



ABHILASHI COLLEGE OF EDUCATION

Ner Chowk, Distt. Mandi (H.P.)

CODE OF CONDUCT POLICY

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Core values, Code of conduct & Ethics

Core Values

The core values of an organization are those values we hold which form the foundation on which we perform work and conduct ourselves. The core values are the basic elements of how we go about our work. They are the practices we use (or should be using) every day in everything we do. Students seeking admission and trust of their parents are the primary reasons we exist as an Institution.

Our core values are:

Integrity: All the activities should be conducted in an ethical manner. Teaching-Learning shall be carried out in an environment of academic freedom and honesty.

Liability: The roles and responsibilities are assigned and people are held accountable for their deeds. We feel our liability towards the society and our actions add harmonious values towards college.

Responsibility: Everybody in the college is expected to discharge his/her duties with due responsibility.

Transparency: The general records of maximum aspects of the functioning are maintained online to encourage transparency.

Respect of Individual: While carrying out the interactions at all levels, the dignity and respect of an individual is observed.

Faculty Empowerment: College promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.

Service to Nation: College is committed to developing the skilled manpower to serve the Nation.

Environmental stewardship: Committed in practicing green technologies for sustainable development of the Nation.

Code of Conduct

The Abhilashi College of Education is a community of cultured intellectuals. It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity.

The character of the Institution is built with the discipline and harmony in the functioning. Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

Abhilashi College of Education has got a code of conduct for the staff as well as students. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, the College has certain mandatory requirements.

Abhilashi College of Education students assume an obligation to conduct themselves in a manner compatible with the College's norms. Every individual is held responsible for his/her actions.

Every student in the College is expected to be involved only in activities that are likely to maintain the prestige of the College. Each student should behave respectfully with all.

Code of conduct for Students

Dress Code: Dress code is one of the integral part of discipline which any institution enforces to maintain its dignity and standards. The dress code will be informed to the students before start of classes / session by the college. Note: Dress code is compulsory and any student not abiding by it, will be subjected to a fine of Rs. 5/- per day.

Honesty: Malpractices/Cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with at the same time things like plagiarism are prohibited for faculty also.

Disciplined Conduct: Any behaviour obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment.

Respect for women: Students must take care that his/her behaviour is impeccable toward opposite gender. Any unwelcome behaviour towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law.

Prohibition of Ragging: Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.

Conservation of Natural resources, Energy and Environment: Every student and Staff are expected to be aware of these things and maintain the conduct accordingly.

Cleanliness: Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

Leave Rules: No leave shall be sanctioned except under special circumstances, provided students fulfil 80% of attendance condition. The leave to the students shall be sanctioned only by the Principal on the recommendation of the concerned Head of the Department.

Some General Rules are: Students not following the dress code will not be allowed to attend their classes on that particular day.

- If the course is being discontinued for any reason or if the student drop out of the course for any cause, no claim for refund of fees shall be considered.
- The admission of the student is not transferable in any case.
- Any dispute/problem regarding academic and co-academic activities will be redressed by the society/Principal. General Information and Code of Conduct
- Students have to follow all the directions issued by the college from time to time.
- Any information supplied by the student to the college, if found incorrect, his/her candidature will stand cancelled.
- Students have to attend morning assembly in the college premises every day on compulsory basis. Otherwise, a fine of Rs. 5/- will be charged from the absentees.

Code of conduct for Teachers

The code of conduct for faculty normally addresses the matters to related conduct of teachers such as teaching, learning and evaluation, relationship with the students, associated staff, management, parent's duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

Duties of the Teacher towards students:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Express free and frank opinion by participation at professional meetings, seminars, conference 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, tutorial, practical, seminar conscientiously and with dedication.

- Co-operate and assist in carrying out functions relating to the educational responsibilities of the College such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Manage their private affairs in a manner consistent with the dignity of the profession.

Code of conduct:

- The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher:
- Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
- Gross partiality assessment of students, deliberately over/under making or attempt of victimization on any grounds.
- Raising questions of castes, creed or religion race or sex in his relationship with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
- Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the College, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the College to propagate his own ideas or beliefs for or against particular party of alignment of political or religious activities.
- The behavior of the teacher with male and female students and other employees shall be modest.

The Teacher shall.

- Strictly abide by any law relating to intoxicating drinks or drugs in force in any are in which he may happen to be for the time being.
- Not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the courses of his duty, and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.
- Refrain from consuming any intoxicating drink or drug in a public place.
- Not appear in a public place in state of intoxication.
- Not use any intoxicating drink or dug in excess so that he is unable to control his behavior.
- Violation of Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.

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.
- Retain 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 dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made.
- 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.

Teachers and Guardians

- Try to see through teachers bodies and organizations, that institutions maintain contact with the guardians, their student, send reports of their performance to the guardians whenever and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the Institution.

Teachers and Society

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic group but actively work for National Integration.

Code of Conduct for Principal

- Principal as the head of College is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

Academic growth of the College

- Participation in the teaching training programmes of the College.
- Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the College.
- Admission of students and maintenance of disciplines of the College.

Correspondence relating to the administration of the College

- Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the College and Recognized Institution and maintenance of records.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the management authorities and bodies, from time to time.
- Overall supervision of the College Examinations.
- Observance of provisions of Accounts code.
- Maintenance of Self –Assessment Reports of teachers and their service Books.
- Any other work relating to the College or recognized Institution relating to the administration of the College as may be assigned to him/her by the Management from time to time.



Principal
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