



2019-2020

# HANDBOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal,  
Teaching Staff & Non-Teaching Staff)

Shri Gopinath Mahadeo Vedak Prathisthan's  
**G. M. Vedak College of Science,**  
Tala, Raigad Maharashtra



# Index

<b>Sr. No.</b>	<b>Particular</b>	<b>Page No.</b>
1.	Cover Page	01
2.	Index Number	02
3.	Introduction	03
4.	Vision & Mission of the College.	04
5.	Code of Conduct for Students	05
6.	Code of Conduct for Teaching staff	15
7.	Code of Conduct for Principal	23
8.	Code of Conduct for Non-teaching staff	25
9.	Code of Conduct for Management	27

## Introduction

G. M. Vedak college of Science, District Raigad (Maharashtra) was established in 2009 under the Gopinath Mahadeo Vedak Pratishthan. It offers undergraduate and postgraduate education since last 10 years to the rural students of Tala region. The G. M. Vedak college of Science, Tala is **Grant-in-aid** College located in rural and Adivasi area of Raigad district. The college is affiliated to **University of Mumbai, Mumbai (Maharashtra)**. The college has granted U.G. B.Sc. Course and Non-granted B.Sc. (IT), BSc. (CS), P.G. (M.Sc. (Organic Chemistry) courses respectively. Previously (in 2017), the college has undertaken one assessment and accreditation cycles of NAAC and accredited with '**B +**' grade. The majority of the students admitted in this College are come from the **rural, economically backward and agriculture background** for whom higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent infrastructure and the environment that promotes learning. Many students also got employment opportunities in industries and hospitals. In addition, some of them are running their own business.

The Institution works with a clear vision & Mission

## **Our Vision**

*Spreading the light of knowledge and enlightenment*

## **Our Mission**

To provide superior science education and training that prepare individuals to realize their full potential and will best serve the nation

## 1. Code of Conduct for College Students

### (A) Discipline

1. The student must observe and strictly follow the disciplinary rules and regulations of the institute.
2. The student should follow the Academic Calendar as per the instructions of the Principal.
3. Any act of indiscipline or misbehavior by any student will attract severe punishment.
4. Damage to institute and campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. Students shall only use the waste bins for disposing waste materials in classrooms and offices to make the College campus free from plastic and other litter.
6. Students have to park their two wheelers in the parking zone only. Any student found breaking the rule will be punished.
7. No person shall be invited to address or entertain the students of the College, without the prior written permission of College authorities.
8. Students are prohibited from indulging in anti-Institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostel's.
9. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
10. All educational tours or industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents / guardian of the students' and with the written consent of the Management.
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders into the College.

### (B) I-Card

1. I-Card will be available a week after he / she produces his / her identity card size photographs along with admission receipt.
2. The student should collect his/ her I- Card within 15 days from the date of admission
3. Every student must carry with him / her College I-card every day while attending lectures and appearing for various examinations. The student should take his / her identity card and library card for home lending, from the library at the beginning of the year.
4. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
5. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
6. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application

### **(C) Human Values**

We expect students to be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative to Teachers and peers on various academic and non- academic activities. Reach out to everyone in need. Various forms of misconduct students should refrain from include but not limited to are:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability.
2. Intentionally damaging or destroying institute's property or property of other students and / or Faculty members and Support staff.
3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the institute authorities.
5. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
6. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
7. Students are expected to be careful and responsible and exercise restraints while using social media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the institute.
8. Stealing or damaging of Institution's computers and / or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of teaching / support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
9. Causing damage to or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.
10. Making video / audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable. If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct

### **(D) Dress Code**

1. Dress code for boys- caps, half pants, bermudas, sleeveless T-shirts and three-fourth pants are not allowed. They should follow the dress code prepared by the institution.
2. Dress code for girls- caps, half pants, bermudas, skin tight dresses, short dresses or short skirts, sleeveless, short tops, pedal pushers and three fourth pants are not allowed. They should follow the dress code prepared by the institution.

### **(E) Mobile Phones**

1. Students should switch off their mobile phones while in the Classroom, Laboratory, Library or any other location that has been notified.
2. Use of the mobile phone is strictly prohibited in the exam hall during exams. The College will not be responsible for loss or theft of bags, wallets, mobiles, I-pads, laptops or other such devices or any valuables. If students bring them to College it is at their own risk.

### **(F) Ragging**

Ragging within or outside of any educational Institution is prohibited. The Maharashtra Prohibition of Ragging, Act 1999 1. "Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any Educational Institution and includes—

- a. Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; OR
- b. Asking a student to do any act or perform something, which such student will not, in the ordinary course, willingly, do. Action will be taken against students indulging or abetting Ragging as per the directions of the Supreme Court of India and Maharashtra Act NO XXXIII of 1999 The Maharashtra Prohibition of Ragging Act, 1999. 2 (As modified up to the 29th August 2012)

1. Cancellation of admission and also debarred from taking admission in any Institution in India.
2. Suspension from attending classes.
3. Withholding/Withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarred from representing the Institution in any regional, national or international meet, tournament, and youth festival.
7. Suspension / expulsion from the Institution.
8. Collective punishment if larger numbers of students are involved in the act of ragging.
9. An FIR filed without any exception with local police station.
10. Whenever any student or, as the case may be, the parent or guardian, or a Teacher of an educational Institution complains, in writing, of ragging to the head of the educational Institution, the head of that educational Institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational Institution is situated, for further action.

## **(G) Attendance**

Attendance norms for students to follow. Attendance for Learners as Per Ordinance 6086 of University of Mumbai (For students' reference)

1. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a programme of his/her enrolment only if he/she fulfils at least 75% of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc. wherein short and/or long excursions/field visits/study tours organised by the College and supervised by Teachers as envisaged in the syllabus shall be credited to his/her attendance for the total number of periods which are otherwise delivered on the day/s. Further, it is mandatory for every learner to have minimum 50% attendance for each course and average attendance has to be 75%.
2. The same ratio shall be applied for computing the attendance of learners by crediting the number of periods which are missed while participating in an extracurricular /cocurricular activity / competition / camp / workshop / convention / symposium / seminar, where the learner is officially representing the College / University / District / State / Country with the permission of the Principal wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, shall be deemed to have been attended by the said learner.
3. The Principal/Director/Head of the concerned College /Institute / Department of the University shall be the competent authority to condone the absence of any learner further up to additional 25% if deemed fit and on recommendation of the Attendance Committee of the College/Institute/Department of the University wherein it is mandatory on the committee to do natural justice by giving a personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent which generally shall be limited to his/her own sickness, sickness of parent, death of parent, supported by valid evidence, documentary or otherwise.

## **(H) Examination**

### **(I) Before the Examination**

#### **1. Forms:**

- i. Students should adhere to schedules set out for filling forms, payment of fees and submission of required documents.
- ii. Forms will not be accepted on any day/date, other than the allotted day/dates.

#### **2. Timetables:**

- i. Examination timetables are displayed on notice boards and the College website at least one week to one month before the examination.



- ii. Students should check the College website and/or notice boards regularly for the most up-to-date timetables.

### **3. Timing and breaks:**

- i. Students must be in the exam room at least 15 minutes before the designated start time.
  - (ii) Students arriving more than 30 minutes late will not be permitted to sit for the examination.
- ii. Students arriving within the first 30 minutes of an examination will not receive any additional time to complete the examination.
- iii. Students are not allowed to leave the venue within the first hour and last 10 minutes of the examination.
- iv. Once any examinee has left the room, no further latecomers will be admitted to the examination.
- v. Students will not be permitted to return once they leave the room unless they have been accompanied by an invigilator/peon.
- vi. In case of emergency only one student will be permitted to leave the examination hall accompanied by a peon/invigilator.

### **4. What students should bring/is allowed in the examination hall:**

#### **Identity Card / Hall Ticket:**

- i. ID Card and / hall ticket is compulsory. Students are obliged to provide valid proof of identity and registration such as a student ID card and hall ticket.
- ii. If a student cannot produce valid proof of ID, or if the invigilator has reasonable doubts regarding the student's identity, the student will be permitted to take the examination on the condition that a valid proof of ID will be presented to the examiner as soon as possible once the examination is completed.
- iii. A remark will be made on the examination paper and attendance sheet that the student did not have an ID card or hall ticket.
- iv. The student's examination will not be assessed until his/her identity has been verified.

#### **Stationery:**

- i. Students must ensure they have the appropriate stationery for each examination. The College is not responsible for the provision of pens, pencils, rulers etc.
- ii. Stationery must be in a clear pencil case or bag.
- iii. Students must bring their own calculator to the examination, where its use is permitted. The College does not supply calculators for examinations.
  - Calculators that incorporate an alphabetic input are not permitted.
  - Calculators must not be pre-programmed and the memory must be clear.
  - Sharing of calculators is not permitted.
  - Students are not permitted to use their mobile phone as a calculator.
  - Possession of mobile phones will be treated as unfair means.

### **5. What students should not bring/is not allowed in the examination hall:**

- i. Mobile phones / books / bags / cell phones are not allowed in the examination hall.
- ii. Students may only bring a clear bottle of water to the examination.

- iii. Food/snacks are not permitted, unless students have a specific medical condition which has been certified by a medical practitioner.
- iv. Writing boards are not permitted.

## **(II) During the Examination**

### **General rules:**

- i. Students must leave their bags, personal items, including books and cell phones (switched off) in the area designated by the invigilator. The College (office and invigilators) does not take any responsibility for loss or damage of items carried by students to the examination.
- ii. Students should take their respective seats 10 minutes before the start of the examination.
- iii. Any type of piece of paper near the student's seat or below the desk must be removed by the student before start of the examination.
- iv. Talking will not be allowed in the examination hall. In case the student does not cooperate the student will be expelled from the examination hall.
- v. All students must follow the instructions issued by the invigilator.
  - The invigilator will follow the bells specific to the examination and announce commencement and completion of the examination. The invigilator will also announce the last 10 minutes of the examination.
  - Students must read all instructions on the answer booklets before the start of the examination and instructions on the question paper at the start of the examination.
  - Students should fill in the details required on the answer sheet. They should ensure that they write their seat number correctly and clearly on the answer book and the attendance sheet.
  - They should also enter the correct date, programme, course title and sign the answer booklet.
  - Students should ensure that they sign the attendance sheet.
  - Students should not get up from their seats and are only permitted to communicate with the invigilator, if absolutely necessary by means of raising their hand.
  - If students wish to leave the examination before the specified finish time, they must raise their hand and wait until the invigilator has collected their examination paper.
  - Students should return all unused stationery to the invigilator before/whilst submitting the paper.
  - Students should not share any stationery with other students.
  - Students are not allowed to write, highlight, underline or make notes on blank answer booklets before the examination or on the question paper unless otherwise stated.

### **Examination misconduct and unfair means:**

Misconduct and use of unfair means in examinations includes but is not limited to the following:

- i. All verbal and non-verbal communication between students.
- ii. All verbal and non-verbal and electronic communication between the student and anyone else.
- iii. Copying from another student.
- iv. Introducing any written or printed materials into the examination.

- v. Using any electronically stored information.
- vi. Possession of hand-written /printed /photocopied material.
- vii. Any matter pertaining to the examination written on the person's body or apparel.
- viii. Any matter pertaining to the examination written on the desk or bench of the concerned student.
- ix. Possession of mobile phones, smart watches or any other electronic devices.
- x. Matter written on rulers, erasers, calculators, pencil cases, hall tickets, question papers etc.
- xi. Tearing pages from the answer booklet or supplement.
- xii. Exchange of pens / pencils / drawing instruments / calculators, data tables, question papers, supplements etc. without permission of the invigilator.

Any action by a student, who is in breach of these regulations, will be subject to disciplinary action as per Ordinance 5050 of University of Mumbai. In cases of malpractice, the junior and senior supervisor will fill in the report in the given format detailing the circumstances. Students misbehavior with faculty members will be reported to Unfair Means Committee. Any written/printed matter recovered from the candidate should be signed by the candidate with the date. If the candidate refuses to do so, this should be reported to the Unfair Means Committee in writing.

#### **At the end of the Examination**

- i. It is the responsibility of the student to ensure the front cover of the answer book is complete in all respects. They should also ensure that the invigilator has signed their answer booklets and supplements.
- ii. All supplements / any loose sheets (e.g., maps) should be tied with main answer booklet unless instructed otherwise. All supplements and loose sheets even if blank should have the student's seat number written on it.
- iii. All students must remain in their seats and not talk until their papers have been collected and they are formally dismissed by the invigilator.
- iv. Students must leave the examination room quietly.

#### **(I) Academic Integrity**

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The policy on Academic Integrity forms an integral part of the Code, which applies to all students of the Institution to which they should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity. The Principles of Academic Integrity require that a student should:

- 1. Properly acknowledges and cites use of the ideas, results, material or words of others.
- 2. Properly acknowledge all contributors to a given piece of work.
- 3. Make sure that all assignments in a course are submitted by his/her own.

4. Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
5. Have right to pursue their educational goals without interference

#### **(J) Redressal of Grievances of Students**

A complaint from an aggrieved student relating to a College shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC). “Grievance” means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

1. Admission contrary to merit determined in accordance with the declared admission policy of the Institution.
2. Irregularity in the process under the declared admission policy of the Institution.
3. Refusal to admit in accordance with the declared admission policy of the Institution.
4. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such Institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or programme of study which such student does not intend to pursue.
5. Violation, by the Institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students.
6. Delay by the Institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the Institution, or in such calendar prescribed by the Commission.
7. Non-transparent or unfair practices adopted by the Institution for the evaluation of students;
8. Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
9. Complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities.
10. Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

#### **Procedure for Redressal of Grievances by Student Grievance Redressal Committee:**

1. On receipt of a complaint, the Institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
2. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the Institution and the aggrieved student.
3. An aggrieved student may appear either in person or authorize a representative to present the case.
4. In considering the grievances before it, the CSGRC shall follow principles of natural justice.

5. The Committee shall send its report with recommendations, if any, to the Vice-Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

### **(K) Gender Discrimination and Allied Harassment**

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Institution has a zero-tolerance policy toward sexual harassment, and has a robust mechanism for redressal of issues related to sexual harassment. Students should note that sexual misconduct or harassment encompasses a range of conduct. 'Sexual Harassment' may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature and includes:

- i. Physical contact and advances;
- ii. A demand or request for sexual favours;
- iii. Sexually coloured remarks;
- iv. Showing pornography;
- v. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.
- vi. The following circumstances, amongst others, if it occurs or is present in relation or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:
  - a. Implied or explicit promise of preferential or detrimental treatment in employment; or
  - b. Implied or explicit threat of detrimental treatment about present or future employment status; or
  - c. Interference with work or creating an intimidating or offensive or hostile work environment; or
  - d. Humiliating treatment likely to affect health or safety. Workplace includes all offices and Institutions and any social, official or other functions attended in the course of work, where the conduct or comments may have an adverse impact on the workplace or workplace relations.

#### **Redressal Body:**

An appropriate complaint mechanism in the form of "Internal Complaints Committee (ICC)", with at least one-half of the members (in addition to the Presiding Officer) being women, to be constituted for time-bound redressal of the complaint made by the victim.

## 2. Code of Conduct for Teaching Staff

The contribution which the teaching profession makes to society is significant and as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A faculty is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his - percepts and practice. The national ideals of education which already been set forth and which he/ she seek to inculcate among students must be his, her own ideals. Teacher should be caring, fair and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality and specific needs of the students and promote their holistic development. He should be committed to equality and inclusion and respect and accommodate diversity including those differences that arise from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity etc.

However in spite of the expectation of the voluntary observance of the code, some cases of violation or partial adherence to it are likely to occur. Therefore, in order to ensure that all member of the profession follow the ethical principles enshrined in the code of professional ethics, University of Mumbai prepared this code of conduct for university and college teachers under its jurisdiction. This code of conduct for teachers will enhance and deepen the confidence and trust the society places in teachers.

G. M. Vedak College of Science follows the University Grants Commission prescribed measures (adopted by University of Mumbai including code of professional ethics for teachers.

The following shall be the rules governing the code of conduct for the teachers:

1. A teacher shall comply with the provisions of the Act Government Resolutions, statues, Ordinance, - Regulations, - Rules, Circulars and the other directions issued there under from time to time by the University and the Central and the State Government
2. A teacher shall not in the course of his/her duties disobey, disregard or willfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out the academic & administrative decision take by the Head / Management / University, A teacher shall, however, have the right to express his/her difference with the policies and decision of the Institutions / Management / Authorities & officers of the University.
3. A teacher shall not commit acts of insubordination and defies lawful orders.
4. Every teacher shall at all times maintain absolute integrity and devotion to duty.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the college, as the case may be, and to be cause of education and give full corporation in all academic programmes and other activities conducive to the welfare of the student community.
6. It shall be incumbent on every teacher to perform the academic duties such as a preparation of lecture, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance etc.
7. A teacher shall conduct classes regularly and punctually, deliver lessons and instructions effectively, carry out internal assessments and examinations as assigned by the Head of the

Institution, and shall not ordinarily remain absent from work without prior permission or approval of leave.

8. A teacher shall report to the duty regularly and punctuality.
9. A teacher shall sign the attendance register on arrival and also before leaving the campus after the working hours. A head of the institution shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head.
10. A Head of the Institution shall keep record of attendance of the teachers working in his institution. Every teacher shall observe the schedule hours of working during which he must be present at the place of his duty.
11. A teacher shall devote the requisite number of teaching hours as assigned by the Head of the Institution according to the teaching workload
12. A teacher shall not neglect in correcting practical records, class work or homework done by the students;
13. A teacher while being present in the institution shall not, absent himself (Except with the previous permission of the principal of the school) from classes which he is required to attend.
14. A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of institution to do so,
15. A teacher shall not leave the institution during working hours without the permission of the head of the institution. A teacher leaving the institution for duty elsewhere shall inform his whereabouts to facilitate his recall in an emergency,
16. A teacher shall not remain absent from the institution without leave or without the previous permission of the head of the Institution / Management / University.
17. Provided that where such absent without leave or without the previous permission, is due reasons beyond the control of the teacher concerned, it shall not be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.
18. A teacher shall report for any additional duty assigned by the Head of the Institution / Management / University, whether before or after the working hours.
19. A teacher shall do all work connected with extra-curricular & co-curricular activities assigned to him from time to time by the Head of the Institution / Management / University,
20. A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examinations conducted by the institution. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintended of examination center, working as member of team squad/ observer, coding – decoding of answer books, coordinating work of central assessment etc. assigned to him by the University or by the Head of his institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties.
21. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student/s on any grounds.
22. A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching / examinations / administrations. Including or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.

23. A teacher shall not discriminate against any student on political grounds or for reasons of caste, creed, sect, religion, sex, nationality, or language or for reasons of personal nature.
24. A teacher shall not practice or incite any student to practice casteism, communalism or untouchability;
25. A teacher shall not use his position to spread their political, religious or other ideological among student/s,
26. A teacher shall not propagate through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities,
27. A teacher shall not behave or encourage or incite student/s, teacher/s or employee/s to behave in a rowdy or disorderly manner in the institution premises;
28. A teacher shall not cause or incite any other person to cause any damage to the institution property;
29. A teacher shall not incite students or teachers against other students or teachers, colleagues or administration / governing body of the college and the university. This does not interfere with the right of a teacher to express his opinion on principles in seminars etc.
30. A teacher shall help the Head of the institution to enforce and maintain discipline amongst the student.
31. A teacher shall work in the best of interest of student and of university / institution.
32. A teacher shall not subject a student to or encourage other student to subject a student to torture or other cruel, inhuman, or degrading treatment or punishment including any cultural practice that dehumanized or is injurious to the physical and mental well-being of the student.
33. A teacher shall not do anything that shall suggest or create the impression that a student is more favored than any other student.
34. A teacher shall serve as a role model to learners showing high degree of decency in speech, mannerism, discipline, dressing, and general.
35. A teacher shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
36. A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organized by the university / institutions / on other days of national importance.
37. A teacher shall not misbehave with students or their parents/ guardians, teachers or other employees of the institution.
38. A teacher shall not use abusive language, quarrel, or display riotous behavior.
39. A teacher shall not make false accusations against the head of the institution / management / authorities of the university / colleagues / employees/ students whether after being provoked or otherwise.
40. A teacher shall refrain from lodging unsubstantiated allegations against colleagues and higher authorities.
41. A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and or colleague/s and or employee/s or any person at his/her work place.
42. A teacher shall not engage in any other gainful economic activity at the work place. A teacher shall not engage himself in any private tuition for which a fee / remuneration is charged either within or outside the precincts of the institution in which he is working.
43. A teacher shall not prepare or publish any book commonly known as 'keys'.



44. A teacher shall not engage himself as a selling agent or canvasser for any published firm or trader.
45. A teacher shall not furnished incorrect information regarding his qualification, experience, age etc. in respect of his appointment/ promotion.
46. A teacher shall not raise questions of caste, creed, religion, race, or sex in his relationship with his colleagues, and trying to use the above consideration for improvement of his prospects.
47. No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall not be under the influence of any intoxicating drink or drug during the course of his duty
48. A teacher shall not smoke in the classroom during working hours or in any place within the campus of the institution/ university.
49. A teacher shall not except in accordance with any general or special order of the university or the institution, as the case may be, or in the performance in good faith or duties assigned to him/her divulge or communicate directly nay official document or other information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have such information or document.
50. A teacher shall not misappropriate institution's property, or commit acts of theft, fraud, or embezzlement of funds.
51. A teacher shall submit report of the project/ activity undertaken by him along with statement of accounts(with all vouchers) to the sponsoring agency within a stipulated time,
52. A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities/ university.
53. A teacher shall not take active part in politics so as to cause interferences in the discharge of his duties not shall be in any manner associate himself with any movement or organization which or tends directly or indirectly, to be subversive of law and order or the interest of the institution/ university education. But a teacher can become, or continue to be, a member of any literary, scientific or professional organizations,
54. A teacher shall not without previous intimation to the Vice-chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the state or Parliament. Nor shall he/ she in any manner force his/ her subordinates of his/her students against their will for the canvassing of his/ her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the university or the institution, as the case may be, that in the event of his/ her being elected or nominated he/ she shall, if so, required by the University or the institution, remain on leave or without pay as may be admissible to his/ her under the rules for the period he/she remains a member of such local body, Legislature or Parliament. The university or the institution, as the case may be direct a teacher who has been elected or nominated to any local body, Legislature or Parliament to apply for the leave for the whole or part of the period and the teacher shall comply accordingly; provided that the granting of any leave to a teacher nominated to any local body, legislature or parliament shall not prejudice his/her right to promotion, increments or any other benefits, if any, to which he/ she would have been entitled had he/she not proceeded on leave.

55. A teacher shall not contest any election of Banks/ Societies/ Sports or Socio-Cultural Association without previous intimation to the head of the institution/ Management/ University.
56. A teacher shall not approach court of law regarding any matter related with his service/ employment without exhausting available remedies and without giving proper intimation to the Head/ Management/ University.
57. A teacher shall not misuse or carelessly use amenities provide to him/ her by the University or the institution to facilitate the discharge of his/ her duties. A teacher shall not make use of the resources and/ or facilities of the institution/ university/ management for personal, commercial, political or villainous purposes.
58. A teacher has academic freedom which entitles him to criticize ideas and methods but he shall not defame others,
59. A teacher shall not rudely and aggressively behave persistently with other staff members and students.
60. A teacher who supervises other staff have special responsibility to treat their staff fairly and honestly. He shall make available development and training opportunities without patronage, favourism, or unfair discrimination.
61. A teacher shall not participate in decision to the appointment of a relative or a family member.
62. A teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any student or his parent/ guardian or any person with whom he has come into contract by virtue of his position in the institution, in order to do any kind of favor to the student/ any person.
63. A teacher shall take paid outside consultative work only in accordance with institution/ university's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research, and administrative duties.
64. A teacher shall not join or continue to be a member of an association the objects and activities of which are prejudicial to the interest of the Institutional/ University as the case may be, or the sovereignty and integrity of India or public order or morality. Provided that a teacher may become a member of the association of teachers as may be approved by the university according to the rules.
65. A teacher shall not give unauthorized interviews or releases to electronic and print media. He shall not use the electronic/ print media with malafide intention of defaming the institution/ university.
66. A teacher shall not in any radio broadcast or in any document published anonymously or in his own name of any communication to the press or in the name of any other any public utterance make any statement or express an opinion.
67. Which is in the nature of character assassination, reflection on the personal life of his superiors/ colleagues.
68. Which is in the nature of criticism of individual as destined from policy decision.
69. A teacher shall not, except with the previous sanction of the Vice-Chancellor or the authorities of the institution, as the case may be engaged directly or indirectly in any trade or business or under any other employment.
70. A teacher shall not bring or attempt any influence to bear upon any question in respect of any matters pertaining to his service.

71. A teacher shall not involve himself/ herself in any act that is likely to bring the teaching profession into disrepute. It shall therefore be the responsibility of every teacher to preserve the dignity and the honour of his profession and also maintain his/ her dignity, honour and integrity.
72. Notwithstanding anything herein before contained, bona fide criticism or expression of opinion by any teacher shall not constitute misconduct.

Misconduct – Failure to conform to the above mentioned Rule/s shall be construed as misconduct.

### 3. Code of Conduct for Principal

The chair of the Principal of a College has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in their conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) to the extent the same are not inconsistent or at variance with the minority rights. These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal, are detailed here under and are applicable to the extent the same are not inconsistent or at variance with the minority rights:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the Institution.
2. To protect the collective interest of different sections of the Institution so that each and all can perform freely and give their highest for the Institution building.
3. That subject to the minority rights to institute, nourish and enforce meeting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution and minority rights.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of College campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the Institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the Institution and thus maintain campus-serenity required for academics.

11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the Institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the Institution.
14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the Institution and thus to nourish and enhance their capabilities.
15. As the academic head of the Institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
16. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference / symposium / workshop / seminars

## **4. Code of Conduct for Non-Teaching Staff (Support Staff)**

The support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

### **(A) Professional Conduct:**

- i. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- ii. Each of them should perform the duties they have been assigned sincerely and diligently as well as with accountability.
- iii. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College authority.
- iv. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither should they engage themselves in any trade or business within College premises.
- v. They should not hamper the functioning of the College by engaging themselves in political or anti-secular activities.
- vi. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **(B) Workplace Conduct:**

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of College activities.
2. They should also be responsible for the proper use and maintenance of College equipment and furniture.
3. No support staff should be under the influence of drugs or alcohol during office hours.
4. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
6. The support staff should show no discrimination on basis of gender, caste or religion.

### **(C) Professional Relationship**

- a. Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis, the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- b. The support staff should give due respect to the decisions made by the College authorities. Any matter of contention should be settled amicably and not through antagonistic behavior, as the progress of an Institution depends upon mutual goodwill and trust.
- c. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- d. The support staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the Institution. They should thus interact patiently and politely.

## **5. Code of Conduct for Management (Governing Body)**

The Governing Body of the College is responsible for ensuring the effective Management of the Institution and for planning its future development.

1. The Governing Body should act to approve the mission and strategic vision of the Institution, long-term academic plans
2. The Governing Body is formed to monitor Institutional performance and quality assurance arrangements, which should be, where possible and appropriate, benchmarked against other Institutions.
3. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their Institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
4. That subject to the minority rights the Governing Body should as far as possible ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. That subject to the minority rights the governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.