



**SUPPORTING DOCUMENT
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CODE OF PROFESSIONAL ETHICS AND CONDUCT HANDBOOK**



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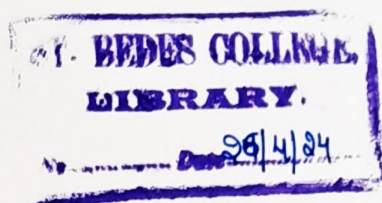
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CODE OF PROFESSIONAL ETHICS AND
CONDUCT

HANDBOOK



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MOTTO, MISSION AND VISION



OUR MOTTO

NON NOBIS SOLUM

Not for Ourselves Alone

OUR VISION

To form well integrated individuals who are assets to contemporary society.

OUR MISSION

We are committed to:

- Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly.
- Encourage and recognise talent in individual students.
- Create awareness that education is a continuous quest.



CODE OF CONDUCT FOR THE PRINCIPAL

The Principal of the college has to shoulder multilateral responsibilities having characteristics of an administrator, patron, adjudicator, protector, supervisor, guide and inspirer. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain code of ethics in her conduct and has to ensure the conduct is maintained at all levels within the college.

Code of conduct for Principal:

- To sustain and uphold the principles of inclusiveness in terms of imparting education in the institution.
- The Principal should ensure that both long-term and short-term development plans and programs of the college, are duly complied and implemented through relevant authorities, committees, bodies, and its members.
- It is the duty of the principal to ensure that the implementation of the acts, ordinances, regulations, statutes, rules and other orders issued by the competent authorities, other regulatory bodies and the Management, are carried out from time to time. In this regard complete transparency and impartiality should be maintained.
- An effort should be made to protect the interests of different sections and functionaries of the institution in a congenial atmosphere in the best interest of the institution.
- The essence of social equality and justice for all the stakeholders irrespective of their caste, colour, creed, race, sex, or religion should be maintained within the framework of the Indian Constitution.
- The Principal should ensure the welfare of all the stakeholders connected with the institution directly or indirectly.
- It is the duty of the head to mobilize and take along everyone for the betterment of the institution.
- All efforts should be made to explore new avenues in the pursuit of academic excellence in the institution in an innovative manner.



- Efforts should be made to uphold proper discipline and behavioural standards among all members of the institution.
- Encouraging and promoting extracurricular activities among students is essential.
- The Principal should be aware of the evolving landscape of Higher Education and demonstrate the capability to effectively implement changes.



CODE OF CONDUCT FOR GOVERNING BODY

The Governing Body of the college is responsible for ensuring the effective working of the institution and for planning its future development.

- The management shall act according to the strategic vision and mission of the institution, long-term academic plans and ensure that these are adhered to in the best interest of stakeholders, including students, local communities, Government and others.
- Periodical efforts should be made to monitor institutional performance and quality assurance arrangements which should be appropriate and competitive with other institutions.
- Governing bodies should ensure proper compliance according to the statutory requirement of UGC, regulations laid out by the State Government and affiliating University.
- The employment policy should be maintained properly, and equal employment opportunity should be provided to all without any discrimination.
- The management shall actively monitor that the institution implements the required support to Minority Groups for student seats and staff positions.
- It is the responsibility of the Governing Body of the college to be aware of latest changes and trends in Higher Education system.



- In addition to teaching responsibilities, educators should engage in research to ensure continuous progress and development within their subject area. This involves active participation in seminars, workshops, and other academic platforms. Furthermore, it entails the exploration and implementation of new teaching practices and strategies, with a particular emphasis on leveraging Information and Communication Technology (ICT) to enhance learning experiences.
- Teachers should make all efforts for the holistic development and a congenial relationship with the students through their active participation and involvement in the extra-curricular activities.
- There should not be any compromise so far as the research work is concerned. The teachers should put in their best efforts to improve the quality of their research to translate it into practical reality.
- There should be honesty in maintaining professionalism without involving in private practices to avoid a negative impact on the quality of education in the college.
- Proper confidentiality should be exercised in all the matters of examination as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- Teachers should be respectful and cooperative towards their counterparts and share with them responsibilities in a collaborative manner.
- The teachers should extend the same respect and treatment to the non-teaching staff of their institution.
- A teacher should abstain from indulging in political motivations as the same may ruin the sanctity and progress of the institution.
- They should not indulge themselves in any unlawful activity which hampers the functioning of the college.



- They should be responsible for the proper use and maintenance of college equipment and furniture.
- No intoxication should be done during office hours.
- Teachers should refrain from taking unnecessary leave and maintain regularity for the smooth functioning of the college. Leave is a legal entitlement of an employee but not a prerogative. It is a conditional right and may be granted for a casual purpose or planned activity with prior intimation.



CODE OF CONDUCT FOR NON-TEACHING STAFF

The college has put forward its code of ethics for the non-teaching staff :

- The non-teaching staff should acquaint and adhere themselves strictly with the policies of the college.
- Each of them should perform their duties sincerely, diligently and as well as with accountability.
- Non-teaching staff are expected to work as per the directions of the Principal while disbursing work concerning to college.
- Prior intimation should be given for any kind of leave. In case of any emergency, information of their absence should be promptly forwarded to the college authority.
- The staff should not, on any account, undertake any other job outside the college within the stipulated office hours. They are prohibited from engaging in any trade or business activities within the college premises.
- They should not indulge themselves in any unlawful activity which hampers the functioning of the college.
- They should refrain from making any derogatory remarks or comments that may disrespect their Principal, colleagues, fellow teaching staff, or students.
- Punctuality should be maintained to ensure the smooth functioning of college activities.
- They should be responsible for the proper use and maintenance of college equipment and furniture.
- No intoxication should be done during office hours.
- The support staff is expected to maintain the secrecy of the institution and should not leak or distort any information concerning examination and other related matters.
- They should exercise proper honesty and integrity in the discharge of their functions.
- The non-teaching staff members are not allowed to take long leave as it will affect the whole working of the institution.



CODE OF CONDUCT FOR COLLEGE STUDENTS

Discipline is a distinctive feature of the institution. Disregard of rules and regulations of the college are dealt firmly. Discipline is to be maintained at all levels - regularity for the assemblies, punctuality, and regularity for the classes, maintaining silence in the corridors and in areas where classes are held. It is mandatory for students to have 75% (minimum) attendance as stipulated by the university and college authorities. Any action likely to tarnish the good name of the college will be regarded as a breach of college discipline. The students have to maintain a respectful attitude towards the authorities, elders, teachers and their own peers.

INSTRUCTIONS FOR STUDENTS/ PARENTS/ GUARDIANS

Students/Parents/Guardians should acquaint themselves thoroughly with the following rules:

- The admission form should be complete in all respects in legible, block letters and submitted along with the relevant certificates online.
- A student will not be admitted to class unless she produces the admission slip.
- Fee is to be paid through online mode/demand draft.
- Non-payment of fees for 2 months may cause a student's name to be struck off the rolls of the institution. If the student is readmitted, admission fee will be charged again.
- Lectures attended by a student whose name is struck off the rolls, on account of non-payment of fees, will not be counted for the period she is off the rolls.
- Use of mobile phones in the classrooms is strictly prohibited.
- Students are expected to attend their classes regularly. The university rules require a student to have a minimum of 75% attendance, failing which the student will not be permitted to sit for the university examinations.
- Names of the students absent for more than four consecutive classes will be struck off the rolls. Re-admission may be granted at the discretion of the Principal.
- Students are allowed to leave the college premises only during an emergency or for urgent work.



ZERO TOLERANCE POLICY AGAINST RAGGING: COLLEGE RULES AND PENALTIES

Ragging is strictly banned in the institution. Ragging is a criminal offence, any student found indulging in any rioting, disorderly conduct, treating or handling any other student with rudeness or creating public nuisance will be penalised.

The following could be the possible penalty for those who are found guilty of participating in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the Court of Law. Rules against ragging:

- Cancellation of admission.
- Suspension from attending classes, as decided by the committee.
- Withholding or withdrawing scholarship/ fellowship and any other benefits.
- Debarring from appearing in any test, examination or any other evaluation process.
- Withholding results.
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- Suspension or expulsion from the college and consequent debarring from admission to any other institution.
- Fine up to Rs. 25,000/-.
- Rigorous imprisonment of up to three years.
- All students are to fill online anti-ragging form on aman.org and send the scanned copy to the college along with other admission documents.



CODE OF CONDUCT FOR HOSTEL STUDENTS

ZERO TOLERANCE POLICY AGAINST RAGGING: HOSTEL RULES AND PENALTIES

Ragging is strictly prohibited within the hostel premises. It is considered a criminal offence, including conspiracy, unlawful assembly, and rioting, leading to public nuisance. The following are the possible penalties for those found guilty of participating in or abetting ragging:

- Cancellation of hostel admission.
- Suspension or expulsion from the hostel and the college, resulting in ineligibility for admission to any other institution.
- Monetary fine of up to Rs. 25,000/-
- Rigorous imprisonment for up to three years.

All hostel students are required to fill out the online anti-ragging form on aman.org and submit the scanned copy to the hostel administration along with other admission documents.



RULES OF ADMISSION

- Students seeking admission to the hostel shall submit their application in the prescribed form. Applicants are required to submit a separate form for hostel admission along with their college application.
- Admission to the hostel will be renewed every year subject to the student's academic and personal record in the hostel and the college.
- Parents would be responsible for their ward's attendance for a minimum of 75 percent.
- No leave of absence will be granted during the academic year except under exceptional circumstances.
- If a student proves troublesome in the hostel, after repeated corrections, she may be asked to leave at a short notice.
- Only those students desiring to stay in the hostel for the complete session are granted admission to the hostel at the beginning of the year.
- No married student will be admitted to the hostel.
- Rooms allotted are liable to be changed at the discretion of the allotting authority.
- Students are expected to bring with them all items listed in the hostel prospectus.
- No re-admission for those students whose behaviour and performance are not found satisfactory during the session.

VISITORS

- Visitors and non-resident students are not allowed inside the hostel.
- Visiting hours are as follows: Saturdays from 2:00 p.m. to 5:00 p.m. and Sundays from 1:00 p.m. to 5:00 p.m. Visitors are not permitted on weekdays. Students must obtain prior permission to meet their visitors, and visitors will first meet with the Principal/Warden.
- The name of the local guardian will be registered with the college office on a given form. The student will be allowed a day pass with these registered guardians. Overnight stay is allowed only with parents.
- Students will not be allowed to receive visitors and phone calls during class hours.



HOME VISIT AND OUTING

- Students will be allowed to go home only on long holidays. If they return late, a letter from the parent/guardian is a must.
- The student will make the entry at the gate book when going out. On her return, she should note the time of her return at the gate book and report in person to the concerned warden of the Hostel.
- Students should report to their concerned warden while they enter and exit the hostel. Students are expected to report their return from home between 6.00 a.m. to 5.00 p.m.
- Prior permission of the college Principal and the concerned Warden is to be obtained to leave the college/hostel premises.
- Outings are not allowed during working days.
- Students will not be permitted to go for a night out with anybody except their parents with due permission of the college Principal and the concerned Warden of the Hostel.
- Hostellers should reach the hostel by 5.00 p.m. after the weekend outing.
- A record will be kept of those who come back to the hostel later than the allotted time. Three warnings will be given to such students and then serious action will be taken.
- Students should refrain from taking lifts from strangers to ensure their own safety.

GENERAL BEHAVIOUR AND DISCIPLINE

- Adherence to the bells and daily timetable is essential to maintain order and discipline in the Hostel.
- During compulsory study hours, from 5:00 p.m. to 6:00 p.m. and from 8:00 p.m. to 9:00 p.m. daily, silence must be observed.
- Loud talking in rooms is prohibited, and complete silence should be maintained from 9:30 p.m. onwards.
- Without permission from the respective warden, no student may visit other blocks/rooms after 9:30 p.m.
- Beds should be made before breakfast, and counterpanes must be folded before bedtime. It's imperative to keep curtains, counterpanes, etc., clean.



- Students are prohibited from sticking posters on walls and cupboards or scribbling on furniture.
- In case of illness, students should inform the nurse.
- Bed rest will be permitted only if advised by the doctor.
- No medication should be kept without prior permission from the nurse.
- Boarders are not permitted to visit the hostel during college hours, from 9:00 a.m. to 1:00 p.m. Ragging, in any form causing physical or mental harm to students, is strictly prohibited both within and outside the campus. Offenders will face disciplinary action as per Government orders.
- Any damage or destruction to hostel property will be the responsibility of the student involved. Students unable to attend class due to illness or other reasons must submit a leave note signed by parents, relevant teachers, and the respective warden before it is submitted to the general office.
- Students are advised against keeping expensive jewellery or a large sum of cash in their rooms. Money may be deposited with the warden.
- Use of electrical appliances in the hostel is prohibited.
- All hostel blocks will be closed by 7:00 p.m.
- Students may enjoy leisurely walks within the college campus during designated hours.
- Lights will be turned off at 10:30 p.m. on regular days. However, during examination periods, the timing for lights-out may be extended based on the needs of the students.
- Power to charging points for mobile devices and electronic tools will be cut off at 9:30 p.m. Members of the Hostel Committee are responsible for maintaining silence and adherence to hostel rules.
- Hostel residents are expected to cooperate in maintaining discipline, peace, and harmony. Students are advised against keeping expensive mobile phones. They are also not permitted to engage in conversations after 10:30 p.m.
- Applications must be signed by the respective Warden between 8:00-9:00 a.m. and 4:30-5:30 p.m. Only individuals authorized by written permission from parents may take students out during the day.
- Students must adhere to designated bathing times.



- Students are encouraged to participate in periodic movie nights for relaxation and social interaction, with an expectation of courtesy and consideration for others' enjoyment during screenings.
- The hostel promotes student engagement in extracurricular activities and sports, encouraging participation for personal growth, skill development, and community involvement to foster a well-rounded college experience.
- The college expects every student to actively participate in activities organized to promote the Indian knowledge system, celebrate diversity, uphold constitutional obligations, observe commemorative days, support women empowerment initiatives, and engage in lessons such as self-discipline through sessions on Art of Living.
- Students are encouraged to foster a sense of community, cultural appreciation, inclusivity, and understanding among diverse backgrounds.
- The hostel organizes optional but recommended recreational picnics, allowing students to unwind, mingle with classmates and seniors, and participate in supervised outdoor activities, creating enduring experiences and relationships.

DINING ROOM RULES

- Resident students have their meals at fixed times, in the dining room. Students are strictly forbidden to remove any cutlery or crockery or other utensils from the hostel dining room. Action will be taken if this is disregarded.
- Good, wholesome food is carefully prepared in a well-equipped kitchen. Care is taken to have variety and effort is made to suit the tastes of all.
- No reduction in mess fee is made for incidental broken periods or isolated meals. Complaints regarding the quality of the preparation of the food may be given in writing to the Manager/Superior/Respective Authority.
- No student should go out of the hostel or into the dining room dressed in night clothes.
- Hair should be tied neatly before coming for meals. Food should not be carried out of the dining room.
- It is mandatory to be present for all meals.
- The college also has a canteen on its premises. The services will be open from 10.00 a.m. to 4.00 p.m.