may be decided. Penalty must be fixed looking to the gravity of misconduct. It should also be seen whether misconduct is a regular feature or is a casual one. Before imposing the penalty, explanation must be called and in case of need, personal hearing also may be given.

Institution may ask the student to come with the parents for guidance and counseling. As far as possible, situation for penalty may be avoided and counseling by teachers there after by principal and if so required, by management representative may be done.

This code of conduct may be reviewed as and when so is required.

## **CODE OF CONDUCT FOR TEACHERS**

Teachers are also bound to be guided by Student Character as suggested by UGC. Institution has codified services conditions according to which provision for punishment and reward is to be decided.

Teachers are further supposed to :-

1. act as a facilitator for students and not as a lecture giving person.
2. arrange the class-room in such a way so that need of diversity may be fulfilled.
3. attend to requirements of slow learners and advance learners.
4. to remain enthusiastic for providing remedial teaching for those who attend NCC and NSS/other community activity and who remain an leave.
5. provide facility of guidance and counseling, career development.
6. remain available in the college for any consultation by students.
7. provide affectionate treatment to the students and also to attend their grievances/queries in a attachment manner and till the satisfaction of students.
8. tolerate the difficult students and never enter into undesirable discussion with the students or guardians or with any campus staff.
9. to give the assignment, check it and proper feedback to the students should be ensured.
10. fair and transparent internal assessment and evaluation should be ensured.
11. library facilities should be used for updation of knowledge
12. should go to attend seminar/workshop with serious preparation and to present paper properly.
13. to write article for magazine in reputed journals.
14. to seek the membership of national/professional bodies and to work for research activities.
15. to use e-technology for teaching-learning to encourage for NCC/NSS/other activities as these are channels of teaching- learning.
16. to attend the institution in proper dress.
17. to take part in various activities of the institution and to contribute to the best of knowledge and capacity.
18. not to fear or hesitate for accepting any institutional responsibility as that is also a part of academic field.
19. take part in games and sport.
20. try to become the member of academic body of university and other colleges, professional development must be priority agenda.
21. never put unwanted pressure on principal or management for any of demand and same be discussed in peaceful manner within the framework of service conditions
22. should express his own views but should not involve in irrelevant issues.
23. should encourage the students to utilize fully the freedom of learning.
24. should use community as academic library.

25. should conduct teaching-learning as per his annual plan, unit plan, time table and academic calendar of institution.
26. should give full respect to the principal and to the members and office bearers of Governing Body.
27. should not exploit the students in any way.
28. teacher should never forget that he is a representative of one institution and will be a mark for the prestige and level of discipline of teacher and also of institution.

## **CODE OF CONDUCT FOR PRINCIPAL**

Principal is the academic head of the institution. Therefore, he/she should:-

- 1- discharge his duties with full commitment.
- 2- work for overall balanced academic growth of institution.
- 3- express his/her views without fear and favor.
- 4- never encourage groupism amongst students, teaching and non-teaching staff.
- 5- ensure teaching-learning co/extra-curricular activities to run smoothly.
- 6- prepare academic calendar well in advance.
- 7- not involve in controversial discussion.
- 8- not to treat himself/herself as dictator.
- 9- know to get work done by teaching and non-teaching staff affectionately and respectfully.
- 10- not humiliate or show indecent behavior with any student or stakeholder.
- 11- not involve in any act of financial indiscipline.
- 12- not disclose any secrecy and should not part any document to benefit others against the interest of institute.
- 13- Conduct all committee /cell meeting, as per schedule and ensure action as per need.
- 14- not put undue pressure on management relating to own personal interest.
- 15- not instigate students staff or any stakeholder against any one
- 16- follow service conditions of institution.
- 17- encourage staff of all categories for their academic/professional development.
- 18- provide time to time suggestions to the management for the growth of institution.
- 19- develop proper relationship with different academic professional bodies

**20-**not politicalise any matter against the interest of the institution, staff, students or any community member.

**21-**not encourage any unethical practice or commercialisation.

**22-**not create any dispute with management and should not go for litigation and should settle dispute through mutual discussion.

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

Non-teaching staff include office Asst (Clerks), technicians and support staff (Peons guard and sweepers) they are covered by service conditions already provided. However they are expected to:-

- 1-** come to college in proper dress and to observe punctuality.
- 2-** be available on their seats during college time.
- 3-** attend to requirements of any one politely and immediately.
- 4-** maintain cordial relations with students and all staff members.
- 5-** be responsive with politeness to every body
- 6-** to take up any grievance to the principal or through principal to the management.
- 7-** maintain the record properly and should ensure safety as per rule.
- 8-** work with full honesty and integrity.
- 9-** co-operate in organizing meeting/function of institution.
- 10-**co-operate in positive publicity work.
- 11-**keep all matters secret unless disclosure is genuinely required.
- 12-**avoid to involve in any groupism or to act disorderly against the interest of institution.
- 13-** avoid for moving to litigate without knowledge of Principal and management.

In addition to the performance of duties by virtue of nature of appointment, support staff would be responsible for safety and security, of property, cleaning and dusting.

## **CODE OF CONDUCT FOR MANAGEMENT**

- 1.** Management will act as a policy making body.
- 2.** Management will not interfere in day-to- day function in of the institution.
- 3.** Management would extend full co-operation to the Principal as per need to run academic activities smoothly.
- 4.** Management would not harass victimize or humiliate to any staff without cogent reason.
- 5.** Management would co-operate for achieving Vision and Mission of the institution and would extend respect to students character.
- 6.** Management would not work for commercial purpose.
- 7.** Management would run the institution honestly and with integrity without involving in any act of manipulation and illegal smell.
- 8.** Management would provide appropriate salary and other minimum required service conductions to staff.
- 9.** Management would provide need based infrastructure and material at its own/and/or on demand by Principal.
- 10.** Management would not pressurize student, any teaching and non-teaching staff for any unethical work.

During the course of any meeting, management would not influence other participants to express their views against their will.

- 11.** Management would follow the guidelines of Govt./affiliating body/any statutory body.