

Code of Conduct / Professional Ethics

2021-22

MRS.K.S.K. COLLEGE BEED

CODE OF CONDUCT

Code of Conduct for Principal

1. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
2. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
3. Assessing the academic syllabus/ course of the students.
4. Compel the teaching and non teaching staff to follow the code of conduct of the institution.
5. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
6. Keep the co-ordination in all college works.
7. Maintain Assessment Reports of the teaching and non teaching staff of the college.
8. Observance and implementation of directives issued by Government,/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
9. Oversee and monitor the administration of the academic programs and general administration of the college.
10. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.
11. Provide guidance, leadership, direction to the all stakeholders.
12. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
13. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.

14. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
15. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
16. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
17. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.

Code of Conduct / Professional Ethics for the Teachers

1. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.
2. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
3. Avoid conflicts between their professional work and personal interest.
4. Be punctual & careful in availing professional opportunities for career development.
5. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
6. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
7. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/ Committees/ Cells of the College.
8. Every teacher should apply their knowledge and experience for overall development of the students of the college.
9. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.

10. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
11. Every teacher should fairly & properly give the internal marks to the students , without keeping the view of partiality.
12. Every teacher should follow the 'teacher's dress code' as per directed by the Principal
13. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
14. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
15. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
16. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
17. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
18. No teacher shall leave headquarter without permission of the Principal.
19. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
20. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.
21. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.

22. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
23. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the Principal for further needful action.
24. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
25. The teacher shall present punctually to the college for the National Anthem & Prayer.
26. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
27. The teacher should adopt a humane approach in dealing with students who are physically challenged.
28. The teacher should be sincere, dedicated and academically focused.
29. The Teacher should behave and perform fair and committed to the best interest of students of the college.
30. The teacher should devote his time and energy to develop and improve his academic and professional competence.
31. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
32. The teacher should maintain the positive relationship with all colleagues & students of the college.
33. The teacher should not be careless for filling the Academic dairy, every teacher keep his/her academic dairy updated with the signature of the Principal.
34. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any

other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.

35. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
36. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
37. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
38. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
39. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.
40. Every teachers shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
41. Every whole-time teacher of the College /University may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration
42. No teacher shall leave his head quarters except with the previous permission of proper authority even during leave or vacation.
43. Whenever leaving station, a teacher shall inform the Principal / Head of the Department or the Registrar, if he is himself the Head of the

Department, the address where he would be available during the period of his absence from station.

44. Every teacher shall devote himself diligently to his work and utilize his time to the service of the College/University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
45. No teacher shall resort to unauthorized use of College/University resources or facilities for personal, commercial, political or other purpose not related to the College/University.
46. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College/university with the intention of interfering with the performance of his duties.
47. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College/university.
48. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
49. No teacher shall take active part in politics, so as to cause interference in the discharge of his duties nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
50. No teacher shall without previous intimation to the College/University stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force his subordinates or students against their will for the canvassing of his election.
51. No teacher shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the State, the friendly relation with foreign Status, public

order, decency or morality or which involves contempt of Court, deformation or incitement to an offence.

52. A teacher who gets involved in some criminal proceedings shall immediately inform the College/University irrespective of the fact whether he has been released on bail or not.
53. A teacher who is detained in Police custody whether on criminal charge or otherwise for a period of longer than forty eight hours shall not join his duty unless he gets written permission from the College/University be deemed to have been suspended from the date on which he was taken to Police custody.
54. No teacher shall except with the previous sanction of the College/University have recourse to any Court of law or the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory Character.
55. A teacher intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the management of the College/University.
56. No teacher who has a wife living shall contract another marriage without first obtaining the permission of the College/University notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him.
57. Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through the proper channel.

The Professional Ethics & Code of Conduct for Non-Teaching Staff

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University /College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative 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 all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Every employee should apply their knowledge and experience for overall development of the office work of the college.
11. Every employee should behave and perform fair and committed to the best interest of the college.
12. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.

13. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
14. Every employee possesses his/her identity as an Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
15. Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
16. Avoid conflicts between their professional work and personal interest.
17. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
18. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
19. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
20. Should adopt a humane approach in dealing with students who are physically challenged.
21. Be punctual & careful in availing professional opportunities for career development
22. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
23. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

Duties and Responsibilities of Heads of Departments

1. After the results of the University Exams are published, the Heads of Departments should examine the results of their Departments and discuss with the other Lecturers in the Department of frequent meetings how to improve the progress of the students and take follow-up action.
2. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
3. Each year and each Semester, bearing in mind the general needs of the college the lesson plan for the Department should be determined and given to the Lecturers beforehand. This should be handed over to the Principal two days before the reopening of the College.
4. Each year, every teaching department of the college should establish "Students' Study Circle" of the students, by the students, for the students by constituting their Students' executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
5. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/ activities (For Why, How, Where, for whom, by whom, etc.).
6. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
7. It is very necessary to make sure every day, in the morning and in the evening that the Lecturers and students have done their duties. If for any unforeseen reason the HOD is not able to be present, he/she should ask the senior-most person in the department, in writing, to do this supervision.
8. Keeping in mind the lessons to be taken and those that have been taken the examinations should be conducted and the students' progress

reports in the prescribed form should be ready and, with the signature of the HOD, should be sent to the parents through the Principal. When they are returned by the parents they should be kept in the files of the departments.

9. Organise guest lectures on various subjects for the students, with kind permission of the Principal.
10. Organise student centric programs in first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by the every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session
11. Organise/take student feedback (Two times) after one month of commencement of the teaching and at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
12. Organize “Industrial/Environmental study Tour” for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental document file.
13. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
14. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
15. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
16. The books prescribed by the University for each year should be procured through the Library and made available in the Department.
17. The HOD should maintain the movements register of the Lecturers.

18. They should come in time and supervise the Lecturers in their Departments to ensure that they come in time, take classes in time and do their duties properly.
19. To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
20. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.
21. To manage the periods/Lectures & keep watching for smooth conducting.
22. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
23. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/ Department.
24. Use ICT adds maximum for teaching learning process.

Code of Conduct for Students:-

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 7.30 a.m. to 03.00 p.m. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
7. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. Students can leave the campus during class hours only after getting a gate pass from the Principal, HOD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.

9. All students shall leave the classes immediately after 4.00 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Principal and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
11. All the students are expected to attend all college functions in college uniform unless otherwise specified.
12. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
13. As per the Govt. order, students shall not bring powered vehicles inside the campus on Second and Fourth Saturday.
14. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
15. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
16. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
17. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
18. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to these sites are

permitted in hostel building during time slots specified by the hostel wardens.

19. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
20. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing- gum, panmasala etc. are strictly prohibited.
21. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
22. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
23. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
24. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
25. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
26. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

27. During internal examinations of 1 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
28. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
29. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
30. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
31. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
32. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
33. Expulsion from the College is enough for expulsion from the hostel.

Code of Conduct of College Library for the students of the College.

1. Every staff / student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 10.00 A.M. to 5.P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, B.T. Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.
15. Students can use well equipped Library study room from 10.00 a.m. to 06.00 p.m. with kind permission of the Principal/Librarian