

PREFACE

This booklet on Code of Conduct is intended to help you understand the standards of ethical practices at KALIDAS College for Women. This Code applies to all teachers, students, members of non-teaching staff, authority figures and other employees of our institution.

We shall conduct our duties consistent with the highest discipline and a sense of responsibility. Compliance with the rules of this Code of Conduct is vital to maintain our reputation as a college of high standards of academic, co-curricular and extra-curricular activities. It is also important to follow the Code to achieve our goal of becoming the best and most respected of institutions.

Honesty and integrity are at the core of the principles outlined in this Code of Conduct handbook. We expect everyone associated with the college to always choose right over wrong for the general good of the college without excuse.

It is also everybody's obligation to report to the authorities anything they observe or know about that might defy the rules laid out in this handbook.

Violation of Code is a serious matter and could subject the offender to enquiry and disciplinary action. Hence it is important that everyone read this Code carefully and follow it diligently. Let us commit ourselves by taking personal responsibilities to preserving and enhancing the quality of our beloved institution.

**PRINCIPAL,
GOVT KALIDAS GIRLS COLLEGE UJJAIN**

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APPROVED BY
Drafting committee

PRINCIPAL

1. CODE OF CONDUCT FOR STUDENTS

Every student shall observe the required discipline and proudly contribute to the smooth running of the institution. Students must treat each other, faculty members, administrative and support staff with due respect and dignity. Any violation of rules specified in the Code of Conduct will not be tolerated and such students will be dealt with strictly. Hence it is imperative on the student to follow all rules and regulations so that a well-behaved harmonious student community is created.

1.1 General

The following actions, if committed by any student, will be considered as a violation of Code of Conduct:

1. Violent, indecent, disorderly, threatening, intimidating behavior with a fellow student, faculty member or non-teaching staff or any person in the college (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means)
2. Physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee or student of the college, and /or causing injury to any person within or outside the college campus, including hostel for any reason whatsoever.
3. Carrying, or use of, or threat to use, any weapons, prohibited items or chemicals
4. Mass bunking of classes in both theory and practical
5. Absenting oneself for college events without genuine reason.
6. Littering in the College Campus including classrooms.
7. Talking loudly, shouting, whistling, singing and making any other kind of noise in corridors, office, classrooms and laboratories.
8. Leaving college premises without proper permission or official reason.
9. Distribution of a poster, notice, sign, publication, etc, (including audio-visual material, blog, webpage), which is offensive, intimidating, threatening or illegal
10. Any kind of betting/gambling
11. Accessing banned sites and/or pornographic sites and/or material in the college campus, including Hostel.
12. Raising any slogans or indulging in any violent activity in pursuance of any demands or issues.
13. Any form of indiscipline during important college functions and events.

1.2 RULES RELATED TO RAGGING

1. The incidences of ragging will be viewed with zero tolerance and students indulging in such acts of ragging will be sternly dealt with
2. “Ragging” means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity. It also means intimidating by wrongfully restraining, wrongfully confining or injuring her
3. Ragging is punishable

1.3 RULES RELATED TO EXAMINATION MALPRACTICE

1. Any act of malpractice related to any examination/test/evaluation process/ Conducted by the University/college
2. Students should be aware of stringent norms prescribed in the Karnataka Education Act, 1983, against exam malpractices, such as: Section 24 (copying or helping for it), Section 24 (impersonation or writing exam illegally on behalf of some other student), Section 118 (punishment for malpractice), etc.

1.4 RULES REGARDING BANNED SUBSTANCES ON CAMPUS

The following articles/substances are strictly banned in the college campus:

1. Tobacco Products.
2. Alcoholic Beverages, Spirits and Wines.
3. Narcotics, Drugs or Solvents.
4. Unauthorized tranquilizer medicines other than prescribed by the examining physician.
5. Fire arms, Weapons or replica of a weapon or any instrument which is considered dangerous and/or destructive.
6. Any other objectionable material as decided by the college.

1.5 Rules regarding maintaining communal harmony

1. Violation of status, dignity and honor of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation.
2. Creating ill-will or intolerance on religious or communal grounds. Distribution of literature/propaganda material, in print or electronic form, pertaining to caste or religion.

1.6 Rules pertaining to Identity Card

1. Every student admitted to the college is provided with a college Identity Card. The student should wear and display the Identity Card at all times in the college Campus.
2. A student will not be allowed into the college campus without the Identity Card.
3. A student must produce the Identity Card to use any college facility like Library, Medical Centre, Canteen, Laboratories, etc.
4. Carrying the Identity Card is compulsory during examinations.

2. CODE OF CONDUCT FOR STAFF

The following Code of Conduct for staff of GKGC applies to all staff members of both teaching and non-teaching staff. It provides an overview of the laws, rules and institutional policies that apply to all the employees and the work done by them. Every member of staff who follows the Code is expected to behave in a manner that preserves the trust of the public in the institution. Any violation of this Code of Conduct will compromise the high standards of integrity, values and operating principles of the college.

Every employee shall at all times maintain

- a. Absolute Integrity
 - b. Devotion to Duty
 - c. Do nothing which is unbecoming of an employee
2. An employee shall not use his/her position or influence to secure employment for members of his/her family in the institution
 3. Employees should prevent members of family from taking part in any subversive activity.
 4. Employees shall not be members of or be associated with any political party or any organization which takes part in politics or subscribe in aid or assist in any other manner any political movement or activity.
 5. Employees should not join any association whose activities are prejudicial to the sovereignty and integrity of India or public order or morality.
 6. Employees should not participate in any demonstration prejudicial to sovereignty and integrity of India, security of State etc., or resort to or instigate any form of strike by employees.

7. Employees should not criticize policies of the Government or Management.
8. Employees shall not give evidence in connection with enquiry conducted by private persons, committee or authority.
9. Employees shall not indulge in unauthorized communication of information.
10. Employees should not ask for or accept contributions or raise funds for any purpose.
11. Employees shall not accept any gift except as permitted.
12. Employees shall not accept or give dowry.
13. Employee should not engage in trade, business or undertake any other employment.
14. Employees should not misuse or carelessly use amenities provided by college..
15. Employee shall not act as legal guardian of a minor other than his dependent.
16. Employee should not bring any political or other influence in service matters.
17. Employee shall not contract bigamous marriage without permission of Government.
18. Employee should observe restrictions on consumption of alcoholic drinks and drugs.
19. Employee should not employ child below 14 years of age for domestic help.
20. Employee should not subject any woman to sexual harassment in work place.

3. CODE OF CONDUCT FOR TEACHERS

(Ref: UGC Code of Conduct for Teachers)

The teachers of this College should follow the code of conduct laid down by higher education MP But they are also subject to the guidelines provided by UGC for College teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals 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 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. A definitive code for this Institution encompasses the following:

[A]. PROFESSIONAL VALUES

- 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/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- He/she 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.
- He/she 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.
- His/her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- The teacher should instill a scientific and democratic outlook among his/her students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.

- Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. He/she should keep in mind that society has entrusted him with their children.

[B]. PROFESSIONAL DEVELOPMENT AND PRACTICES

- It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his/her field and other related ones in order to upgrade himself/herself and the student community. He must also acquaint himself with recent methodologies and other applications.
- A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He/she should involve himself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.
- The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural Programmed. This will generate a holistic development and a congenial relationship with the students.
- The Teacher should take up research projects & publish articles in reputed journals and present papers in Seminars and Conference and also should attend Faulty
- Development programs, Quality Improvement programs etc. to update their knowledge.

[C]. PROFESSIONAL INTEGRITY.

Professional Integrity is the basic essential. This means honesty to oneself, to one's duty, to one's area of specialization and to one's students. Teachers are expected to do professional work and be fully committed to their work.

Teachers must maintain ethical behavior in professional practice by accurately representing certifications, licenses and other qualifications.

- 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.

- 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.
- 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.
- The Teachers must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- The Teachers should be respectful and cooperative towards Colleagues, Non-Teaching staffs, assisting them and sharing the responsibilities in a collaborative manner.
- The Teachers should discharge responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the condition of contract and also refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

[D]. Professional Collaboration

- Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
- Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- 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.
- 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
- There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

[F]. Responsibilities of a Teacher

A teacher has the obligation to conduct himself/herself in accordance with the ideal of the profession. Teaching profession requires that the teachers should be calm patient and communicative by temperament and amiable in disposition.

A Teacher should:

- Refrain from undertaking any other employment and commitments likely to interface with the professional responsibilities.
- Co-operate in the formulations of policies of the institution by accepting various offices and discharge responsibilities which offices may demand.
- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- Adhere to the conditions of employment /contract.
- Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Report to class on time and not to dismiss the classes before the scheduled time or cancel classes and monitor late comers to classes.
- Arrange for guest lectures, field visits and seminars and to undertake and help re- search activities which will help teaching.
- Co operate with Principal and other faculty members in the efficient running the
- college work with team spirit for the good of the students and the institution.
- Make up classes for those cancelled due to teacher's absence.
- Be present for all the college functions.
- Report on time to duty as per working hours, required to sign the attendance register/ Biometric entry and be present and available in the college during working hours.
- Seek of make professional growth continuous through study and research, 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 profession through them.
- Update parent/Guardians, about the performance to their ward, monitor attendance, and late coming, actively participate in the parent teacher meet. Recognize the educa-

tion is a public service and strive to keep the public informed of the educational programmes which are being provided.

- Handle the subjects assigned by the Principal.
- Complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are countable for the same.
- Ensure internal assessment Answer books are valued and marks are kept confidential. Marks for the assignments, internal assessment, seminars (if attended) are to be entered and maintained in the stipulated format.
- Be good councilor and facilitator. Help, guide, encourage and assist the students to ensure that the Teaching- Learning Process is effective and successful. Value based education must be their motto.
- Maintain decorum both inside and outside the classroom and set a good example to the students.
- Carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Obtain prior written permission for reporting late in the morning or leaving early in the evening without detriment to their duties.
- Sign the attendance register while reporting for duty.
- Obtain prior written permission from the principal/ at least a day in advance while availing CL or OD with class adjustments.
- Must report for duty on the reopening day and the last working day of each semester unless on OOD.

[G] General Rules:

A Teacher

- Should not involve himself/herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institution or Management.
- Should attend the college neatly dressed in formal attire, Dress regulations should be followed as the occasion demands.
- Should not participate any strike or demonstrations either inside or outside the campus.
- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.

- Shall not send any Circulars/ distribute handbills to the staff, organize meeting in the campus without permission from the Principal.
- Shall not use cell phones while taking classes.
- Must always wear their identity cards while inside the college premises.
- Should attend college meetings, seminars ,etc and also college functions like Sports day, College day, Independence day and Republic Day celebrations without fail.
- Should volunteer, to take up extra classes for students of Certificate Diploma and other Career Oriented Programmes.
- Unless it is urgent, any representation in person to the Principal can be made only after college hours.
- For making any representations to the Principal, Faculty members should desist meeting the Principal as a group.
- No representation to any Government authority or University in the name of the college should be made, by any Faculty member, without the Principal or Managements permissions.
- All the meetings should be held only after class hours. No staff meeting should be held at the cost of class hours.

4. CODE OF CONDUCT FOR SUPPORTING STAFF

The college has put forward its code of ethics for the support staff along the following lines.

1. PROFESSIONAL CONDUCT:

All the support staff of the college is governed for the code of conduct stipulated by the Karnataka as in the Karnataka government Services Rules (KCSR) and BMS Educational Trust rules. The college has put forward its code of ethics for the support staff along the following lines.

- The support staff should acquaint themselves with the college policies and adhere to them to their best ability.
- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- 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.
- They 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 the college premises.
- They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
- They should not engage in remarks or behaviour that might be considered disrespectful to Principal, their non teaching colleagues, teaching staff or students.
- Adhere with the dress code and must always wear their identity card during working hours.

2. WORKPLACE CONDUCT:

They should

- Be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- Be responsible for the proper use and maintenance of college equipments and furniture.
- Not be under the influence of drugs or alcohol during office hours.
- Respect and keep up confidentiality in official matters.
- Perform the duties with honesty and integrity.
- Not falsify official documents entrusted to them.
- Show no discrimination on the basis of gender, caste or religion.

5. CODE OF CONDUCT FOR THE PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, 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/her conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Karnataka as in the Karnataka Civil Service Rules (KCSR).

Principal:

- A nominee of the management, the Principal is the academic director of works in the college, and is the executive authority of the college. As the leader of the academic community of the institution, he/she should provide a climate necessary for the intellectual pursuit of the staff and the students. He/She has to play a vital role in motivating and inspiring the academic community towards excellence.
- He/She supervises all the academic programmes of the college and keeps the chairman informed of all matters of general and financial administration.

The Principal has the following functions in the college.

- Day to day administration of the college.
- Planning and executing all academic programmes.
- Supervision of teaching and non teaching.
- Allotment of work to the teaching and non- teaching staff, drawing up the calendar and the time table, curriculum and research.
- Attendance of staff and students.
- Facilitating of co-curricular activities and extension services.
- Admission of students and staff discipline.
- Examination and President of all associations in the college.

Specifies of the silent and significant codes applicable in the conduct of Principal, as perceived and enforced by Karnataka Civil Service Rules are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To 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.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. 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.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. 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.)
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.

13. 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.

14. To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the principal should ensure the existence of an academic environment within the College and should endeavor for its enrichment by encouraging re- search activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and- financial support for the College. Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

6. 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.

- a. The governing body should act to approve the Vision, Mission and Objectives 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.
- b. The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- c. 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.
- d. The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- e. 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.