

## CODE OF CONDUCT FOR HEAD OF THE INSTITUTION/PRINCIPAL

*“A leader is one who knows the way, goes the way and shows the way” – John C. Maxwell*

- *Head of the institution:* The Principal is head of the institution. He/she is the first among the equals of the team in the institution. He/she is the leader and overseer of all academic and administrative matters and works for the overall growth of the institution.
- *Chief Custodian and Guardian:* The Principal is the chief custodian and guardian of all departments, faculties, students, statutory units and various clubs within the institution. He/she should feel responsibility towards the functioning of the institution and work for its welfare.
- *Visionary and Decision maker:* The Principal should be a great visionary with regard to upliftment of the institution and realization of the institutional goals. He/she needs to be a decision maker and a trouble shooter. He/she needs to have clarity in the institutional vision and objectives.
- *Transparency and accountability:* The Principal shall be transparent and accountable in academic, administrative and financial matters. Since he/she is the Public Information Officer with regard to RTI Act 2005, he/she must be prepared to provide any information to the public sought under this Act.
- *Team worker:* The Principal is supposed to build team within the institution and work for the well being and well doing of the institution. He/she should be able to make all other stake holders feel equal responsibility towards the growth and development of the institution.
- *Free accessibility:* The Principal should be available to all the stake holders of the institution and be able to involve them for the common good of the institutional development. He/she should be impartial to listen to the grievances of the stake holders and redress their grievances with an open mind and empathy.
- *Objective leadership:* The Principal should invariably be objective in dealing with academic and administrative matters. He/she needs to listen to suggestions and recommendations offered by the stake holders of the institution, plan, monitor and execute the matters objectively.

# CODE OF CONDUCT FOR STUDENTS

***“Education without values, as useful as it is, seems rather to make man a cleverer devil.”— C.S. Lewis***

Teaching and practicing values is the main principle of this institution. To make our students worthy of a future India, the institution has laid down the following code of ethics for guidance and practice.

- ***Punctuality and discipline*** – The students are informed at the commencement of the academic year that they should attend the college every day and be disciplined on the campus.
- ***Biometry attendance***: The students are instructed to mark their attendance on the biometry devices before 10.15 am and after 5 pm on all working days. The students who come from neighboring villages are given special allowance to mark their attendance before 10.30 am.
- ***Attentiveness in the class***: The students are supposed to be attentive in the class while instruction is going on. They are required to participate in the teaching-learning process without disturbing either the teacher or fellow students.
- ***Participation in co-curricular and extra-curricular activities***: The students’ participation in co-curricular and extra-curricular activities held on the campus is mandatory.
- ***Dress code and uniform***: The students are instructed to wear uniform on all working days except on Saturday. The uniform is to be in light pink color. While participating in rallies, field visits and other extension programs dress code is mandatory. They need to have their hair neatly combed.
- ***Courtesy and fellow feeling***: The students are supposed to be polite and friendly with all their fellow students without giving any scope for ragging or ill treatment. They need to mingle with one another on the campus freely with an open attitude and free of such reservations as community, caste, creed, color.
- ***Prior permissions***: The students are supposed to take permission before leaving the college campus for any reason. The Principal will grant necessary written permission in such cases.
- ***Ill health***: The students can approach the Principal and can have suitable free Homeo medicines as first aid for common minor ailments from the kit maintained by the women empowerment cell.
- ***Bullying and harassment***: The students are prohibited from bullying and harassing the other students. Such a behavior is liable for disciplinary action.
- ***Keeping the campus clean and neat***: The students are given specific instructions about keeping the campus neat and clean. Dustbins are placed at various points on the campus to deposit garbage. Plastics are banned on the campus.

- *Being polite and well behaved:* The students are expected to be polite and well mannered in treating other students.
- *No Thefts:* The students are supposed to be away from pilfering or stealing things belonging to other students. Such a behavior is liable for disciplinary action.
- *Use of toilets:* The students are expected to use the toilets allotted for them properly and keep them clean and hygienic.
- *Use of mobile phones:* Possessing and using mobile phones are not allowed on the campus. If a student is found using a mobile phone, it will be immediately taken over.
- *Use of computers and internet:* The students are advised to use the computer systems and the internet under the supervision of a teacher. They are to turn off the computer system as soon as they finish working on it. Internet is to be used for academic purposes only. Forbidden sites are disallowed to be watched.
- *Entertaining unknown persons within the campus:* The students are not allowed to move with any unknown person on the campus.
- *Grievances and redressal:* The students first of all, can meet the teaching or non teaching staff members any time during the working hours to redress their grievances. They can as well meet the Principal, if they are not satisfied with the mode of redressal of their grievance in time.
- *Maintenance of academic ambience:* The students are required to cooperate with the management to maintain an academic ambience on the campus. When there is no class work they can sit in the class room and read the study materials given to them. They are not allowed to roam the campus and cause disturbance to the other classes.
- *Use of the library:* The students can borrow books from the library. They have to return or renew the issue of the books in stipulated time otherwise they need to pay a fine for the late return.
- *Use of laboratory facilities:* The students are expected to follow procedures as communicated by the respective departments while participating in the science practicals in the laboratories. They are expected not to cause any damage to the laboratory equipment.
- *Field trips and tours:* Students are expected to participate in the field trips, excursions and visits industries and other establishments which are conducted to enhance their knowledge.
- *Payment fees:* The students are expected to pay all kinds of fees in time including the examination fees.

## CODE OF CONDUCT FOR STAFF

*“Education is the key to success in life and teachers make a lasting impact in the lives of their students” – Solomon Ortiz*

Staff members are usually taken as role models by students in an educational institution. Hence it is imperative on the part of the staff to be unique, exemplary in their behavior for the students to follow. The following are some of the principles of conduct to abide by the staff on the campus:

- *Punctuality:* The staff members are expected to be punctual and attend the class work on time.
- *Biometry attendance:* The members of both teaching and non teaching staff are instructed to mark their attendance on the biometry devices before 10 am and after 5 pm on all working days.
- *Use of mobile apps for students' attendance:* The teaching staff members should upload the students' attendance using their mobile app before completing the class/period on all working days.
- *Dress code:* The staff members are to wear formal dress; women are to wear invariably sari so as to represent the Indian culture.
- *Patience and empathy:* With a conviction that the students are under their protection, the staff are supposed to be patient and empathetic with them and treat them with courtesy and with a smiling face. Then only a healthy bond of relationship is established between the teachers and the students
- *Self motivation and thorough preparation:* The teaching faculty members are supposed to be motivated in discharging their duties. Thorough preparation is expected of the teaching staff for handling teaching activities. They should have a certain degree of mastery of knowledge in their respective subjects.
- *Offering guidance and lending help:* The staff members are required to guide the students not only in academic matters but in psychological issues. Students who come from rural background have a low level of confidence and hence the staff should facilitate an ambience of open and free communication.
- *Completion of syllabus and getting the students prepared for examinations:* It is the duty and responsibility of the teachers to complete the syllabus in the stipulated time and make the students prepared for the semester end examinations.
- *Participation in examination related duties:* Examinations are part and parcel of the curriculum. Hence the teachers should take part in all the duties related to both internal and external examinations.

- *ICT enabled teaching and learning:* The teaching staff members are supposed to conduct teaching learning activities through ICT and student centered methodologies as far as possible. Students are to be motivated to participate in the teaching and learning process actively.
- *Quality education:* The teaching staff members are required to sustain quality while teaching. Students are to be motivated to develop the habit of self learning as well. They need to be involved in co-curricular activities so as to ascertain all round development of students.
- *Co-curricular activities:* The teaching staff members are required to make the students participate in all the co-curricular activities as per the academic plan. They are supposed to maintain appropriate records with regard to the conduct of such activities.
- *Vigilance and counseling:* The staff members need to keep the girl students on a watch constantly. Any stray behavior of students on the campus has to be addressed in a polite and friendly manner. In case of the students' irregularity in attending the classes, the staff members are directed to call for the parents and discuss the matter with them.
- **ROLE OF THE NON TEACHING STAFF:**
  - The non-teaching staff members need to treat the students with a sense of empathy and urgency.
  - The non-teaching staff members should attend to matters like taking admissions, disbursement of scholarships, issue of certificates, collection of examination fees and conduct of examinations etc.
  - The non teaching staff members need to assist the Head of the Institution in the smooth administration of the institution.
  - The non teaching staff members should maintain all the records properly and systematically.
  - The non teaching staff members need to be transparent and accountable in administrative and financial matters.