

**CODE OF CONDUCT**

**INTRODUCTION**

College is a caring learning community. It promotes a safe and peaceful working environment for the staff and the students. The college enforces a code of conduct and expects the staff and the students to abide by it for the smooth functioning of the college. Failing to abide by the college would lead to disciplinary action. This code applies to one and all through out their stay in the college both on and off the premises.

**STUDENTS:**

- Be polite and courteous to their staff members and fellow students. They shall not use offensive language.
- Must be punctual and regular to the classes and be on the campus by the stroke of the first bell. Late comers are penalized in order to maintain punctuality.
- Expected to dress appropriately for college activities to keep up their honor and dignity.
- Not allowed to wear burka on the college premises.
- Have to wear identity card while present on the campus and not misuse the cards to allow other people into the college premises.
- Should not leave the campus without permission.
- Use of mobile phones is strictly prohibited inside the college premises. If found mobiles are seized.
- Ragging is prohibited on the campus. The offenders shall be dismissed from the college.
- Organizing or attending any meeting or collecting money for any purpose without the permission of the Principal is strictly forbidden.
- It is the prime duty of the students to attend the assembly every Friday.
- Loitering in the verandahs during and in between class hours is strictly prohibited.
- Have to maintain discipline while attending Seminars, Guest Lectures, Workshops and other functions.
- Should not to misuse the internet to post images or share personal information of

self or others on public devices.

- They are expected to park their vehicles only in the allotted parking place.
- Any act of discipline or misbehavior on the part of students will be subjected to punishment.

### **EMPLOYEE CODE OF CONDUCT**

The code is introduced to safe guard the well being of the faculty. Violation of this code would lead to disciplinary action. The purpose of this code is to promote high standards among all staff members of the college. They are expected to be aware of the code and conduct.

All staff are expected to:

- Treat students, parents and other employees with due courtesy and respect.
- Comply with the rules and regulations of the college and carry out their duties with utmost care, diligence and integrity.
- Preserve the confidentiality of the college information and avoid dealing with the media on any college issue unless specifically authorized.
- Contribute to the development of the college by participating in the academic programs.
- Be fair and impartial to all students irrespective of age, gender, class, disability, faith and marital status.
- Staff members are expected to dress decently and appropriately.
- Always wear college identity card.
- Be punctual to college and classes to make to best use of working time.
- Avail leave with prior permission for valid reasons.
- Have to maintain a cordial and professional learning environment while on campus.
- Staff must not exercise favoritism towards students.
- Employees must handle sensitive situations in the work place with commonsense and patience.
- No staff employed in the college shall hold private tuitions or trade or business without the sanction of the college authorities.

- No staff member shall indulge in the criticism of policies of management or government either directly or indirectly to bring disrepute to both.
- The staff shall not use their mobile phone in the classroom.
- The whole time of the staff employed in this institution shall be at the disposal of the management and she shall serve it in such capacity as may be directed from time to time.
- No teacher shall leave the premises during the class hours without prior permission of the principal/ HOD.
- If a teacher is late for college, she shall sign in the Late Attendance Register.
- No staff shall resort to any form of strike in connection with any matter pertaining to the service under the management.

#### **INSTITUTIONAL CODE OF CONDUCT FOR STAFF:**

- All the staff members should follow the rules and regulations of the institution as directed from time to time.
- Staff must be punctual and regular to their duties.
- All the staff shall devote their time and their best services for the progress of the institution.
- Staff should cover the syllabus in the stipulated time.
- Staff members are advised not to leave or cancel the class before schedule time without informing Head of the department.
- Staff should maintain academic dairy and teaching plan and get them duly signed by the Principal by 5<sup>th</sup> of every month.
- Staff have to submit their self-evaluation report in the month of February.

#### **DUTIES AND RESPONSIBILITIES OF DIRECTOR**

- Acts as a bridge between Management, Principal and the staff to guide them in their work.
- She is the administrative head in the area of operations allotted.
- Responsible for evolving strategies and action plans involving the Principal and staff.
- Should conduct periodic revision of the curriculum befitting the current trends and

demands of the industry and employment market.

- Have to motivate and train the newly recruited members of the faculty with constructive suggestions for their improvement.
- Should be fully aware of various requirements of different courses as per the University guidelines and ensure that such norms are fulfilled whenever inspection commissions visit the college.
- Responsible for computing the man power requirements as per workload norms of the department.
- Have to chairs the faculty meetings every month and review the activities of the departments.
- Conveys information from the Management/ University, to the staff and students as and when necessary.
- Financial power is limited to the extent it is permitted to operate with the knowledge of the Principal.
- To report all activities to higher ups regarding administrative matters in consultation with the Principal and Secretary.

#### **CODE OF CONDUCT FOR PRINCIPAL**

- The Principal is academic head and executive authority of the college.
- Supervises operation, maintenance and growth of all departments.
- Directs the heads of the departments for the development process and form various committees.
- Promotes team culture to achieve the goals of the institution.
- Responsible for the smooth conduct of internal and external examinations.
- The Principal is responsible for the maintenance of the academic and administrative discipline in the college. He/she should provide a climate necessary for the intellectual pursuit of the staff and the students.
- Sanctions all types of leaves of the staff.
- Ascertains transparency in the administration.
- The Principal keeps the Secretary informed of all matters of general and financial administration. She represents the college in all academic institutions like UGC, the

University etc.

- The Principal should conduct herself fairly and with dignity in the discharge of her duties.
- The Principal is directly responsible for quality sustenance and enhancement in higher education as per NAAC guidelines.
- She should handle a minimum number of classes as per rule.
- The Principal should be in constant touch with students and residents of the hostel and solve their problems of discipline and discontent in the college campus.
- The Principal is officially in-charge of the hostels and entrust the powers to wardens.

### **HEADS OF THE DEPARTMENTS**

Incharge of all activities of the department concerned. The responsibilities include

- Organizes faculty meetings periodically and reviews the departmental activities.
- Prepares budget plan for the department.
- Develops laboratories and other infrastructure for the department.
- Reviews the teaching methods and up gradation of teaching aids.
- Strives to achieve academic goals with the support of the staff.
- Responsible for the smooth functioning and execution of the assigned duties by the faculty.
- Distributes workload equally among staff.
- Conducts Board of Studies meeting as chairperson whenever necessary and introduces/ updates new syllabi/ courses.
- Conducts seminars, workshops, guest lectures etc., with the involvement of staff and students.
- Monitors the attendance of students and calls for parent teacher meet for counseling.
- Listens to the grievances of students regarding departmental matters and redresses them accordingly.
- Promotes industry-interaction and facilitates placement training activities.
- Conducts practical classes and supervises lab requirements.
- Maintains the stock register of equipment of the department.

- Maintains necessary files like syllabus, semester wise results, minutes of the Board of Studies meetings, Departmental activities , Parent teacher meet, leave letters etc.,

#### **OFFICE SUPERINTENDENT:**

- In charge of non-teaching staff of the college.
- Plans and distributes the administrative work of the office.
- Assists the Principal in the financial administration of the college.
- Keeps track of communication from UGC, University, Government and other officials.
- Supervises the general maintenance of the college.
- Keeps all the records of staff and students.
- Assists the Principal in the admission of students.
- Makes arrangements for the VIPs visits to the college.
- Looks after the scholarships and certificates of the students.

#### **NON-TEACHING STAFF**

- Help the college administration for the smooth functioning of the college.
- Plan and execute their work meticulously and in time.
- Deal with students and staff professionally.
- Carry out the instruction of the principal without delay.
- Involve themselves in all college functions.
- Be courteous and polite to all visitors.

#### **LIBRARIAN**

- In charge of books, magazines and all equipment in the library and prepares library budget.
- Prepares list of books required in consultation with colleagues to support curriculum.
- Classifies and computerizes books and periodicals.
- Lends books and magazines to staff and students to facilitate reading.
- Keeps track of utilization of books and audio visual materials.
- Assign work to the library staff.

- Conducts and supervises annual stock verification.
- Supervises arrangement of books on the racks according to the catalogs.
- Arranges for repairs, binding works & maintains Digital Library.

## TERMS AND CONDITIONS OF SERVICE CODE OF CONDUCT AND LEAVE RULES.

1. Smt------(name of teacher) is appointed on ----- in the department of -----.
2. The teacher appointed in the college will be on probation for one year from the date of joining subject to the approval of her/ his qualifications by the ----- ANU/Krishna University.
3. On completion of one year, the Management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and her commitment to the vision, mission and goals of the institution.
4. During the probationary period if the teacher wants to leave the service at the end of academic year, she should give one month notice or one month pay in instead of the notice.
5. If a teacher wants to leave the service after completion of probationary period at the end of an academic year she shall give three months' notice or three months' pay.
6. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
7. The teacher agrees to execute all the work assigned to her by the head of the institution and carry out all the orders of the superiors honestly and sincerely.
8. The teacher undertakes to fully abide by the leave rules and the code of conduct.
9. The college Management has full authority to terminate her services by virtue of its discussion after issuing one month notice or one month salary in respect of confirmed teachers who are found not compatible with the mission of the college.
10. The teacher should not carry any other trade, business or activity which goes against the contract of her employment with the college. She shall not accept any work outside the institution without the permission of the secretary of the college or raise/ receive any money or donation without consent of the college.
11. The teacher shall actively participate in all the college activities and programmes and motivate her students like wise to actively involved in various programmes of the college.
12. All administrative responsibilities shall be split into various categories and shall be distributed among the staff members to develop the leadership qualities and



administrative skills in the staff members.

13. The period of absence on college work will be treated as 'On Duty'.
14. Application for casual leave must contain the purpose for which the leave is availed.
15. Application for casual leave must be submitted and be obtained sanction before availing the leave. If not possible under un avoidable circumstances, the leave application must be submitted immediately after re-joining the duty.
16. The number of casual leaves un availed will lapse at the end of the calendar year and cannot be carried over to the next calendar year.
17. The eligibility of the casual leave will be calculated with reference to her service.
- 18. Maternity leave:** Every employee is eligible for a maximum period 120 days with a pay of three months by the Management and three months by ESI.
- 19. Special Leave:** Every permanent employee earn three special leaves for every completed year of the service and can be accumulated for the next year. The earn leave cannot be encashed.
- 20. Medical Leave:** Every employee can avail 20 Medical Leaves. Those un availed will be accumulated for the next year.