



S.S.T. College of Arts & Commerce

(Affiliated to University of Mumbai, Mumbai) Ulhasnagar - 421 004, Dist. Thane.

HAND BOOK ON

CODE OF CONDUCT



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PRELUDE

Every Indian person is guaranteed the fundamental right to education under the country's Constitution. The development of a community and a country's social and economic conditions depends heavily on higher education, which is the cornerstone of career and leadership development. Higher education institutions (HEIs) have a significant role to play in developing strong leadership and a close-knit society through academic achievement, ethical curricula, and community involvement. The goal of education in general and higher education in particular is to enable the actualization of human potential by fostering awareness of moral principles and professional ethics among its constituents, especially administrators, professors, and students. To guarantee their dignity and integrity. At SSTC we develop high-quality procedures and code of conduct that is based on moral principles and business ethics. The rules and regulations that must be adhered to by all stakeholders involved with the HEI are outlined in the "Code of Conduct " handbook.

Code of Conduct

A code of conduct is a set of guidelines that specify what conduct is and is not acceptable or expected. It outlines the organization's VALUES and gives every employee guidelines for acceptable behaviour in relation to their job responsibilities. A well-written code of conduct makes an organization's mission, values, and guiding principles clear by connecting them to norms of ethical behaviour. Written codes of conduct or ethics can serve as standards by which to gauge the effectiveness of both individuals and organisations. A code also serves as a primary reference point for staff to help them make decisions on a daily basis. It promotes talks about compliance and ethics, giving workers the tools they need to deal with moral conundrums they face on the job every day. Additionally, it can be a helpful resource for staff members to discover pertinent records, offerings, and other resources pertaining to ethics within the company.




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Why Code of Conduct is important

A code of conduct generally outlines an organization's mission, vision, and guiding principles. A clearly stated written code of conduct outlines the obligations, acceptable behaviour, and restrictions for each employee. It makes clear the standards of ethics and professionalism that the organisation upholds and also aids staff in daily decision-making. The following codes of conduct are distributed to all teaching, non-teaching, students, and guardians associated with the colleges with the understanding that they should be adhered to to the best of their abilities.

Committee for Compliance

Our college has a Committee for ensuring the compliance of our Code. The Committee composition is as follows:

Principal of the College – Chairperson

Vice Principal – Convenor

Course Co-ordinator

IQAC Co-ordinator

Head Clerk

As for what the Committee is responsible for, these are some of its duties:

The Committee is responsible for ensuring that the Code of Conduct is followed at all times. Programs for raising awareness are held on an annual basis by the Committee. Programs on professional ethics are organised by the Committee for participation by students, teachers, administrators, and other staff members. Instances of the Code of Conduct being violated are overseen by the Committee and its members.




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CODE OF CONDUCT FOR GOVERNING BODY

BOARD OF GOVERNANCE

The Board of Governors is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

- The Board of Governors of the college has been constituted as per the University Grants Commission (UGC), New Delhi, India,
- The main objective of the Board of Governors (BOG) is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.
- SST College of Arts & Commerce, in one of its executive meetings resolved to have an eminent educationist as the chairman of the Board of Governors, even though the UGC empowers the president of the society as the chairman of BOG.
- The SST felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future. As per the UGC guidelines, five members of the Governing Body of will represent on the Board.


THE PRIMARY ACCOUNTABILITIES

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

TO APPROVE THE MISSION AND STRATEGIC VISION OF THE INSTITUTION

- The prime duty of the BOG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as time passes.
- It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, benchmarking, risk management including financial, physical, staff so as to meet the interests of stakeholders that is students, parents, alumni, employers, local communities, government and others representing public interest.
- The BOG should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions.
- The strategic plan may be reviewed once in five years.




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TO ENSURE THE ESTABLISHMENT AND MONITORING OF PROPER, EFFECTIVE AND EFFICIENT SYSTEMS OF CONTROL AND ACCOUNTABILITY

The Board of Governors shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- To submit the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS

The Board of Governors shall advise the institute from time to time in respect of the following:

- Timely compliance of documents for accreditation
- Ensuring that the statutory supplies are met in respect of accreditation for the purpose of maintaining quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
- Carrying out gap analysis and identifying the areas for improvement.

TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS

Members of Board of Governors shall ensure that

- The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of reorganisation
- The Head of the institution shall plan the future growth of the institution
- Processes to evaluate the performance of the Head of institution are established.
- The required documentation is maintained to meet the statutory requirements

OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Board of Governors.



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TO PROMOTE OF TRANSPARENCY AND OPENNESS AT EVERY LEVEL

- All the minutes of meetings of various committees must be available for the important stakeholders
- Preparation of annual reports showing the activities in an academic year and putting the report on the website.

TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS

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- Carrying out gap analysis and in identifying the areas for improvement.

TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS

- Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicised both within and outside the institution.

MANAGING THE KEY ATTRIBUTES OF GOVERNING BODY

- The BOG has been constituted in accordance with the guidelines of the UGC for autonomous colleges. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities for a duration of two years.
- The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders.
- The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.




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CODE OF CONDUCT OF PRINCIPAL

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.

- He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.
- He is authorised to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for extension or changes of various functionaries in the administration, with the approval of the Academic Council.
- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that they can play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising careers and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.

THE DUTIES OF THE PRINCIPAL MAY BE SUITABLY CATEGORISED AS

A) ACADEMIC ADMINISTRATION:

(i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by University of Mumbai , UGC, State Government and the Governing Body of the college.

(ii) Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.

(iii) In matters related to decision implementation, the Principal will be assisted by the Governing Body and Academic council of the college.

(iv) In matter of admissions, Coordinator, admissions will assist the principal



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(v) In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.

(vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.

(vii) Shall closely monitor the class work as per the time tables and the almanack with assistance of class work coordinators and other faculty in-charges.

(viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

(ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

(x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.

(xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, the Principal will be assisted by the Controller of examinations and additional controllers of the college.

(xii) In matters related to student attendance, drop outs, medical condition, Principal gets assistance from Director Academic.

(xiii) The principal should plan for training needs analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.

(xiv) Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.

(xv) shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.

(xvi) The principal should promote industry-institute interaction for better employability of the students.

(xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.

(xviii) Arrange finishing college for the students with the active association of Director, Training and Placement




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(xix) Shall efforts to look after the overall welfare of staff and students.

(xx) For effective functioning of the college he shall build close rapport between staff, students and management.

(xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure a serene academic environment in the campus.

(xxii) Shall maintain regular, right and appropriate contacts and interaction with government, UG, University, State Council of technical education, Department of Technical Education authorities.

(xxiii) Shall involve faculty members at different levels for various institutional activities.

B) GENERAL ADMINISTRATION

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

(i) Shall make proposal for appointment to all posts of cadres including contract, part-time, ad hoc, and daily wage employees

(ii) Shall make regularisation of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.

(iii) Arrange performance appraisal of faculty and supporting staff.

(iv) Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.

(v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

(vii) Campus maintenance cell shall work under the instructions of Principal



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C) FINANCIAL ADMINISTRATION

- (i) Principal is assisted by the Finance committee in financial administration.
- (ii) Subject to the budget allocations for a specific area of expenditure, the principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- (iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
- (iv) All contracts for and on behalf of the college (except himself and the college) when authorised by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- (v) Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- (vi) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- (vii) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- (viii) Shall countersign T.A bills
- (ix) Shall have power to sanction advances and final withdrawal of EPF of the staff.




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CODE OF CONDUCT FOR TEACHING STAFF

In fulfilment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible, ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making a statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, a disclosure is required by the law or serves a compelling professional purpose.
- Respect confidential information as and when necessary.
- Speak out if the behaviour of a colleague is seriously in breach of this code.

RESPONSIBILITY AND ACCOUNTABILITY

- Faculty must handle the subjects assigned by the Head of Department (HOD).
- Faculty must complete the syllabus in time. Faculty shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in Project Book. The Project Book are to be collected from the students in time and returned to the students after correction.
- Two mid exams are to be conducted in a semester. Answer books are to be valued, and marks are to be informed to the students. Marks for the assignments, mid tests, seminars if attended are to be entered in the counselling report.
- Faculty should be good counsellors and facilitators. They should help, guide, encourage and assist the students in ensuring that the teaching-learning process is effective and successful. Value-based education must be their motto.
- Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
- Faculty should carry out other academic, co-curricular and organisational activities that may be assigned to them from time to time.

DRESS CODE: FACULTY

Following is the dress code for the faculty of institute:

- **Gentlemen:** Formals with tucked in shirts. Shoes are matching with the belt.
- **Ladies:** Saree / Punjabi dress with dupatta




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ID CARD:

- It is mandatory for students and staff to always display ID cards when they are on campus.
- Faculty should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of the student, the ID card must be returned to the student concerned on the spot.

COMMUNICATING WITH PARENTS:

Faculty should not summon parents to the institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the college discipline committee or for parents meeting date in coordination with HOD and principal.

STUDENTS - LATE COMING:

- Students should not be denied admission into the classrooms/laboratories when they report late for the classes. However, such students shall automatically lose attendance for those classes.
- Faculty must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehaviour or insubordination should be dealt with with individuals at HOD or principal level as such faculty should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

TAKING ATTENDANCE:

- Staff members must take attendance within the first 5 minutes of starting the period.
- Latecomers should not be denied admission to the classes for being late. However, such students need not be given attendance.
- Faculty is advised to refrain from awarding punishments like:
 - Dismissal from the classrooms,
 - Making them stand in and outside the classrooms,
 - Not marking attendance
- Troublemakers in the classrooms must be reported to the HOD/Principal/Director for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories, and library. Faculty members must report such cases to the administrative office for cancelling attendance for the day.

COURSE FILE:

Every faculty must maintain a course file for each subject offered during semester/year. It shall have the following details: syllabus, lecture plan, lecture notes for each period, date and time for preparation, date and time for delivery.



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CLASS ADJUSTMENT BEFORE GOING ON LEAVE:

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute faculty to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorised with loss of pay.

PROCEDURE FOR RELIEF OF RESIGNATION:

- As per the service rules of the Institute, faculty members intending to resign are required to give two months' notice.
- The staff should deposit the following original Certificates.
 - 10th or equivalent
 - 12th or equivalent
 - Bachelor & Post Graduate certificate/SET/NET Certificate /M.Phil./Ph.D.
- Institute reserves the right to relieve the staff at any time during the notice period.

INSTRUCTIONS TO INVIGILATORS:

- Report to the chief superintendent at least 30 minutes before the commencement of examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes before the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement examination. Ensure that the candidate should not carry any material except hall ticket, ID card, and non-programmable calculator into the examination halls. Programmable calculators, cell phones, and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the chief superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:

- Practical examinations should be conducted in the respective laboratories/workshops/drawing Halls only.
- Both the examiners (internal and external) should assess the students for 50% of marks allotted for practical/ assignments. Internal examiners have to brief the external examiners regarding the allocation of marks for each component of the practical activity.
- Marks must be noted on the answer sheets indicating the marks awarded for each component of the practical activity.



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- Both the examiners must sign on the answer sheets as well as on the award lists.

PROMOTION POLICY:

- Faculty members belonging to all branches may be notified as associate professors right from the date of joining provided they possess post-graduate qualifications. These promotions are need-based, i.e., to fulfil the cadre ratio required as per UGC norms.
- Faculty members belonging to other disciplines shall be promoted to assistant professors based on university selection only.
- Ph.D. holders having minimum five years' experience shall be promoted as professors irrespective of their discipline and selection by the university.
- Promotion to the cadre of professor is either through the university selection committee or governing body only.
- While promoting staff to higher cadre, due weight shall be given to feedback, involvement in extracurricular activities and administrative responsibilities.
- Experienced candidates working in reputed institutes may be given pay protection without insisting on fulfilling the above norms.

DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

HOD is responsible for conducting all academic programmes of the department as per the norms of affiliating university. In pursuance of above objective he/she is required:

- To formulate timetables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

SPECIFIC DUTIES OF HOD:

- HODs are responsible for ensuring that all classes are held as per the time – table and make alternate arrangements for the class work of teachers absent on that day. Recommend for disciplinary action against those availing leave without prior arrangement for class work.
- HODs must verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. They should forward all the registers on the last working day of every month to the director's perusal.
- HODs are responsible for going around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of faculty twice in a fortnight to review academic and research activities of the Department.



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- HODs should arrange guest lectures, preferably in a specialisation related to the department to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Should monitor students' development and problems through feedback and counselling.
- Should appoint faculty counsellors to meet the needs of students suffering from the effects of stress and peer pressure.

DUTIES OF LAB-TECHNICIAN:

- Any unexpected breakdowns of laboratory machines/equipment must be reported immediately to the teaching staff in-charge of the lab.
- Damages caused to the laboratory equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of a lab Assistant is to identify the requirement of lab consumables etc. preferably before the beginning of the semester and give the same in writing to the laboratory-in-charge.
- All maintenance works must be carried out & recorded as per the schedules are given by the laboratory-in-charge, without affecting the regular lab class work.
- Issue register for tools issued to the students must be maintained for every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of "first aid facilities and firefighting equipment".
- Avoid other activities during laboratory hours unless assigned by the senior management.
- Adjust laboratory work to a technician, who is familiar with that lab, in case of your absence.
- Ensure that the machine is in proper working condition & then allow the students to do the job.

DUTIES OF LAB-IN CHARGES:

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by the technician in a proper manner.
- The lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.



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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

There are many statutory committees like Management Committee, Finance Committee, Academic Council, Students Council, etc. The work relating to these bodies include:

- Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
- Calling for subjects for inclusion in the agenda from the Principal /Head of Department, compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- Sending agenda and notes to the members of various committees.
- Gathering records of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- Maintenance of all important documents such as Memorandum of Association (MOA), Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- Seeking the approval of/information to the UGC, University and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the institution.




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CODE OF CONDUCT FOR SUPPORTING STAFF

Non-teaching employees and volunteers in college are committed to the following values: Loyalty, Integrity, Dignity, Responsibility, Respect, Justice and Care.

SUPPORTING STAFF DEMONSTRATE LOYALTY BY:

- Modelling and supporting commitment to the faith, and lifestyle values
- Being punctual and conscientious in all duties
- Dressing and behaving in a manner consistent with the standards expected by the college where we work
- Advocating a drug and alcohol free lifestyle
- Speaking supportively of the college where we work.

SUPPORTING STAFF DEMONSTRATE INTEGRITY BY:

- Being honest in words and actions
- Acting within the law
- Creating and maintaining appropriate relationships. This includes:
 - a. Interactions with students.
 - b. Notifying the Principal immediately if there is reasonable cause to suspect that a student is being harmed or is likely to be harmed.
 - c. Maintaining professional boundaries.
 - d. Being fair and impartial.

SUPPORTING STAFF DEMONSTRATE DIGNITY BY:

- Respecting diversity, treating students with care and compassion, respecting that each person has a unique family environment.
- Valuing each student without making comparisons with other students
- Being supportive of other staff members.

SUPPORTING STAFF DEMONSTRATE RESPONSIBILITY BY:

- Meeting the required standards for every task.
- Collaborating and cooperating with colleagues and administrators.

SUPPORTING STAFF DEMONSTRATE RESPECT BY:

- Showing mutual respect, trust and confidentiality
- Providing positive support for others.


SUPPORTING STAFF DEMONSTRATE JUSTICE BY:

- Being fair and reasonable at all times
- Being committed to the wellbeing of individuals, the wider community and the common good of all people.

SUPPORTING STAFF DEMONSTRATE CARE BY:

- Being a positive influence and exercising sound judgement
- Showing care and compassion in all relationships
- Paying careful attention to our duty of care to others




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CODE OF CONDUCT FOR THE STUDENTS

- Students shall not bring with them unauthorised persons into the college premises.
- Collecting funds for any purpose is strictly prohibited unless scrutinised and permitted by the principal.
- No meeting, demonstration, party or picnic will be permitted.
- No information about the college can be communicated to outsiders without the permission of the principal.
- Students are liable to be removed from the college for misconduct or any other serious breach of discipline.
- No refresher party/ farewell party shall be allowed without prior permission of the principal. (College authorities will not take up the responsibility for the functions held outside the college campus.)
- **SMOKING IS STRICTLY PROHIBITED** in the college premises.
- Students should take proper care of all college property. Any damage done to the property of the college by disfiguring walls, rooms, windows, and fittings or breaking the furniture and such things is a breach of discipline and will be punishable. As such damage done to the college property will have to be made good by the concerned class students. The students shall not throw papers or any other material which makes the premises dirty.
- Students should come decently dressed to the college. For violation of dress code there will be a fine of Rs. 100/-.
- Associations/Organizations will be formed only after the prior permission of the Principal.
- For inviting a person to preside/address/participate in association/organisation/visits etc., prior permission of the Principal is necessary.
- Any grievance regarding academic, administrative etc. should be first brought to the notice of the Vice Principal or the Head of Department before meeting the Principal.
- Strict discipline must be maintained at the time of the college functions and programmes.
- The loss of mark-sheet should be immediately reported to the Principal along with a detailed written explanation of the circumstance in which the mark sheet was lost. The report of the loss of mark-sheet should be reinforced with a police complaint made to the nearest police station and an affidavit (on a Rs. 50/- stamp Paper) specifying details. The principal may issue a duplicate mark-sheet after considering the propriety of the concerned student. Serious disciplinary action will be taken against students for misusing the mark-sheet.
- Matters not covered by the existing rules will rest at the absolute discretion of the Principal. Students will not be permitted to use mobile phones with camera, walkman and camera within the college premises.



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