

## **Discipline Code of conduct**

### **(A) Dress**

- All employees shall be dressed appropriately on all occasions.
- All employees will carry identity cards at College Campus.
- The dress code is to be followed every Tuesday and Friday as prescribed by the college.

### **(B) Punctuality**

- All employees shall be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.
- All employees shall strictly obey the instructions and circulars issued by the authorities from time to time.
- Teachers must reach and leave the class at the scheduled time.
- Every teacher shall take attendance at the beginning of the teaching hour.
- A teacher finding a student committing any act of misconduct in the class or the premises must take suitable action as deemed fit by him/her or the matter may be reported to the higher authorities.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing the best of their skills and attention.
- Faculty and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution to the department and the college.
- Faculties and staff members shall not receive gifts of any kind from the students or their parents for any favouritism.
- Teachers shall maintain respectable work and conduct in terms of:
  - Preparation for the particular day's classes, with the latest information added to earlier course content.
  - Keeping all teaching material required for conducting the class in an orderly manner.
  - Going according to the session plan for the day and completing the syllabus for the semester without any backlog.

- Following up assignments and tests given to students, evaluating on time and giving feedback to the students.
- Ensuring the orderly arrangement of the classroom and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and prior warning the students of such absence as a measure of courtesy. Teachers shall observe good personal conduct in terms of
  - Not using any abusive language towards students, fellow teachers, parents and other
  - Not entering into quarrels, fights or any act of disrespectful nature.
  - Not engaging in any activity/business inside the College premises including money lending, canvassing for the sale of any article or distribution of any commodity.
  - Not to affiliate with any political organization, which might cause a conflict of interest with the duties of a teacher and the reputation of the institution?

**(C) Behaviour**

- No employee should use disrespectful language while speaking. Due respect should be given to the superiors for their position, rank, qualifications and knowledge.
- No employee should indulge in any derogatory loose talk against College, member of Management, his or her colleagues, superiors, subordinates or students.
- Gifts: No College employee shall accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.
- Subscriptions: No College employee shall, without obtaining the prior sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the College.
- All employees are expected to deal kindly with the students within the framework of rules and without sacrificing discipline. Any action on the part of any employee, whether teachers or supporting staff members or members of the ministerial staff, which results in obstruction in the normal work and or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the College in the eyes of the University or general public, shall be seriously dealt with.
- It should be the duty of every employee to honour the confidence reposed in him/her by the College and not to divulge any information obtained by him/her in the course of his/her official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is especially required to be very cautious in the observance of this rule and should not under any

circumstances divulge any information that passes through his/her hands in the discharge of his/her duties, to unauthorised persons.

➤ College employees shall not involve himself/themselves either in any document published by them or in any communication made by them to the press or in any public criticism of the College administration, in such manner as is repugnant to the dignity of the college employee and causes embarrassment to the College or the University or the Government or any other agency.

➤ Faculty and Lab Staff cannot use mobile phones during the conduct of classes and labs. Phones should not be carried to classes/labs. Even they should not use the cell phone in open)

#### **(D) Discipline**

➤ Any teacher who is violating the code of conduct defined in this manual will be subject to appropriate disciplinary action:

➤ If a teacher commits an act of misconduct or violates the code of conduct, anyone can report in writing to the Principal.

➤ The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held.

➤ If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation. ➤ He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for his/her explanation.

➤ On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

➤ The course of action shall be under the following categories:

- Memo and censure.
- Warning in writing with the recovery of the amount, where financial loss is involved in the act.
- Suspension from work without remuneration.
- Dismissal or discharge from service.
- Any staff member receiving more than two memos or warnings may even be discharged from service.

➤ Where the punishment proposed is in the categories above, the Principal shall constitute a one-man court of domestic enquiry to go into details in the presence of

the accused, giving fair opportunity to the accused to present his/her case, Observing Principle of natural justice.

➤ The Principal shall report the proceedings periodically to the Chairman of BOG.



**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard Code of Conduct**

### **General Discipline**

- Students and All faculty members are to wear the identity card within the college campus and while representing our college elsewhere.
- Talking in English in the college-premises is mandatory

### **Conduct during Class Hours**

- Students should remain standing as the teacher enters, and again as she/he leaves the classroom. • Only authorised persons can enter the classroom during working hours.
- Students should avoid loitering on the verandas, during class hours.
- Students should move from one class to another without causing any inconvenience to others.
- Students should maintain dignity and decorum in all common gatherings.

### **Notice – Board**

- Students are to go through daily, the information displayed on the notice-boards. Ignorance is not as an excuse.
- Students are not to tamper any notice displayed.

### **Code of Relationship**

While the college administration is for fostering wholesome relationships in our campus among all its members, it expects everyone to take extra – care to scrupulously shun occasions and places involving meetings of members of complementary sexes that invite attention of the authorities.

### **Eco – Friendly Zone**

Students are responsible to keep the campus clean. They should further keep the campus litter- free. Our campus is “Smoke-Free and Plastic-Free”.

## **Code of Behaviour**

- Use and possession of drinks and drugs imply immediate dismissal from the college.
- Smoking in the campus (including the college hostel) is prohibited.
- Under the Educational Rules of the Government, students involved in anti-social activities are liable to be fined, suspended, and expelled.
- Under the Educational Rules of the Government, students resorting to ragging in any form within and outside the campus will be expelled from the college.
- Decent conduct is expected of an AAC student both within and outside the campus.
- Use of mobile phones is prohibited inside the college campus. Possession/ use of cell phones within the campus will invite severe punishment.
- Decency demands that students are not involved in any kind of wild, noisy and disturbing behaviour during celebrations.
- Racing the vehicles or use of vehicles with defective silencers is not permitted.