

Code of Conduct

The Code of Conduct serves as a foundational principle for understanding the core values, ethics, and professional standards that govern the behavior and actions of individuals within our institution. The principles outlined in this Code of Conduct handbook are essential for fostering an academic environment where integrity, respect, fairness, and transparency thrive. As a part of this esteemed institution, it is essential that we all adhere to the ethical standards defined in this Code of Conduct to build and maintain a positive, professional, and inclusive workplace culture.

This document reflects the institution's identity and serves as a guide to how we interact with one another as well as with external agencies. It establishes expectations, promotes accountability, and ensures that all stakeholders are aligned with the values that define this institution. By underlining a clear guidance on what constitutes an ethical behavior, the Code of Conduct serves to prevent misconduct, mitigate risks, and create an environment where all individuals can thrive.

This Code of Conduct shall apply to all students, staff and Principal alike within the college premises so as to prevent any actions, behaviour or conduct that could have serious consequences or adverse impact on the institution's interests or reputation.

Scope and Applicability

This Code of Conduct is enacted in par with the UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions. Henceforth, the regulations laid down in this document shall apply to all the incumbent stakeholders within the institution. As a result, all concerned stakeholders are required to adhere to the ethical standards and principles underlined in this document and to uphold professional ethics and decorum within the college campus.

Code of Conduct for Students

Students of the institution must abide by, adhere to and agree to the undermentioned Code of Conduct for students while they are a part of this institution i.e. while they are registered students of the institution:

1. Students shall not indulge or involve themselves in any act of discrimination, whether verbal or physical on grounds of individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc. The institution will not tolerate any forms of ethnic, racial or communal discrimination.
2. Intentional damage or destruction of any of the institution-owned property or personal property of other students and/or Faculty members & non-teaching staff shall be met with stringent actions from the college authority against the perpetrator.
3. Any forms of disruptive activity in the class rooms or in any event or programmes organized by the College shall invite prompt and stringent disciplinary proceedings by the Disciplinary Committee of the college.
4. All students must possess their Student's Identity Cards at all times and must be able to produce the same as and when required.
5. Students are strictly prohibited from participating in any kind of activities including, but not limited to-
 - i) Organizing meetings and processions without taking prior permission and consent from the Principal.
 - ii) Entering into agreements or MOUs with any external agency without the knowledge and consent of the Principal and the Faculty Committee.
 - iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, fireworks or any form of material objects deemed to be dangerous to other individuals within the college campus.

iv) Unauthorized possession or use of any forms of substance that could be misused or could lead to substance abuse and substance abuse-related problems, such as alcohol, drugs or any other forms of narcotic or psychotropic drugs.

- iv) Smoking within the College campus is strictly prohibited.
- v) Possession, consumption, distribution or selling of any intoxicating substance within the vicinity of the college campus is strictly prohibited.
- vi) Students must be respectful to their teachers and towards their fellow students at all times within the college campus. Any forms of disrespect or misdemeanour by students against the teachers or their fellow students shall invite disciplinary sanctions.
- vii) Without the consent and directive of the Principal, students shall not interact or disclose any type of information on behalf of the Institution with any media representatives or invite media persons on to the campus without the permission of the Principal.
- viii) Students must be attentive at all times during class lectures and shall not indulge in any form of disruptive activity or action in the classroom.
- ix) Class/batch picnics, outings or any forms of recreational activities that could result in absence from classes during class hours is strictly prohibited.
- x) Students are expected to be cautious and mindful about posting any form of information related to the institution on any social media platforms. They should desist from posting derogatory comments about individuals connected to the institution or about the institution as a whole. Any forms of derogatory or defaming remarks about the students, teachers, Principal and the institution as a whole, outside the proper channels of grievance redressal mechanisms provided by the institution shall invoke disciplinary or legal actions against the purported offenders.
- xi) Thievery, damage or abuse of any of the institution's-owned properties are strictly forbidden.
- xii) Unauthorized entry into the college premises, tampering or destruction of the college's property or facilities, as well as of private residences of Teaching/non-teaching staff, offices, classrooms or any other property within the college campus during office hours as well as during non-office hours is strictly prohibited.
- xiii) Making video/audio recording, taking photographs, or streaming audio/video of any person within the college campus and dissemination of the same through social networking sites that could cause harm or defamation for the person or the institution shall invite legal action.
- xiv) Any forms of misconduct, misdemeanour or untoward actions involving students not mentioned in the above Code of Conduct for Students shall be liable to review, disciplinary hearing and actions of the Disciplinary Committee of the institution.
- xv) Students are required and expected to make themselves present at all departmental or college events, programmes and functions.

Upholding Academic Integrity

As an educational institution, the institution is fully committed to uphold academic integrity and hence, violation of the same constitutes a serious offence. The policy on the maintenance and upholding of academic integrity forms an integral part of the institution's Code of Conduct and thus, shall apply to all students of the institution. Failure to uphold these integral principles threatens both the reputation of the institution and the dignity and credibility of the students. Hence, each and every student of this Institution shall be obliged to shoulder the responsibility of ensuring the highest standards of academic integrity. The principles of academic integrity require that a student should:

- i) Properly acknowledge and cite his/her use of the ideas, results, material or words of others.
- ii) Give due credit to all contributors to any forms of work not originally produced by himself/herself.
- iii) Make sure that all assignments in any given course is a result of his/her own work.
- iv) Ensure that all academic-related activities are done, collected and completed only by ethical means and must report them accurately without suppressing or withholding any results inconsistent with his/her findings, interpretation or conclusions.
- v) Students are strictly forbidden from indulging in any forms of plagiarism, which may include, but not limited to-

- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) Making use of materials from class-notes or incorporating materials from the internet graphs, AIs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations or manuscripts without proper credits or citations.
- d) Submitting a purchased, readymade or downloaded assignments or notes in lieu of a course requirement.
- e) Shall not indulge in any forms of cheating including, but not limited to-
 - Copying during examinations or assignments.
 - Allowing or facilitating copying, or writing in the examination hall or assignments for someone else.
 - Using unauthorized material, copying, collaborating and purchasing or borrowing papers or material from various sources for examination or assignment purposes.
 - Forging signature on behalf of another student during examinations, submission of assignments or in attendance sheets (proxy attendance)

Anti-Ragging

The Institution has instituted Anti-Ragging Cell to deal with all forms of ragging within the institution. Moreover, the institution has also devised a comprehensive effective anti-ragging policy based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations')'. Based on the provisions of the stated guidelines, Ragging constitutes, but not limited to one or more of the following acts:

- a) Any conduct by any student or students whether verbal, written or physical action, which can amount to teasing, treating or handling with rudeness of/against any other student.
- b) Indulging in rowdy or undisciplined behaviour or action by any student or students which may cause or is likely to cause annoyance, hardship, physical or psychological harm and injury or to raise fear or apprehension thereof in any other student.
- c) Asking or requiring to do any obscene or informal student act which may cause a sense of shame, physical or psychological torment or embarrassment so as to adversely affect the physique or psyche of the student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of a junior student or of any student.
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- f) any act of financial extortion or forceful expense incurred on a student by other students.
- g) Any act of physical abuse including all forms of sexual abuse, stripping, forcing obscene and improper acts, gestures which could result in bodily harm or any other danger to the health or physical and mental health of the student.
- h) Any act or abuse in the form of words, emails, social media posts or public insults etc denting the status and dignity of the student.

i) Any act (verbal or physical) that could affect the mental health and self-confidence of any other student with or without an intent of showing off power, authority or superiority by a student over any other student.

The Anti-Ragging Committee shall examine all the above-mentioned issues or complaints of ragging or any other issue that may crop up from time to time and shall make a detailed incident report to the Disciplinary Committee if such acts require stringent actions to be taken.

A student found guilty by the committee in any anti-ragging case will attract one or more of the following punishments:

- a) Suspension from attending classes or debarring from appearing in examinations (Continuous Internal Assessment Tests or End Semester Examinations or both
- b) Withholding or withdrawing scholarship and other benefits.
- c) Suspension for a specified period or expulsion from the institution.

Gender Equality and Sexual Harassment Policy

As per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the institution is committed to ensure gender equality and prevent any forms of sexual harassment within the vicinity of the campus. In the same vein, an Internal Complainants Committee has been instituted to receive, deal and adjudicate any forms of gender discrimination and sexual harassment in relation to the students, teaching and non-teaching faculty within the confines of the institution. Sexual harassment shall amount to, but not limited to the following:

- Any forms of explicit or sexually-induced acts and behaviour, including, but not limited to unwelcome sexual advances, requests for sexual favours, verbal or physical harassments, verbal or physical conduct of a sexual nature in relation to any professional, academic or non-professional or non-academic endeavours.
- Comments, jokes, remarks, letters, social media messages, phone calls, emails, gestures, pornographic or obscene visual materials, lurid stares, physical contact, physical or online stalking, making sounds or gestures implying sexual orientations that could affect the individual's stature, dignity or performance or that could create an intimidating, depressing, hostile or offensive environment.
- Using a person's body, credentials, videos or pictures for gaining personal favours or any other forms of personal gain with or without the consent of the latter's consent
- Any forms of verbal or physical action that is prohibited by the existing legal laws of the time.

Code of Conduct for Principal

Being the Head of the institution, The Principal of the college shoulders the extra responsibility of upholding the status, dignity and integrity of the institution and to ensure a vibrant educational and cooperative environment for students, teaching staff and non-teaching staff alike to ensure the smooth functioning and operation of the institution. The Code of Conduct for the Principal of the institution include:

- i) To uphold and upkeep the ethos of inclusiveness, unity and cooperation with regards to educational and administrative affairs of the institution.

- ii) To protect the collective interest and diversity of the different departments and sections of the institution.
- iii) To uphold and maintain the essence of social justice and equality of all stakeholders irrespective of caste, creed, race, sex, or religious identity.
- iv) To maintain and promote academic activities in the College and strive for the overall academic and administrative excellence of the institution.
- v) To uphold, maintain and enforce discipline and decorum within the college fraternity.
- vi) To promote and maintain harmonious relationships of the College with the society at large.
- vii) To strive towards the overall development of the institution, both in academic and administrative aspects.

Code of Conduct for Teaching Staff

The Code of Conduct for the teaching faculty of the institution are bounded by the provisions laid out by the University Grants Commission from time to time as well as the provisions of the Central Civil Services (Conduct) Rules, 1964 as well as the regulations adopted by the institution from time to time. The following Codes of Conduct shall bind all teaching faculty of the institution and failure to abide by the said Codes of Conduct shall invite disciplinary actions from the college authority as well as from the state government that could have severe implications on the service records of the implicated faculty:

(A) Professional Values:

- (i) Be concerned, aware and fully committed to the interests and welfare of the students even beyond normal class hours or without any extra remuneration, if need be.
- (ii) Welcome constructive criticisms from the students and colleagues and facilitate a conducive environment, especially for the students to express their personal views, opinions and interests.
- (iii) Non-discrimination and equal treatment of all students irrespective of caste, creed, religion, gender or socio-economic status.
- (iv) Inspire and motivate students to generate more interest and develop a sense of inquiry in the pursuit of knowledge, instil a scientific and democratic outlook among the students, promote community oriented, patriotic and broad-minded mindset and outlook.
- (v) A teacher should conform to the ethos of his profession, act in a dignified manner and uphold the integrity of the profession at all times.

(B) Professional Development and Practices:

- (i) A teacher must constantly update himself/herself to cope with the changing educational and technological landscape.. He must also acquaint himself with recent methodologies and other applications.
- ii) Pursue research as innovation and contributes to the continuous progress and development of his/her specialised subject discipline.
- iii) Develop new teaching strategies as well as updating himself/herself with any recent developments or trends in the discipline.
- iv) Dutifully fulfil all responsibilities entrusted upon him/her by the institution.

(C) Professional Integrity:

- (i) Teachers must maintain ethical behaviour and must stay true at all times regarding his professional conduct with regards to the students and the administration.

(ii) Plagiarism of any form should be avoided at all costs.

(iii) The teacher must respect the confidentiality of all information regarding any internal affairs, be it professional, student-related or personal, unless legally or legitimately demanded.

(D) Professional Collaboration:

(i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.

(ii) Teachers should refrain from lodging unsubstantiated allegations or complaints against their colleagues.

(iii) Teachers should discharge their responsibilities dutifully and with dignity and honour.

(iv) Teachers should accord the same respect and treatment to the non-teaching staff in the same way as they did to their fellow teachers.

(vi) Teachers must be regular at taking classes and should not avail leave of absence unnecessarily.

(vii) Teachers should be free from substance-related intoxication of any form during office hours and within the college premises.

Code of Conduct for Non-Teaching Staff

The non-teaching staff should adhere to and be compliant to the following Codes of Conduct, which may be amended from time to time:

(A) Professional Conduct:

(i) The non-teaching staff should acquaint themselves with the institution's Codes of Conduct for non-teaching staff and adhere to them to their best ability.

(ii) They should perform their duties sincerely and diligently and with accountability.

(iii) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

(B) Workplace Conduct:

(i) They should be punctual and should reach the college premises in time and should not leave on non-official purposes during office hours.

(ii) They should be responsible for the proper use and maintenance of all college equipments, furniture and infrastructures.

(iii) They should not be under the influence of drugs or alcohol during office hours.

(iv) They should perform their duties with honesty and integrity.

(v) They should treat the Principal and teaching staff with dignity and respect.