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*Internal Quality Assurance Cell (IQAC)*

**Code of Conduct Handbook for Governing Body,  
Administrators, Teachers, Administrative Staff,  
Support Staff and Students**

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# **Code of Conduct Handbook for Governing Body, Administrators, Teachers, Administrative Staff, Support Staff and Students**

The conduct of Students, Teachers, Governing Body, Administrators including Principal, Vic-Principal and support staff should be in accordance with the rules charted in this manual. Staff's personal and professional conduct reflects one's institution, profession and bears impact on the students and society. "Code of Conduct" has been formulated to make the staff aware of the rules and regulations of the institution. Teaching and non-teaching staff should strictly follow the rules and regulations mentioned in this manual. The management reserves the right to modify the code as and when deemed required.

# Code of conduct for Governing Body

## Introduction:

The responsibility of the Governing Body is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code seeks to ensure that the members are aware of and accept their responsibilities and follow high standards of ethical and professional conduct.

## Objectives:

The objectives of the Code of Conduct are:

- ❖ To preserve the confidence and faith in the governing body.
- ❖ To avert unethical practices.
- ❖ To ensure compliance with best management practices in all the activities of the college.

## Conduct as Members:

Members shall:

- ⊗ Treat each other, college staff with professionalism, courtesy and respect.
- ⊗ Not negatively influence other members.
- ⊗ Participate actively and work co-operatively with fellow members in carrying out their responsibilities as members.
- ⊗ Act honestly and sincerely.
- ⊗ Have a duty to maintain the confidentiality of information received in the meetings and to not use such information for any purpose outside.

## Responsibilities of Management:

Following are the responsibilities of the management:

1. To give suggestions to the authorities on improvements that can be made in all domains that are an integral part of the college, namely, academics, research and development, administration and governance;
2. To review current academic programs and collaborative programs;
3. To suggest new academic programs as per requirements in higher education;

4. To review broad policies and programs of the college and suggest measures for improvement and development;
5. To receive, discuss and approve the annual financial estimate (budget), annual report, accounts, audit reports and their satisfactory compliances along with its certification by the auditor;
6. To approve comprehensive perspective plan and annual plan submitted by authority;
7. To give suggestions to the authorities on improvements that can be made in domains of student welfare, sports, cultural activities of the college;
8. To discuss and approve with modifications, if any, the annual financial estimates or budget, that the fund which may be received from State Government, university funds and other funding agencies separately.
9. To lay down policy for administering funds at the disposal of the college for specific purposes;
10. To provide buildings, premises, furniture, equipment and other resources needed for the conduct of the work of the college.
11. To make efforts for the recruitment of the staff as per requirement and vacancy.

## **Responsibilities of College Development Committee:**

The College Development Committee shall have the following powers and duties:

1. To review and deliberate on short and long-term reforms in academic, research and development activities, finances, management and governance that are taking place at the national and global level so that it could be adapted at appropriate level;
2. To make provisions to equip laboratories, library equipment for teaching and research;
3. To institute awards and prizes, and prescribe regulations for receiving the same;
4. To make regulations for collaborations with other universities, institutions and organizations for mutually beneficial academic programs;
5. To undertake maintenance and repairs of infrastructural facilities;
6. To review activities of college;
7. To consider and adopt the annual report, annual accounts and audit report in respect of State Government funds, university funds and funds received from other agencies separately;

8. To cause an inquiry to be made in respect of any matter concerning the proper conduct, working of departments of the college;
9. To review the working of Grievance Cell.
10. To recommend to the management the comprehensive perspective plan as prepared by the Planning Forum;
11. To ensure that the college becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectualproperty rights and entrepreneurship and incubation of knowledge linked industries.

# **Code of conduct and responsibilities of Principal /Vice-Principal/ Office**

## **Superintendent / Librarian/Accountant etc.**

The conduct of administrators should be characterized by integrity. Each individual's personal and professional conduct reflects one's institution, profession, and the higher education enterprise at large. The Principal should:

comply with applicable governmental laws, rules, and regulations. He should:

- ❖ Act with competence and strive to advance competence;
- ❖ Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
- ❖ Understand the vision, mission and objectives and policies of institution and contribute to its evaluation and reformulation;
- ❖ Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information;
- ❖ Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties; and
- ❖ Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

## **Power and Duties of Principal:**

1. The Principal shall be the main academic and executive officer of the College responsible for the development of academic programs. He shall oversee and monitor the administration of the academic programs and general administration of the college to ensure efficiency.
2. The Principal shall have the power to convene meetings of any of the Committees or entire staff as and when he considers it necessary to do so.
3. The Principal shall ensure that directions issued by the UGC, State Government, Joint Director and University are strictly complied with.

4. If there are reasonable grounds for the Principal to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the interest of the college, he shall take such action, as he thinks necessary.
5. Where any action is required and decision to be taken, he may place them before the Management or other authority or body concerned for approval.
6. The Principal shall be the appointing and disciplinary authority for the staff.
7. The Principal shall place before the Management a report of the work of the institution periodically.
8. The Principal shall be the Chief Superintendent of University exams.
9. The Principal shall look into all academic matters related to the staff.
10. He shall ensure that every teacher and non-teaching employee of the college renders necessary assistance and service in respect of examinations of the university and in evaluation process.

### **Responsibilities of Vice Principal:**

1. The Vice-Principal shall be the principal planning officer for the academic development programs, including post-graduate teaching, research and extension programs and collaborative programs of the college.
2. He shall ensure that quality in education and central academic services is maintained by the university.
3. He shall be responsible for fostering intellectual interaction across the institution and ensure that there is research and development.
4. He shall ensure that the academic plans of the college is duly processed and implemented through relevant authorities and committees.
5. He shall perform all the duties of the Principal and exercise such powers in his absence.
6. He shall be responsible to ensure that the information relating to the University is disseminated. He shall have to coordinate the provision of media for communication purposes, publishing of social events and academic achievements of the college.



## **Responsibilities of Office Superintendent:**

1. He shall act as a Member of the College Development Committee and other committees as constituted by the college.
2. He shall be the disciplinary authority of the non-teaching staff of the college.
3. He shall be the custodian of the records; the common seal and such other property of the College as the Management prefers to keep in his charge.
4. He shall prepare and update the Handbook of the Statutes and Regulations approved by the authorities or committees, from time to time, and make them available to the staff.
5. He shall update and maintain the service books of the teaching and non-teaching staff.
6. He shall maintain a record of all UGC circulars, State Govt. Directives, circulars issued by the Joint Director Office and University and circulate it among the staff.
7. He shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.
8. He shall organize training and orientation of non-teaching employees of the college.
9. He shall have the power to enter into agreements, sign documents and authenticate records on behalf of the college subject to the decision of the authorities of the college.
10. He shall place before the Management, a report of the development activities of the College every six months.
11. He shall have the power to seek information in regard to any matter of the college from the Principal, Head of Department, teaching and non-teaching staff and Accounts clerk of the college for submission to the State Government and other external agencies.
12. He shall be personally responsible for the smooth conduct and working of his section and the allotment of work to all those working under him.
13. He shall convene regular meetings of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working.
14. He shall also guide the staff to ensure that the job assigned to each of them is understood by them and they perform the work without any difficulties.

15. He shall issue warnings and reprimand erring employees.
16. He shall also maintain or cause to maintain leave register; movement register and all other official registers of appointments etc.
17. He shall carry out his duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and shall pay personal attention to their welfare.
18. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, deeds etc. concerning his section.
19. He shall exercise check and follow up of letters received from the Government of India/ Vice-Chancellor/State Government /U.G.C./Officer of the Director of Education /Universities etc.
20. He shall draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations etc. on special cases and submit to higher authorities.
21. He shall attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
22. He shall exercise such other powers and perform such other duties, as assigned to him by the Principal and Management from time to time.

### **Responsibilities of Accountant:**

1. He shall exercise general supervision over the funds of the college and advise the Principal as regards the finances of the college.
2. He shall ensure that the limits fixed by the college for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted.
3. He shall keep watch on the state of the cash and bank balances and investments.
4. He shall ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Principal on the methods to be employed in this regard.
5. He shall get the accounts of the college audited regularly.

6. He shall ensure that the registers of equipment, machinery and other assets are maintained up-to-date and that the physical verification of these assets and other consumable material in offices, libraries and laboratories are conducted regularly.
7. He shall maintain the minutes of the meetings of the Finance and Accounts Committee.
8. He shall be responsible for preparation and maintenance of accounts and shall present the annual financial estimates(budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management.
9. He shall prepare financial reports as required by the various authorities or bodies of the university, the State Government, University Grants Commission and any such body providing funds to the college.
10. He shall prepare periodic accounts of funds entrusted to him and furnish of figures of expenditure to higher authorities.
11. He shall maintain books of accounts; payment register and funds entrusted to him.
12. He shall attend to routine correspondence with Banks and other Departments.
13. He shall supervise the work of Accounts Clerk under him and pass the bills for payments per relevant rules.

### **Responsibilities of Librarian:**

Librarian is responsible for formation of Library Committee which will give suggestions on how to improve the working of the library. Librarian shall contact faculty members and seek their help in procuring books and journals. Following are the responsibilities of a librarian:

- ⊗ He shall oversee the overall affairs of the library.
- ⊗ He shall endeavor to implement e-governance in library.
- ⊗ He shall strive to procure e-journals.
- ⊗ He shall supervise the administration and working of library.
- ⊗ He shall allot different works to his subordinates.
- ⊗ He shall make available sufficient space and facilities to the students and teachers in the library.

⊗ He shall create specific ambience in the library.

## **Code of conduct and responsibilities for Heads of Departments:**

### **Academics:**

- ❖ To monitor and conduct academic activities of the department.
- ❖ To take a stock of all stakeholder's feedback and accordingly take the remedial actions.
- ❖ To plan and take the necessary actions for improvement of the department results and academic performance.

### **Administration:**

- ❖ To maintain discipline and enforce rules as laid down by the institution.
- ❖ To monitor the day-to-day activities of the department.
- ❖ To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- ❖ To conduct regular meetings with teaching and non-teaching staff as well as the class representatives to sort out any issue and queries related to academics.
- ❖ To execute any other work assigned by the Principal.

### **Finance:**

- ✓ To prepare the department requirements and budget needed.
- ✓ To oversee the purchase and deployment of any resource allotted for the department.

# Code of conduct for Faculty Members (Teaching):

## Preamble

Teaching is a noble profession and performs a crucial role in nation building.

Teachers are considered as a 'Role Model' for the students.

A teacher moulds the character and career of the students. Besides, good character of a teacher bears an everlasting impression in the society.

All the faculty members should display good conduct so that the students consider teachers as their role model. Teachers of the college must adhere to the following code of conduct:

- ❖ A faculty member has a responsibility to shape the future of the students. As such, the duties of a faculty member do not end by just completing the syllabus. Every student is not self-motivated. Some students require counseling in diverse forms. A faculty member should strive to devise new ways and means to counsel and motivate the students towards studies and career growth.
- ❖ To ensure this, a faculty member must prepare well and engage lectures. He should use modern teaching aids for conceptual clarity in the subject. He/ she may encourage students to be interactive in the class. Group Discussion can also supplement the traditional mode of teaching. English should be used as far as possible as medium of communication.
- ❖ A faculty member must be dedicated to his profession, students and the subject he / she is teaching. This will ensure high quality teaching.
- ❖ A faculty member must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
- ❖ General counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counselling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student.

- ❖ Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student about the outcomes which he may face, today or in future jobs, due to improper communication with the faculty members / seniors etc.
- ❖ Student is not at fault always. So, faculty should communicate politely and respectfully so that a good rapport with students is established. In such situations “give respect to command respect”, should be followed.
- ❖ Behaviour of faculty members with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that the care is being taken for their all-round growth.
- ❖ It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to sort out issue.
- ❖ Except during the lunch hours, a faculty member must be present in the college and must avoid holding private meetings with other staff member / faculty member during the working hours to discuss topics other than academics.
- ❖ Behaviour of the faculty member with the fellow staff member / faculty member during the working hours, especially before the students, should be very decent. He/she should not criticize fellow staff member / faculty member and the college authorities especially before the students.
- ❖ A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can damage the reputation of the college.

## **Code of Professional Ethics**

### Teachers and their Responsibilities

A Teacher must conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which

he/she should seek to inculcate among students must be his/her own ideals. Teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should:**

1. Adhere to good conduct as expected from them by the community;
2. Manage their private affairs in accordance with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Participate in professional meetings, seminars, conferences etc. and upgrade knowledge;
5. Maintain active membership of professional organizations and strive to improve educational system;
6. Perform their duties such as teaching, assessing tutorials, conducting practicals, with dedication;
7. Co-operate and assist in carrying out responsibilities of the college and the university such, as assisting in admission process, advising and counselling students as well as assistance in conducting university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities.

**Teachers and the students;**

**Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students irrespective of their religion, caste, political, economic, social and physical identity;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their academics, develop their personalities and at the same time, contribute to community welfare;
5. Inculcate among students, scientific outlook and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason, whatsoever;
7. Pay attention to the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students;

9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

#### **Teachers and colleagues;**

##### **Teachers should:**

1. Treat other members of the profession in a dignified manner;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

#### **Teachers and Authorities:**

##### **Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with the 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. Refrain from undertaking any other employment and commitment which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various responsibilities;
4. Co-operate with the authorities for the betterment of the institution keeping in view the interest of the stakeholders;
5. Should adhere to the conditions of job;
6. Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view particular responsibility for completion of academic schedule.

#### **Teachers and non-Teaching Staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners.
2. Teachers should cooperate with the non-teaching staff and help them wherever needed.

#### **Teachers and Guardians:**



**Teachers should:**

- ❖ Maintain contact with the guardians and meet them in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

**Teachers and Society:****Teachers should:**

1. Recognize that education is a public service and must keep the society informed of the courses offered by the college;
2. Work to increase literacy level in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities that would lead to the progress of society and the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder social responsibilities;
5. Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups and actively work for National Integration.

**Code of conduct and responsibilities of Administrative staff / Support staff**

1. Staff members should display the highest possible standards of professional behavior expected in an educational establishment.
2. Staff members should co-operate with their colleagues and Head of Department (HOD) / administrative head.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring institution into disrepute or might undermine colleagues in the perception of others. (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote political bias in their working activities.

6. Staff members should be aware of, and should follow institution's policy systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by institution. Periodically, employees will be required to attend certain training courses.
8. Staff members should be present at their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give notice to the HOD or administrative head, so that alternative arrangements may be made.
9. Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters which could cause distress to institute staff, students or parents.
10. Professional Behavior should be displayed by the staff.

**Code of Conduct includes such aspects as:**

- ❖ Acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- ❖ Co-operating with colleagues to ensure students receive a coherent and comprehensive educational service;
- ❖ Endeavoring to assist institution to achieve its strategic objectives by adopting a positive attitude to marketing and the achievement of quality and equality;
- ❖ Respect for institutional property;
- ❖ Maintaining the image of the institution through standards of dress, general courtesy, etc.;
- ❖ Taking responsibility for the behavior and conduct of students in the classroom and sharing such responsibility elsewhere in the premises;
- ❖ Being fit for work (i.e., not adversely influenced by drugs, alcohol, etc.);
- ❖ Being familiar with job requirements (e.g., proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job;

- ❖ being familiar with communication channels and Institute procedures applicable to both students and staff;
- ❖ Ensuring all assessments/exams/tests are conducted in a fair and proper(prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security.
- ❖ Respect for the rights and opinions of others.

### **Disciplinary Rules:**

Following are examples of behavior which institution finds unacceptable:

- ⊗ Any form of physical/verbal violence towards students.
- ⊗ Physical violence, actual or threat towards other staff or visitors to the college.
- ⊗ Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the college.
- ⊗ Racial offences, racial insults or racial discrimination against students, other staff or visitors to the college.
- ⊗ Theft of institution money or property and of money or property of colleagues or visitors to the college. Removal from college premises of property which is not normally taken away without the authority of the Principal or of the owner of the property may be regarded as gross misconduct.
- ⊗ Deliberate falsification of documents such as time sheets and expense claims for the purpose of gain.
- ⊗ Acceptance of bribes or other corrupt financial practices.
- ⊗ Wilful damage of Institute property or of property belonging to other staff or visitors to the institution.
- ⊗ Wilful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the institution.
- ⊗ Any wilful act which could result in negligence for compensation against the institution.
- ⊗ Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- ❖ Gross neglect of duties and responsibilities.
- ❖ Unauthorized absence from work.
- ❖ Being untruthful and/or engaging in deception in matters of importance within the Institute.

- ❖ Deliberate breaches of confidentiality particularly on sensitive matters.
- ❖ Being incapable due to indulgence in alcohol or drugs from fulfilling duties and responsibilities of employment.
- ❖ Conduct which substantially brings the name of the institution into disrepute or which seriously undermines confidence in the employee.

Following are examples of behavior which could lead to formal disciplinary warnings:

- ❖ Unsatisfactory timekeeping without permission.
- ❖ Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- ❖ Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regardedas gross misconduct.
- ❖ Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- ❖ Behaviour towards other employees, students, and visitors which causesoffence may be regarded as gross misconduct.
- ❖ Acting ina manner which could reasonably be regarded as rude, impolite,contemptuous or lacking appropriate professional demeanor. In certain circumstances, such behaviour may be regarded as gross misconduct.
- ❖ Conduct which is considered to be adversely affecting either the reputation of theInstitute or affects confidence in the employee may be regarded asgross misconduct.

## **Responsibilities of Head Clerk:**

1. To exercise, check and to follow up theincoming letters received from the University /Colleges/Students etc.
2. To ensure the prompt dispatch of letters.
3. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
4. To maintain the record of incoming and outgoing letters, notices etc.

5. To issue T.C. to students.
6. To maintain the record of exam results.
7. To maintain the record of outgoing students.
8. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L. I. C. Premium from the salary of individual employee.

### **Responsibilities of Senior Clerk:**

1. To acknowledge letters received.
2. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
3. To maintain new file(s), note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
4. Any other work assigned from time to time by O.S. and the Principal.

### **Responsibilities of Junior Clerk:**

1. To maintain different registers, forms etc.
2. To keep a notebook to watch timely disposal of urgent papers.
3. To prepare routine letters/replies for approval where noting is not required, issue reminders.
4. Any other work assigned from time to time by O.S. and the Principal.

### **Responsibilities of Accounts Clerk:**

1. To write various books of accounts such as ledger salary register, income tax register.
2. To ensure filing of vouchers and papers.
3. To prepare bills for payment.
4. To prepare various returns.
5. To report to the Accountant about any mistakes noticed by him in books of accounts.
6. To perform such other work as may be assigned to him by Accountant and the Principal from time to time.

## **Responsibilities of Laboratory Attendants:**

1. To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, and windows of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the In-charge of the Laboratory.

## **Responsibilities of Library Assistant:**

1. He shall maintain cleanliness in the library.
2. He shall issue books to the teachers and the students and maintain the record of the same.
3. He shall issue Library I-card to the students.
4. He shall assist the students and the teachers in finding books, journals, magazines etc.
5. He shall repair the damaged books from time to time.
6. He shall maintain the library up to date.
7. He shall discharge his duties and will complete any task assigned to him by the librarian.

## **Responsibilities of Peons:**

1. To open windows etc. in morning and switch on fans and lights and close the same, when not required.
2. Do dusting of office furniture, machines, files, table equipment, remove and replace covers of machines, filling up inkpots.

3. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Head, and also do the work of pasting agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate cyclostyling machine, if he could operate that, wherever necessary.
8. Carry out any other work of similar nature which the Principal/Office Superintendent, Head of Department/ Teachers/ Accountant/ Head Clerk may instruct.
9. Serve drinking water to employees and to visitors, when required.
10. Dispatch letters including letters by hand delivery.
11. Any other work as may be assigned to him by the concerned authority from time to time.
12. Peon shall also have to attend to the duties assigned to him.

## **Code of conduct for students:**

### **Preamble**

All students must adhere to the rules and regulations of the college. College Authorities may take disciplinary action if any student violates the rules and regulations. The rules and regulations are categorized into three categories as mentioned below.

### **General Rules and Regulations for Students**

Students shall behave with dignity and courtesy inside and outside the College.

- ❖ Students should dress modestly.
- ❖ Students should keep identity cards inside the campus and also when attending any program outside the campus. Any violation of this rule will call for disciplinary action.
- ❖ Students shall not entertain visitors without prior permission in the campus.
- ❖ Students should read notices/circulars displayed on the college notice board. Any excuse for failing

to comply with the directions contained in the circulars or notices will not be entertained.

- ❖ Spitting, smoking and throwing bits of paper inside the campus makes it dirty and must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Anyone violating these orders will be liable for disciplinary action.
- ❖ Possessing firecrackers in the campus is strictly prohibited.
- ❖ Use of smear coloured powder and splash colour water during functions or on any other occasion in the campus is strictly prohibited.
- ❖ Scribbling on the desks or the black board or on the walls of the college is strictly prohibited.
- ❖ Students are not allowed to enter college office during unspecified hours.
- ❖ Students should ensure not to harm the reputation of the college or fellow students and college staff through social and electronic media.
- ❖ Students should not destroy, damage, deface or remove institution property. The cost of any damage caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- ❖ Students are not allowed to convene any meeting in the campus or collect fund or to circulate/display any kind of notice among students or on black boards or on notice- board without the written permission of the principal. No information or report should be sent to press or broadcasting agencies and placement companies without the permission and approval of the Principal.
- ❖ Students shall not indulge in any kind of misdemeanor that may harm the image of the college.
- ❖ **All vehicles should be parked in the allotted place. Students should not bring vehicles on last Saturday of every month as a measure to curb pollution.**
- ❖ While attending functions, the students should behave well.

## **Discipline and Conduct Rules for Students:**

### **Level of Misconduct and Indiscipline**



**Level 1 :** All acts of violence and activities such as gheraos, sit-ins etc which disrupt the normal academic and administrative functioning of the college and/or any act which incites violence.

- ❖ Gheraos, laying siege or staging demonstrations around the residence of any staff of the college or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- ❖ Sexual harassment of any kind which shall also include:
  - ✓ Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or persistent offensive or sexual jokes and/or vulgar comments.
  - ✓ Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.

## **Level 2**

- ❖ Committing forgery, tampering with the Identity Card or college records, impersonation, misusing college property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- ❖ Furnishing false certificates or false information in any manner to the college.
- ❖ Arousing communal, caste or regional feelings or creating disharmony among students.
- ❖ Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any way inside or outside the college that would bring disrepute to the college.
- ❖ Use of abusive, defamatory or derogatory language against any staff member of the college.
- ❖ Causing or colluding unauthorized entry of any person into the Campus.
- ❖ Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, gutkhas and smoking cigarettes in the premises.
- ❖ Damaging or defacing any property of the college.
- ❖ Misusing college resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the institution.

- ❖ Harming reputation of the institution or individual fellow students and college staff through social and electronic media.
- ❖ Not disclosing one's identity when asked to do so by a faculty member or employee of the college authorized to do so.
- ❖ Improper behavior while on tour or excursion.
- ❖ Violation of security and safety rules notified by the college.
- ❖ Any other offence under the law.
- ❖ Any intimidation or insulting behavior towards a student, staff or faculty or any other person.
- ❖ Any other act which may be considered by the Principal/In charge or members of Discipline Committee or any other competent authority to be an act of violation of discipline and conduct.

### **Punishment for Violation of College Rules and Regulations:**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulations of the institute.

#### **Level 1: Misconduct and Indiscipline**

- ❖ Expulsion from the institute.
- ❖ Rustication up to four semester period.
- ❖ Fine up to Rs. 20,000/-. (In case of Ragging as per Supreme Court ruling)
- ❖ Lodging of FIR with the Police.

#### **Level 2: Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations**

- ❖ Reprimand and submission of bond or affidavit on Rs. 100/- stamp paper duly notarized.
- ❖ Deduction of Internal Assessment Marks.
- ❖ Fine up to Rs. 10,000/-
- ❖ Recovery of any kind, such as scholarship, any dues, cost of damages etc.
- ❖ Withdrawal of any or all facilities available to a student as per college rules.
- ❖ Suspension from the college for a specific Period.

## **General Guidelines for Implementation of Punishments**

- ✓ No punishment shall be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a Discipline Committee or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself/herself.
- ✓ If any student is found guilty of any in-disciplinary activity by the Discipline Committee, one “Red Mark” will be marked against his / her profile. Further, if count of such red marks reaches 3 during his/her entire course duration, he/she will be automatically debarred from the campus placement. Further, red marks may result in expulsion from the college.
- ✓ However, if a student improves his / her conduct, behavior, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the Discipline Committee to remove red marks. If the committee is satisfied with the improvement, it may remove such red marks from the student’s profile.
- ✓ In case the Principal or CDC is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending inquiry of the Discipline Committee.
- ✓ In case any dispute arises with regard to the interpretation of any of these rules, the matter shall be referred to the Principal / Management whose decision shall be final.
- ✓ The College should not be held responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored anywhere in the college.

## **Anti-Ragging**

Ragging is a CRIMINAL offense. Campus is a NO-RAGGING Zone. Institution follows UGC norms regarding ragging Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009. (under section 26(1) (g) of the University commission Act, 1956)

In exercise of the powers conferred by the Clause (g) of sub-section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following recommendations to control ragging.

### **What constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or indiscipline 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; asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults 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;
- Any act that affects 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;

### **Administrative action in the event of ragging:**

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein:

Discipline and Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise. It may include:

- ⊗ Cancellation of admission
- ⊗ Suspension from attending classes
- ⊗ Withholding/withdrawing scholarship/fellowship and other benefits
- ⊗ Debarring from appearing in any test/examination or other evaluation process
- ⊗ Withholding results
- ⊗ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ⊗ Rustication from the College for period ranging from 1 to 4 semesters
- ⊗ Expulsion from the college and consequent debarring from admission to any other institution
- ⊗ Lodging of an FIR with the police
- ⊗ Monetary penalty of up to Rs. 20,000/- (Rs. Twenty Thousand)
- ⊗ Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **Discipline and Anti-Ragging Committee**

Students are encouraged to approach the members of the committee without any hesitation in case of ragging.