

**CODE OF CONDUCT FOR PRINCIPAL, TEACHERS,
NON-TEACHING STAFF – 2018-19**

CODE OF CONDUCT FOR PRINCIPAL

The principal of an institution should always be honest, fair, objective, supporting and law abiding. Apart from this, the principal should:

- Provide leadership, direction and co-ordination within the college.
- Chalk out a policy and plan to execute vision and mission.
- Oversee and monitor the administration of the academic programmes and general administration of the college to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- Form various college level committees which are necessary for the development of the college.
- Ensure that staff and students are aware of rules, policy and procedures laid down by the college and enforce them properly.
- Encourage Faculty Members to update their knowledge by attending seminars, workshops, conferences and by participating in other career-enhancement activities.
- Ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- Convene meetings of any of the authorities, bodies or committees, as and when required.

CODE OF CONDUCT FOR TEACHERS

Teaching is a noble profession. It shapes the character, caliber and future of an individual.

The Teachers are required to :

- Teachers should uphold the honour and dignity of teaching profession.
- Teachers should be good counselors and facilitators. They should 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.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

- Teachers should complete the syllabus in time. They should strive to produce good results in the subjects handled by them and should be available for the students even outside the class.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers must report on time for duty as per the prescribed working hours and should be available in the campus unless they are assigned duties outside the campus.
- Teachers are expected to attend academic association meetings, seminars etc.,and also college events.
- Teachers should actively associate themselves, and participate in all college activities and programmes irrespective of the subjects they teach.They should motivate students to actively associate and participate in the programmes and activities of the college.
- Teachers should talk responsibly with students and parents on Parent-Teacher Meetings.
- Teacher should engage in upgrading and developing their professional knowledge and teaching skills.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

The administrative staff is responsible for sustaining the highest ethical standard of the college. While the aim of the College is to ensure the holistic development of the students, the technical and administrative staff should consider themselves as an indispensable part of the process.

- They should display integrity and honesty in words and in actions.
- They should deal with parents/guardians of wards politely and compassionately when they are approached by them regarding matters related to their wards.
- They should co-operate with their colleagues in activities relating to academic and administrative matters.
- They should refrain from passing the professional and other confidential information pertaining to the college to unauthorized individuals.
- They should adhere strictly to the office timings.

CODE OF CONDUCT FOR RESEARCHERS –RESEARCH GUIDES AND RESEARCH STUDENTS : 2018-19

Code of conduct for Researchers and Research students is applicable to every Research guide and every Research student registered and carrying on Research in Faculty of Management, PAHER University.

Faculty of Management, PAHER University offers doctoral programs in the following subjects

- Commerce
- Management

The Dean, being the Head of Research Centre, Faculty of Management, PAHER University will be the final authority regarding implementing the Code or amending the Code.

A) CODE OF CONDUCT FOR RESEARCH GUIDES OF RJ RESEARCH CENTRE

1. To apprise the Research aspirant of the course duration and the mandatory compliance norms
2. To encourage and impress upon the research scholars about the need for prompt submission of research proposals / completion of formalities and timely dispatch of all relevant documents to PAHER University, Udaipur.
3. To guide the student to ensure successful completion and submission of Thesis.
4. To ensure that Professional and Ethical integrity must be maintained.
5. Ph.D guides are required to conduct the six monthly online/off line review and List of Reviewers /Ph.D guides in respective subjects to be prepared and submitted to Faculty of Management, Research Centre.
6. List of Publications /presentations made during the year to be communicated to IQAC for NAAC purpose.
7. Requisition of books /journals are required to be communicated to the librarian.
8. Requirements of Equipment's, purchase of apparatus, chemical reagents to be communicated to HOD on an Annual basis.
9. Research guides are advised to inform the research students about the upcoming research activities and events and encourage them to participate in the research events.

B) CODE OF CONDUCT FOR RESEARCH STUDENTS

- Research students are required to submit all the necessary documents (Eligibility /Migration certificates,) and make the payment of fees within the stipulated time.
- Any change in personal information like Name, residential address, contact no, email to be communicated in writing.
- In case of science research students, the standard operating procedure (SOP) for handling equipment should be strictly followed.
- To communicate with the Research guide at regular intervals and update the status of work done/ to be done.
- To follow the instructions of the Guide and to complete the course work as laid down by UGC.
- To adopt an ethical approach in conduct of Research.
- Research activity calls for professional commitment, academic vigour, integrity, accountability, discipline and perseverance from the Research student.
- All communication with college/ University authorities must be routed through the research guide.
- Responsible academic conduct is expected from Research students.
- Research students are advised to make optimum use of library facilities of the Research Centre Research students are expected to attend /participate in workshops/ conferences/ seminars organized by Research Centre.
- Any requirements of books/ journals, chemicals or Equipment necessitating purchase should be forwarded in writing signed by the Research guide.
- In the light of COVID, Research students are required to maintain cleanliness and hygiene in their work space.

CODE OF CONDUCT FOR STUDENTS : 2018-19

APPLICABILITY

The Code of Conduct for students is mandatory and binding on all students who have enrolled for various UG/PG programme and applicable from the academic year 2018-19. The competent authority may revisit and revise rules as deemed necessary. On revision, the old rules will stand cancelled and the new rules framed will be applicable from the date of drafting the rules with prospective effect. On taking admission, it is presumed that the student has read and understood the code of conduct and undertake to abide by it failing which disciplinary action against him/her for misconduct or noncompliance may be taken by the competent authority as deemed fit. Ignorance of this code of conduct cannot be considered as a sufficient ground to condone misconduct/non-compliance.

NEED AND RELEVANCE TO INSTITUTION AND SOCIETY

Students are adults and must abide by and adhere to socially acceptable adult behavior. A Code of Conduct defines boundaries of acceptable behavioural norms and clarifies an organisation's mission values and principles linking them with standards of professional conduct. College is an institution of higher learning and it is necessary to maintain a climate of respect, sensitivity and courtesy. This code of conduct has been framed and implemented to create awareness amongst students about appropriate behavior at college, ensure a better teaching learning experience and to uphold the sanctity and respect of the College as an Institution of higher learning where the future generation is guided to develop one - self as positive contributors to society and the country. An illustrious alumnus, educated well-mannered individual is a human asset to the college and society.

THE CODE OF CONDUCT FOR STUDENTS HAVE BEEN CLASSIFIED AS

- A) COC IN COLLEGE PREMISES
- B) COC IN LIBRARY
- C) COC IN CLASSROOMS AND PRACTICAL LABS
- D) COC DURING EXAMINATIONS

A) IN COLLEGE PREMISES

1) Students are required to wear their Identity card when they enter the college premises and produce it as and when asked for. In case the identity card has been lost/misplaced and not traceable, students are required to get the duplicate I-CARD made. I card should be worn around the neck and must be worn for the entire duration that the student is present in college premises. Only bonafide students will be allowed to enter the college premises on producing their I- card.

2) Students are required to be properly attired and groomed in keeping with the dignity and decorum of the educational institutional culture and values.

3) Students are required to communicate in a decent and acceptable tone and language with peers, non-teaching and teaching staff. While in the company of peers, use of foul language, expletives and shouting and screaming in lobbies is to be strictly avoided. Students should focus their energies in a constructive manner to learn, develop and enhance skills, competencies, attitudes and values. It is to be noted that violent behaviour and reckless yelling will be viewed as a serious case of misconduct hence students are advised to remain calm, maintain their composure and refrain from contributing to the already existing noise pollution.

4) Students are required to stand in silence when the college prayer is being played.

5) Students are advised to exercise self-restraint while using their mobiles and modulate and moderate their voice volume while making or receiving calls.

6) Students are required to enter and leave the college premises in a peaceful manner and avoid overcrowding or group gathering at all times. Students are advised to maintain queue discipline as this will help facilitate easy entry and exit and help control student traffic efficiently.

7) Students should not use the lift earmarked for teachers. In case of differently abled students, the Principal may sanction permission to use the lift based on the student's request in writing addressed to Principal.

8) The medium of instruction in college is English. Students are strongly advised to make an attempt to speak and communicate in English on a regular basis.

9) Students are advised to actively participate in co-curricular, extra-curricular activities for their holistic development. Students interested in sport activities, curricular and extra-

curricular activities are required to read the details displayed on the notice board and register to participate .

10) Student are advised to behave in a decent manner while in college premises as the entire premises is under CCTV surveillance.

11) The college has constituted an Anti-ragging cell as per the directives of the University. Ragging is a serious offence attracting disciplinary action

12) Students are required to read all notices displayed prominently on website and in college premises and keep themselves informed of the various activities and examination dates.

13) At the time of admission, students are required to provide their correct current address, contact no (mobile) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated.

14) Student are required to maintain peaceful silence as they take the stairs and move towards their classrooms without creating any disturbance. Contribute and help maintain the positive conducive learning atmosphere of the college

15) Help to keep the college premises neat and clean and refrain from littering and spitting

16) Do not use the college premises for any political activity like organizing proceion, conducting meeting without the prior permission of the authority.

17) Consumption of intoxicants, smoking is strictly prohibited.

B) IN LIBRARY

1)Students are required to register themselves at the Entrance desk.

2)Students are required to maintain silence in the library. No talking/ discussing is allowed.

3)Students are required to comply with all the rules and regulations and follow the instructions given by the librarian /library staff from time to time-Access the internet facility made available to students after obtaining permission and as per instructions of library staff.

4)Students are required to keep their mobile on silent mode while in library so as to not disturb the other library users.

5) Students are required to attend the Orientation programme conducted by the Library department and familiarize themselves with the rules, regulation and procedures to be followed.

6) Take good care of books issued to you. Handle with care and return them in a good condition. Do not mutilate the book or tear away pages from the book.

C) IN CLASSROOM/ PRACTICAL LABS

1) Students are required to follow the class timetable and attend lectures/ practical's as per the time table. Students are required to be present in the classroom /labs on time for the lectures/ practical's.

2) Students have the right to learn without interference from others. Interruption, disruptions in class inhibits, prevents and reduces the efficacy of teaching – learning . It is the duty of every student to ensure that the conducive atmosphere for teaching- learning is maintained in the classroom. Some example of highly objectionable inappropriate behavior which may be construed as misconduct are- activities like using cell phones when the class is in progress, reading unrelated material, talking loudly so as to disturb the teacher and the class, entering the classroom late , passing offensive remark or comment on fellow students . Such notorious and disgraceful activities are strongly condemned and discouraged.

3) Students must note the minimum attendance required as per the University Ordinance and ensure adequate attendance during the academic year. In case of extenuating circumstances like illness requiring hospitalisation, the student is required to explain his/her absence in writing with adequate proof of hospitalisation and the competent authority (Principal) may condone his/ her absence for the said period. The principal at his/her discretion may decide “what constitutes extraordinary or extenuating circumstances”

4) Students are expected to submit all assignments and get their journals/ projects certified by the Teacher-in –charge.

5) Student are expected to carefully listen and follow the instructions given by the teacher- in charge while performing practicals and handling chemicals, acids and other inflammable /hazardous solutions. It is the duty of the student to know the safety procedure and follow the safety norms.

6) Students must be properly attired and adhere to the dress code for conducting practical / experiments in the lab. They are also required to wear the lab- coat , have their own dissection box and other required materials for performing the experiment in the lab.

7) In the classroom, students are required to actively participate in discussions on topics of academic interest and attend all lectures.

8) Students are required to record their attendance for each lecture separately and ensure that the attendance is adequate and above satisfactory levels for each semester separately. In addition to lectures, the attendance for practical's also needs to be recorded.

9) Save electricity by switching off fans and tube lights when not in use. While exiting the classroom, switch off all the fans and tube lights and conserve electricity.

10) Protect all college property from damage. No scribbling on walls, carving on benches or destroying college furniture. Handle test tubes, glass and other fragile lab equipment, chemicals and acids safely and with care so as to minimize damages due to mishandling/breakage.

11) All teaching aids, projectors, white boards, fixed in certain classrooms are to be carefully handled by students.

12) Discipline is to be maintained in the classroom in the absence of teacher in classroom Do not disturb the other classes .

13) Computers made available in computer lab and IT department are to be used for academic purposes only.

14) Students are advised to know about disaster management procedures and safety measures to deal with emergencies like fire, flood etc

D) EXAMINATIONS

1) The college has adopted Zero tolerance towards unfair means and cheating in the examination

2) The college strongly advocates academic honesty in examination and views academic dishonesty seriously.

3) Students are required to refer to the examination time table and take the examination as per the schedule.

4) The college has constituted an Unfair means committee to investigate into the reported cases of cheating or copying in exams and the committee after due diligence with the concerned student submits its report. The consequence may vary depending on the severity of

the unfair means. It is very important to maintain ones academic integrity, be honest, truthful and not resort to dishonest practices.

5) Students are required to follow the instructions given by the supervisors / senior supervisors during the examination.

SOME BASIC NICETIES AND ETTIQUETTES TO BE FOLLOWED BY STUDENTS

1) Wish all your teachers and Principal as an acknowledgement of their presence be it in a classroom, college office or anywhere in the college premises.

2) Thank all those who have helped you; be it teaching staff or non- teaching staff. Develop an attitude of Gratitude.

3) Request with humility to enlist the help of others and develop an inclusive approach.

4) Remember Honesty still remains the best policy.

5) Co-operate and collaborate with peers to make learning fun and enjoyable.

6) Life is beautiful. Make it more beautiful by helping others in any way you can- lending a patient ear, uttering a kind word, an encouraging pat on the back, a smile. If not, politely express your regret and your inability to help the person who sought your help.

7) Practice old age values of respect and regard for all and send positive vibrations to all. Attract love, peace, joy, calmness from the universe. We are human beings but strive to be remembered for 'being human' . Raise the happiness index around you. It important to be educated but it more important to be human.