

# CODE OF CONDUCT FOR THE STAKEHOLDERS



**yuva**kshētra<sup>®</sup>

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Affiliated to the University of Calicut & Managed by the Diocese of Palghat



## **PREFACE**

Education which consists of learning, skill development and value acquisition is the most important factor of human resource development. The development of human resource to the maximum is the prime responsibility of the society.

Various stakeholders like students, their parents, teachers, principals and the Governing Boards play a significant and concerted role in this process. Yuvakshetra Institute of Management studies which strives for imparting value-based education, has always maintained a standard code of conduct for all the above stakeholders as education is considered one of the main missions of the Management.

We are publishing the code of conduct anew for the various stakeholders and let it be a lantern on our march towards the third decade of twenty first century.

Sd/-  
**Principal**

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# **I CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE**

The following guidelines are issued in order to help the students to conduct themselves courteously and in accordance with the highest standards of mannerly behaviour.

1. Every morning we begin our work with a prayer song. Come to attention when the song begins and keep standing till it ends, wherever you are in the campus, whether in the class or outside. Classes will be held from 09.30 a.m. to 12.45 hrs and 1.30 hrs to 03.30pm.
2. Every student shall behave and conduct himself/herself in the College and the hostel in a dignified and courteous manner and should be respectful to the teachers.
3. 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.
4. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and hostel.
5. Learning not to damage property whether public or private is one of the primary requirements for civilized behaviour. 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.
6. Silence shall be maintained in the Required places and general atmosphere must be maintained in the campus of the college.
7. 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 the hostel.
8. 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.

9. 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 the politically based student organizations.
10. Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates, walls and 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.
11. 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.
12. Any student who is found to exert undue influence on fellow students will be strictly dealt with.
13. No student will enter or leave the classroom when the session is on without the permission of the teacher.
14. Students absenting themselves without submitting proper leave application for more than ten working days will have their names removed from the rolls. They may be readmitted only at the discretion of the principal.
15. 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.
16. There is a students' grievance redressal cell in the College. In case the students have any grievance or complaint they may approach the head of the department first and if not satisfied, the principal. The principal will at his discretion refer the matter to the students' grievance redressal cell consisting of the vice-principal, one HoD and one senior teacher nominated by the principal.
17. Students who are charged in criminal offence or are under suspension will not be allowed to enter the College campus without the permission of the principal.
18. The Principal shall have power to declare holiday for the College if he is satisfied that peaceful academic functioning of the College cannot be carried on.

19. 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.
20. 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 the student. In the application form for admission an undertaking shall be given by the student and the parent accordingly.
21. In the matter of internal discipline the decision of the principal shall be final.
22. 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.
23. All UG and PG students are required to wear their prescribed uniforms on all working days except Wednesdays. Students are expected to be properly dressed. Low waste jeans, colour *dhobhis*, collarless T-shirts, indecent stitching and showy clothes are strictly prohibited. Women students are expected to show lady-like dignity in their dress and general behaviour.
24. Students are not permitted to bring their vehicles into the campus. The staff can park their vehicles at the allotted space in the campus.
25. 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.
26. Rise from your seats when the teacher enters the classroom and remain standing till he takes his seat or till you are allowed to sit down. Greet your teacher appropriately when the teacher enters the class. Rise again and say 'Thank you, Sir' when the teacher leaves the classroom.
27. Nothing is more appreciated in a student than courteous and mannerly behaviour. Greet your teachers when you meet them inside and outside the campus. Do not tuck up your dhoti when you are in the campus. Please note, it is rude behaviour to enter a room without being asked to, not to say 'Thank you' when something is done for you, to jump queues, to scramble for seats in the bus, to get past a person at a door or passage without saying 'Excuse me' or not to say 'sorry' when you have bumped into someone.
28. Students are expected to spend their free hours in the Library/Reading Room. They should not loiter along the verandas or crowd at the gate or in the main road.

29. All types of ragging, eve-teasing are strictly prohibited. Such cases will be reported immediately to the police.
30. Attendance will be marked at the beginning of each period by the teacher engaging the class. Late-comers may be given or refused attendance for the period, or marked late, at the discretion of the teacher concerned. If a student is absent for one hour, it will be treated as absence for half a day and if his absence is for two or more than two hours, it will be treated as absence for one full day.
31. 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.
32. Application for leave for more than a period must be made to the Principal in the prescribed form by 10 a.m. When absence is due to some unforeseen cause, the application should be submitted as early as possible, and in no case later than the first day of the student's return to the College.
33. Absence without leave from any examination or from the composition or practical work will be reported by the teachers concerned to the Principal. Leave of absence from a term examination should be obtained from the Principal.
34. A student absenting himself/herself from the College even for a day should submit the leave application to the Principal, duly signed by the teacher in-charge.
35. A student absenting himself/herself for a period exceeding five working days, whether with leave or without leave, should on his return to the College, report to the Principal.
36. 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.
37. Application for leave must be countersigned by the student's guardian and recommended by the tutor or the teacher-in-charge of attendance or the HoD and is to be submitted to the principal immediately after the return from his/her leave. For hostel students, the warden's recommendation is sufficient. All leave applications including duty leave, must be submitted within one week.
38. Duty leave 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.

39. The maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days. NSS cadets are also eligible for such leave.
40. Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of 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 programme may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment.
41. Benefit of attendance may be granted to students attending University College Union co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.
42. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.
43. 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 and uniform are mandatory for students.
44. If a student loses his/her identity card, a duplicate should be obtained immediately on payment of Rs. 100/-.
45. Identity card should be produced for verification when it is asked for by any member of the College staff.
46. Boy students not residing with their parents should normally reside in the Christu Raj Hostel. They can, however, stay with their local guardians.
47. Students are strictly forbidden to reside in unapproved lodgings. Those desiring to reside in approved lodgings must obtain the permission of the Principal.
48. Students shall submit to the College office in the prescribed form obtainable there, full information regarding their residence.
49. Any subsequent change in residence can be made only with the written permission of the principal.



50. In all matters of admission, accommodation and disciplinary action against the boarders, the Principal's ruling will be final.
51. 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.
52. 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.
53. Dismissal from the hostel for grave misconduct will entail similar punishment in the College and punishment in the College for misconduct of boarders will entail similar punishment in the hostel also.
54. Three percentages of the total seats in the hostel are reserved for handicapped students.

## **1.1 UGC Regulation on Curbing Ragging**

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions.

### **1.3.1 What is Ragging?**

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which rudeness a fresher or any other student.
- b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embracement so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student including a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other

student by students.

- g) Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **1.3.2 Punishments for Ragging**

The UGC regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being found guilty of the offence.

As per the regulations any students can be fined up to Rs. 2.5 Lakhs if found guilty of ragging. The UGC regulations provide for justification of a student, a period from one to four semesters.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/withdrawing scholarship/fellowship and other benefits.
- c) Debarring from appearing in any test/examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- f) Suspension/expulsion from the hostel
- g) Cancellation of admission

- h) Rustication from the institution for periods ranging from 1 to 4 semesters
- i) expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- j) Fine ranging between Rupees 25,000/- and Rupees 2.5 lakh
- k. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

## **1.2 College Union**

The College Union is organized with the following objectives:

- a) To train the students of the College in parliamentary democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights.
- b) To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- c) To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- d) To encourage extracurricular activities like Youth Festival, Sports Meet etc. that are conducive to the above objectives.

### **1.4.1 Regulations Regarding the Election to the College Union**

1. The election to the College union will be conducted on the parliamentary model as per paragraph 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High court of Kerala.
2. The College union will have a Students' General Council and an Executive. All students are members of the Students' General Council. In order to conduct election to the Executive Council, an electoral council consisting of two elected representatives from each class will be formed. The electoral council will elect the Executive Committee consisting of the following office bearers: the Chairman, Vice-Chairman, General Secretary, University Union Councillors, Magazine Editor and the Arts Club Secretary. There shall be a Secretary of sports who will be nominated by the committee consisting of the Principal, The Head of the Dept. of Physical Education and the Staff Advisor of the Students' Council.
3. An SC/ST representative also will be nominated, if there is no SC/ST among those elected to the Executive.

4. One member representing the students of each Degree and P.G. class elected by and from among the student representatives of the respective years in the electoral council will also represent in the Executive Council.
5. Two lady representatives will also be there elected by and from among the lady representatives in the Students' General Council.
6. The language secretaries of Malayalam, English and Hindi will function as assistant editors for the respective sections of the College magazine.
7. The candidates contesting to the electoral council should possess a minimum of 75% attendance in the previous year (except in the case of first year students) and should have passed all the examinations held so far. Those who were granted condonation of attendance in the previous year are not eligible to contest in the election.
8. Anyone against whom disciplinary action of any kind has been taken (inside or outside the campus, civil or criminal) ipso facto stands debarred from contesting elections to electoral council.
9. Students are forbidden to contest in the Union election on the label of student organizations.
10. The office-bearers of these various departmental associations will be elected by the members under the supervision of the Department Heads.
11. The Principal is the ex-officio Treasurer and Patron of the College Union. Expenses for the activities of the College union require prior sanction of the principal and the College union advisor.

### **1.3 College Library**

12. Identity Card is mandatory for getting access to YIMS BODHI LIBRARY
13. The library will remain opened from 8.30 AM to 5:00 PM on all working days.
14. Patrons should record their ENTRY/EXIT at the entry point using ID card. It has to be repeated every time you make a fresh visit to the library.
15. Books, handbags and other personal belonging must be kept outside/property counter before entering the library.
16. Members are requested to observe strict silence in the library and its surroundings.
17. Online Public Access Catalogue (OPAC) system is followed in the library. Users can check

the books availability in the catalogue.

18. Members should not alter the arrangement of books/journals in the racks section. If any item is taken out from the rack, it should be placed back correctly or left on the side of rack or table.
19. Members must handle the books/ journals with care; marking with pencil/pen, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously and a fine will be imposed.
20. Reference books and journals shall not be taken out of the library. These can be read only in the reading room.
21. Members who wish to read the reference books must enter their names, batch, course etc. in the library software and the book issued to them for reading inside the library.
22. For journals a periodical usage register kept in the library and write the details of the members and journals in the respective columns.
23. Books are issued to the students after verifying the ID cards. The member must produce his/her ID card when a book is issued.
24. Before leaving the library, borrowers must examine the books taken by them and if any mutilation or defect is found, it must be brought to the notice of the librarian. The borrowers will be responsible for any damage or mutilation detected thereafter.
25. The librarian may reduce the period of loan if the book is very much in demand.
26. Reissue of books to a borrower may be allowed maximum twice other than the first issue.
27. When a book is issued to a member, the due date for the return of the book will be noted in the due slip attached to the book.
28. Librarian may recall any book from any member at any time and the member must return the same immediately.
29. Books must be returned on or before the due date. If the day happen
30. to be a holiday, the book must be returned on the very next working day. For retaining the book beyond the due date of return, library member will have to pay an overdue charge of Rs.5 per day.
31. If the books are lost, the borrower shall replace the book or deposit three times the price of

the book in the library.

32. All batches of students are strictly advised to follow their allotted
33. Use of the YIMS Bodhi library's computers is purely for academic purposes and on a walk-in basis. Time limit on these computers is 30 minutes if another person is waiting.
34. All persons using the Internet must enter the details in the internet usage register kept in the library.
35. Personal software programs may not be installed on the library's computers. Changes may not be made to the setup or configuration of the software or hardware.
36. Internet Browsing, Downloading, Printing, Scanning of information are fee-based services which complies with the Copyright Law and laws relating to the use of the Internet and other electronic media.
37. Misuse or abuse of the library's computers will result in suspension of privileges.
38. Allotment of computers is at the discretion of the library staff

## **II CODE OF CONDUCT FOR THE PARENTS/ GUARDIANS OF THE COLLEGE STUDENTS**

Yuvakshetra Institute of Management studies, Mundur, ensures a peaceful learning environment that is safe, positive and supportive for all students and staff of the College. The College is run by the Catholic Diocese of Palakkad. This institution inculcates Christian values and virtues in its campus aiming at an integral formation of the students: academic, emotional, social, creative, physical and spiritual. The College treats the parents/guardians of the students as active partakers in the formation of each student. Parents/guardians should always attend their children/wards in forming good character. They should cooperate with the College authorities in this regard.

1. The term “parents/guardians”, refers to the persons named in the official register of the College during the time of enrolment as the parent or guardian of a student.
2. The College expects the parents/guardians to deal with the College authorities in matters regarding the students. No outsiders or relatives are expected to engage with matters of the students unless it is duly informed by the parents in an officially assigned format and procedure.
3. Parents/guardians of the students are expected to uphold the vision, values and ethos of the College.
4. Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College. Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the College’s policies and procedures.
5. Parents/guardians should come to the general PTA and the class PTA. They should remember the fact that formation of the students belong to the collective responsibility of teachers and parents/guardians.
6. The General Body shall be the supreme authority of the Association. Only the parents/guardians of all the students on rolls of the College during a year and all permanent teachers on roll shall constitute the General Body of the Association. The General Body elects the members of the Executive Committee, and the Committee shall be for a period of one



academic year.

7. The day-to-day functioning of PTA is done by the PTA Executive which may be convened according to the needs of the institution.
8. It is the aim and objective of the PTA that it should help to maintain good relationship among students, staff and parents/guardians. It should help to maintain the discipline and academic standards of the College.
9. The PTA should help the College authorities to maintain good discipline and high academic standards.
10. The PTA also has to take creative steps to collect voluntary subscriptions, donations, gifts, etc. from members, non-members and other institutions for furthering the aims and objectives of the association.
11. The PTA shall try to institute scholarships, prizes, medals, etc. to benefit students showing a high proficiency in their studies.
12. The PTA should ensure improvement in the standards of infrastructural facilities.
13. They are advised to meet in person the HoDs and Principal regarding the conduct and overall performance of the children/wards. It is highly appreciable that the parents/guardians should visit the HoD at least once in a semester.
14. Parents/guardians should inform the HoD when a student is on leave due to ill health for more than 3 consecutive days.
15. In cases of extreme necessity, the parents/guardians should directly contact with the HoD, and if delegated the class tutor in order to get the permission for the students to leave the campus before 3.45 pm.
16. Parents/guardians can approach any teachers of the staff only with the prior consent of the HoD.
17. No parent/guardian is allowed to enter the classroom of their children. They can meet the student in duly assigned places in the department blocks.
18. Parents/guardians should maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of this College.
19. In matters of discord and grievances, the parents/guardians are requested to make a direct meeting with the principal/ respective HoD. Kindly do not resort to any inappropriate, malicious and judgemental gossips in case of issues regarding your student and College. A direct conversation will clarify any confusion regarding the issue. The College takes seriously any issues that are brought to its attention.

20. With regard to any complaints regarding grave issues, the parents/guardians should meet the Principal first of all. If the HoDs direct the parents/guardians to the office of the Principal regarding any issue, they should deal it with the Principal's in person.
21. In matters where other students are also involved, no parent is allowed to make any kind of direct communication with them in person. Only in the presence of the Principal/HoD/class tutor, a parent can meet other students.

### **III CODE OF CONDUCT FOR THE NON-TEACHING STAFF**

1. All the non-teaching staff, being supporting staff of the College should work in collaboration with the Superintendent under the orders of the Principal. Each one shall report to the duty in time.
2. They should strive to maintain the academic atmosphere of the College through the works assigned to them.
3. They are not allowed to sub-delegate the responsibilities entrusted to them without the prior permission of the principal.
4. They are not allowed to leave the College campus during the working hours unless permitted by the principal.
5. They should adhere strictly to the laws and regulations of the College.
6. They should deal with students, staffs and colleagues with respect and courtesy.
7. They should maintain honesty, discipline, fairness and justice in their official duties.
8. They should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section.
9. If anyone raises complaints against the functioning of any section, he/she should be directed to the Superintendent. Matters beyond the jurisdiction of the Superintendent should be referred to the Principal without any delay.
10. On unavoidable circumstances they can take leave on working days. They should get permission from the Principal and inform the leave to the immediate superiors for the proper functioning of the offices.
11. Non-teaching staff who are working in the department laboratories shall maintain a stock register for all the articles, equipment, chemicals, etc and they will be responsible for all the articles and files under their custody.
12. For articles damaged by the students a separate register should be maintained
13. They should refrain from the use of alcohol and other intoxicants in the campus and also from

receiving bribes of any type. Moral uprightness is expected from all staff members.

14. Strict action will be taken if any file is delayed purposefully.
15. All male staff are expected to come to campus with pants, preferably black and shirt inserted, black belt and executive black shoes are preferred.
16. For lady staff, saree is the Preferred Dress
17. Exemptions to the dress code may be given only on Personal request and on special occasions

All should co-operate with the Management, administration and the teaching staff for the smooth and efficient functioning of the College.

## IV CODE OF CONDUCT FOR THE TEACHERS

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 9.30 a.m., and they can leave the campus only after 4 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 have to do properly the special duties assigned by the Principal.
5. They should mark the attendance online, and maintain the documentation in the Attendance Register entrusted to them.
6. 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.
7. Members of the teaching staff may borrow books from the College library, and they can keep text books with them for the whole academic year. Other books may be kept up to 30 days. At a time they can take maximum ten books. However, all books borrowed from the library should be returned before 30<sup>th</sup> April every year. All the privileges for the staff regarding the borrowing of the books can be revoked at times of grave necessities, and the librarian will inform the matter beforehand.
8. 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.

### 4.I Teachers and their Responsibilities

1. 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 percepts and practices. 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.

2. They should adhere to a responsible pattern of conduct and demeanours expected of them by the community.
3. They should manage their private affairs in a manner consistent with the dignity of the profession.
4. They should seek to make professional growth continuous through study and research.
5. They should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
6. They should maintain active membership of professional organizations and strive to improve education and profession through them.
7. They should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication
8. 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 counseling students as well as assisting in the conduct of university and College examinations, including supervision, invigilation and evaluation.
9. They should participate in extension, co-curricular and extra-curricular activities including community service.

#### **4.2 Teachers and Students**

1. Teachers should respect the right and dignity of the student in expressing his/her opinion.
2. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. They should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.



4. They should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. They should inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. They should be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. They should pay attention to only the attainment of the student in the assessment of merit.
8. They should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. They should aid students to develop an understanding of our national heritage and national goals.
10. They should refrain from inciting and instigating students against other students, colleagues or administration.

#### **4.3 Teachers and Colleagues**

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

#### **4.4 Teachers and Authorities**

1. 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.
2. 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.

3. They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. They should cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
5. 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.
6. They should adhere to the conditions of contract.
7. They should give and expect due notice before a change of position is made.
8. 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.

#### **4.5 Teachers and Non-Teaching Staff**

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

#### **4.6 Teachers and Guardians**

1. 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.

#### **4.7 Teachers and Society**

1. Teachers should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. They should work to improve education in the community and strengthen the community's moral and intellectual life.
3. 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.
4. They should perform the duties of citizenship, participate in community activities and

shoulder responsibilities of public offices.

5. 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.

#### 4.8 Dress code

1. All male staff are expected to come to campus with pants, preferably black and shirt inserted, black belt and executive black shoes are preferred.
2. For lady staff, saree is the Preferred Dress
3. Exemptions to the dress code may be given only on Personal request and on special occasions.

## **V CODE OF CONDUCT FOR THE PRINCIPAL**

1. The Principal of the College is responsible to abide by the Code or Professional Ethics for University and College Teachers.
2. Principal is responsible for the day-to-day administration of the College.
3. The principal should take creative steps to materialise the vision and mission of the College from time to time.
4. The Principal should initiate development activities of the College in due consultation with the management.
5. The principal has the prime responsibility to maintain the academic atmosphere of the College. He/she should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities.
6. The Principal should monitor, manage and educate the administration of the institution and take remedial measures wherever it is necessary
7. It is the duty of the Principal to ensure the discipline of the staff, students and non- teaching staff.
8. The Principal has to ensure the equal treatment to all the people in the campus of the College by removing any kind of discriminatory and disparate practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
9. Equal opportunities for all students should be ensured by the Principal.
10. The Principal should put best efforts to bring in adequate infrastructural and financial support for the College.

11. The institution of new scholarships, and channelizing funds for academic and extra-curricular activities should be done only with the due permission of the Principal.
12. Every department should get permission from the Principal for the extension programmes they plan to conduct.
13. Incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes should be immediately informed to the Principal, and the Principal should give an official complaint to the consigned government authority without any delay.
14. The Women Cell and the Complaint Redressal Cell in the College should inform the Principal any case that is reported to it along with the actions the Cell has taken on behalf of it.
15. The Principal should take measures to ensure the collective responsibility of all staffs and students in the College and thereby build mutual confidence amongst them

## **VI CODE OF CONDUCT FOR THE MANAGEMENT COUNCIL OF THE COLLEGE**

1. The Management Council of the College consists of the Patron, the Director, Asst. Director, Bursar and the members nominated by the Patron. The body should work with mutual understanding and respect for the good of the College. It should work to uphold the vision and mission of the College.
2. The Managing Board should ensure the academic profile of the College, and try to open new avenues for further research pursuits in the College. It should ensure an environment conducive for research for all times.
3. The timely maintenance of the infrastructure and channelling funds for the further development of the institution and initiating remedial measure should be prime concern of the Managing Board.
4. The Managing Board is responsible to enforce discipline in the College administration and campus from time to time.
5. It should maintain transparency and fairness in all kind of administrative activities.
6. It should ensure the taking of feedbacks from students, staff, parents, and non-teaching staff from time to time, and take necessary steps to improve the service of the College at all levels.
7. It should maintain vibrant relationship of the College with the local community and ensure their participation in the welfare of the College.
8. It should ensure non-discriminatory practices in the College providing equal opportunity to all irrespective of caste, creed, religion, race and sex.



9. The Managing Board should take active steps to implement regulations and requirements demanded by State and National Governments, and Councils for Higher Education.
10. In Special occasions the Principal may be invited for the Management Council.
11. The Managing Board should meet at least once in a year but it is advised to meet as frequent as possible.

