

# STUDENTS' HANDBOOK of CODE OF CONDUCT (For All Stakeholders)



Rayat Shikshan Sanstha's

## SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA, SATARA (MH)

Reaccredited at B<sup>++</sup> Grade by NAAC, Bengaluru. CGPA : 2.80

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## Important Instructions for the Student

- 1) Every Student will get the Students' Handbook of Code of Conduct at the time of admission. It is Mandatory for every student to carry this handbook when she is in the college premises.
- 2) The students should fill all the information and get it signed time to time as per mentioned in the handbook.
- 3) Every student is enrolled as Mentee to her Mentor/Parent teacher under Mentor-Mentee Scheme. The Mentor/Parent Teacher conducts regular meeting with Mentee students and keeps regular follow up of students' attendance & academic performance. He/She also provides counseling regarding academic, personal, social, co-curricular, extra curricular aspects. The student should attend the meetings.
- 4) 75% Attendance is mandatory for each students. The students whose presentee is less than 75% cannot appear for examination. They also cannot get benefits of Government scholarships or Freeships. Every student should get the Attendance form signed by every subject teacher and submit it to her Mentor teacher at the end of every semester.
- 5) Feedback on various aspects-Teaching, Learning, infrastructure, syllabus, Teachers is taken by Manual and online mode. Every student should submit all these kinds of feedbacks at the end of every academic Year.



## General Information of the Student

Name: .....

Mother's Name .....

Permanent Address: .....

Pin:

Mob. No.

E-mail ID: .....

Adhar Card No.:

Class	Year	Admission Receipt No.
B.A.I/B.Com.I/B.C.A.I	20 -20	
B.A.II/B.Com.II/B.C.A.II	20 -20	
B.A.III / B.Com.III / B.C.A.III	20 -20	
M.Com I	20 -20	
M.Com II	20 -20	



## Code of Conduct

(For All Stakeholders)

### Code of Conduct for Students

The College believes in promoting a safe and secure atmosphere by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others. All students must avoid any form of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially. The codes mentioned here shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may seriously affect the Institution's interests or reputation.

#### A) The Students should refrain from various forms of misconduct include:

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 etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
5. Participating in activities including
  - i) Organizing meetings and processions without permission from the Institution.
  - ii) Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India



- iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
  - iv) Unauthorized possession or use of harmful chemicals and banned drugs.
  - ix) Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
  - x) Pilfering or unauthorized access to the resources of others
  - xi) Misbehavior or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
  - xii) Engaging in indecent conduct- unreasonable noise, inciting or participating in riotous or group disruption, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
6. 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.
  7. 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.
  8. 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.
  10. Thievery or abuse 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.



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. The student is expected to be:

1. Students are expected to be careful and responsible while using the Social Media. They should avoid posting derogatory comments about other individuals of the Institute.
2. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
4. Students should take care of their belongings. The institution will not be responsible for any loss.

#### **B) Academic Integrity**

Every student of the Institution should feel responsible to ensure the highest standards of academic integrity. **The principles of academic integrity require that a student should**

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

- v) Have right to pursue their educational goals without interference.
- vi) The students should avoid Plagiarism which means the use of materials, ideas, figures, codes or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include: (1) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet. (2) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc. (3) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution. (4) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations. (5) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement. (6) Paraphrasing or changing an author's words or style without citation, (b) The students should refrain from Cheating:

Cheating includes, but is not limited to: (1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts. (2) Allowing or facilitating copying, or writing a report or taking examination for someone else. (3) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources. (4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.





- (5) Creating sources, or citations that do not exist (6) Altering previously evaluated and re-submitting the work for re-evaluation (7) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

### **C) Anti-Ragging**

The Institution has a coherent and an effective anti-ragging policy in place which is based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon"ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution. Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity 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 expenditure burden put on a student by other students;



- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

#### **Anti-Ragging Committee:**

The Anti-Ragging committee is formed as per UGC guidelines which consists of The Principal (Chairman), A Teacher (Co-ordinator), Representatives of Faculty members, parents, students (Present & former Students) as well as non-teaching staff. The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences / symposia / meeting to present his / her research work.
- f) Suspension/ expulsion from the hostels and mess.



- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period, i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- i) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

#### **D) 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. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

#### **Grievance Redressal Committee**

Grievance Redressal Committee is formed as per UGC norms which consists of- Principal (Chairman), Two Senior faculty members. The CGRC shall send the report & recommendations to the Vice-Chancellor within 15 days of receiving the complaint.

#### **Special Cell Standing Committee**

Special Cell Standing Committee is formed as per the UGC guidelines and SUK ordinance No. 158 for the monitoring,



evaluation & planning measures for ensuring effective implementation of the policies / programmes of the Govt. of India, UGC & State Govt. in respect of reservation to the Backward Class community. The Committee function for giving information of Govt. schemes to the students & the prevention of caste-based discrimination in the institution. It consists of the following members -

- The Principal as chairman,
- One Head of the Department,
- Two Senior teachers,
- One Representative from teaching staff (from reservation category),
- One Representative from Non-teaching staff,
- One Student representative (from reservation category)



### **Code of Conduct for the Principal**

The chair of the Principal of a college has got multidimensional roles to play and to shoulder varied responsibilities having characteristics of a patron, leader, custodian, supervisor, administrator, judge, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) along with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of rules enforced by the Government of Maharashtra. These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Principal should follow the following ethics:

1. The Principal of an institution should always be honest, fair, objective, supportive, and protective and law abiding.
2. Chalk out a policy and plan to execute the vision and mission.
3. Promote industry institution interaction and inculcate research development activities.
4. Ensure that the staff and students be aware of rules, policies and procedures laid down by the college and enforce them fittingly.
5. Recommend and forward communication to the authorities.
6. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
7. Execute any other qualitative and quantitative work for the welfare of the institution.
8. Listen to the student's ideas and set a supportive tone.



9. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
10. Empower all his staff and students to reach their maximum potential.
11. Carry him with the highest integrity and he has to exhibit outstanding and strong leadership skills.
12. Uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
13. 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.
14. To institute, nourish and enforce meeting equal treatment to all the stakeholders hi the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
15. 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.
16. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
17. To form Internal Complaints Committee (ICC) as per UGC norms which consists of A senior woman faculty member as a Presiding officer, two faculty members & two non-teaching employees, three students, a member from NGO/Law. 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.)

18. 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.
19. 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.
20. 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.
21. 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.
22. 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 similar to essence-of-life.
23. To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
24. 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.
25. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.



### **Code of conduct for 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 and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
2. The 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. The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. 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.
6. The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.





### **Code of Conduct for Teachers**

A Teacher should follow guidelines of affiliated University (Maharashtra University Act), parent institute-Rayat Shikshan Sanstha and UGC. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility.

1. Uphold the honour and dignity of the teaching profession.
2. Provide an innovative and quality education to pupils.
3. Be impartial and discriminative against students.
4. Interact with the students in a friendly manner.
5. Abide by the rules and regulations of the institution.
6. Abide by the procedures to ensure student's safety.
7. Collaborate with fellow teachers.
8. Be responsible and interact positively with parents and other stakeholders in educating the students.
9. Be good counselors and facilitators.
10. Help, guide, encourage and assist students in their learning.

#### **A) Professional Values**

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
2. He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the



student should be encouraged. Among other things, a teacher should accept constructive criticism.

3. He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
4. His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
5. The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
6. Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

#### **B) Professional Development and Practices**

1. It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
2. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
3. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
4. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college



seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

### **C) Professional Integrity**

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- (iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

### **D) Professional Collaboration**

1. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
2. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
3. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
4. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.
5. Teachers should accord the same respect and treatment to the



non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

6. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
7. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

### **Code of Professional Ethics for the Teachers as per recommended by UGC**

#### **1. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

#### **A) Teacher should:**

1. Adhere to responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.



5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examination, including supervision invigilation and evaluation and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

#### **B) Teachers and the Students;**

Teachers should

1. Respect the right and dignity of the student in expressing his / her opinion.
2. Deal justly and Impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit. -



8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals and
10. Refrain from inciting students against other students, colleagues or administration.

### **C) Teachers and Colleagues**

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **D) Teachers and Authorities:**

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organization for change of any such rule detrimental to the professional interest.
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.



4. Co-operate through their organization in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**E) Teachers and Non-Teaching Staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**F) Teachers and Guardians:**

**Teachers should:**

1. Try to see through teachers bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**G) Teachers and Society:**

**Teachers should:**

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.



3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic group but activity work for National Integration.





### **Code of Conduct for Support Staff**

The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

1. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
2. 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.
3. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
4. They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.
5. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
6. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
7. They should also be responsible for the proper use and maintenance of college equipments and furniture.
8. No support staff should be under the influence of drugs or alcohol during office hours.
9. 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.



10. They should perform their duties with honest and integrity. There should be no falsification of official documents entrusted to them.
11. The support staff should show no discrimination on basis of gender, caste or religion. Interactions between support staff and students are frequent as for example during counseling, 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.
12. 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.
13. 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.
14. 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 behavior will be considered to reflect that of the institution. They should thus interact patiently and politely.



