



## College Code of Conduct

*"In reading the lives of great men, I found that the first victory they won was over themselves... .. self-discipline with all of them came first." -Harry S Truman.*

### ➤ **Timing**

- College timings - Monday to Friday : 11:00AM TO 5:00PM
- Saturday: 8:30AM TO 12:30PM
- Students are expected to reach college 10 minutes before the time.
- Attendance is taken at the start /mid of the class hours.
- College timings are subject to change as and when needed for which students will be informed as required.

### ➤ **Dress Code: Girls**

- Salwar Kameez with Dupatta.
- Jeans with Long Kurti (Knee length) with Dupatta.
- Sleeveless dresses will not be entertained.

### ➤ **Dress Code: Boys**

- Only Formal Shirt and Trousers.
- Jeans with a formal shirt will be allowed provided it is not torn and nothing written on it.
- To have clean shave and neat haircut.

### ➤ **Attendance**

- Students are expected to attend all scheduled classes and activities without fail.
- Students should appear for all examinations.
- A minimum of 75% attendance in Theory and Practical's is required, to appear for the End Semester Examinations.
- Students attending state / national camps / workshops / competitions have to produce the attendance certificate duly signed by the Principal immediately after the completion of the activity.
- Examination forms shall not be issued to students with less than 75% attendance and has to repeat the same semester next year.

➤ **Leave**

- Students taking leave must submit Leave Letters to their faculty-in-charge stating the reason for their absence duly signed by the parent/guardian
- Leaves of more than 3 consecutive days require Principal's permission. Students must obtain prior permission before proceeding on long leaves.
- Leaves due to Medical conditions must be substantiated by a doctor's certificate.
- Only in case of genuine and serious medical conditions an attendance concession up to 10% may be considered for students having 65% attendance by the principal.
- If the student is absent then he/she should inform the in charge faculty/Principal reason for their absence through SMS/call.
- Student will duly submit a leave application to the in charge faculty/principal for the reason of absence before or after taking leave.
- Students absent on medical grounds will have to provide the medical certificate when resuming college.

➤ **Safety and Security**

- The college insists on students wearing their ID cards in the college campus. It is mandatory that the ID card be produced in all their college transactions.
- Students are not allowed out of the campus during college hours.
- On emergencies, students are allowed out of the campus only after obtaining permission from the principal.
- You are advised not to bring valuables to the class like expensive gold jewelry and large sum of money, etc.

➤ **College Etiquette**

- Mobile phone usage is strictly prohibited during class hours. If found using, the cell phones will be confiscated.
- All communication devices (mobile phones, tablets, etc.) must be switched off during class time.
- When in college, or while representing the college in outside events, students must dress decently and modestly.
- Students must maintain the decency and decorum in all their college activities.
- Students are to be polite and courteous in all their interactions with fellow students, faculty and all the college staff.

➤ **Misconduct**

Students enrolled in the College may well appreciate and oblige their responsibilities towards the institution, faculty and other students.

These following actions will be considered as Students' misconduct

- Falsification of documents or the supplying of false information in order to obtain admission or otherwise.

- Disruption of classroom activities or hindering the learning of other students anywhere in the college.
- Damaging the library books or identity cards etc.
- Cheating during examinations and in any other transactions in the college.
- Behavior, which interferes significantly with college operation, disrupts education and endangers the health and safety of staff, students or causes damages to college property.
- Getting into heated arguments or fight with the fellow students, faculty, non-teaching staff and support staff.
- Inviting or meeting strangers in the college without prior written permission from the Principal.
- Failure to return borrowed material or settle debts with the college.
- Any form of misbehavior viz., Eve teasing/Ragging etc. will be firmly dealt with as per institution /Govt. rules.

**Note: College property is common property. If any equipment is damaged by the students then the student/students have to restore the damage, if not identified the entire cost will be deducted from student welfare fund of the students of the respective class/section.**

### **CODE OF PROFESSIONAL ETHICS**

#### ***Teachers and their Responsibilities:***

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

#### **Teacher should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- Co-operate and assist in carrying out the 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 examinations, including supervision, invigilation and evaluation;

- Abide by the Act, Statute and Ordinance of the Institute/College/University and to respect its ideals, vision, mission, cultural practices and tradition;
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

### **Teachers and Students**

- Teachers should:
  - Respect the rights and dignity of the student in expressing her/his opinion;
  - Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
  - Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
  - Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
  - Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
  - Pay attention to only the attainment of the student in the assessment of merit;
  - Refrain from inciting students against other students, colleagues or administration.
  - Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
  - Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
  - Aid students to develop an understanding of our national heritage and national goals;

### **Teachers and Colleagues**

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

### **Teachers and Authorities**

- Teachers should:
  - 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 organizations for change of any such rule detrimental to the professional interest;
  - Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
  - Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and
- 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.

  
Principal  
Smt. S. P. Kothari College o  
Sec. Edu. (English Medium)  
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