



**B.L.D.E. Association's
New Arts College, Tikota**

**A Hand-Book
of
Code of Ethics**

(For Teaching Staff, Non-Teaching Staff And Students)

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The Hand-Book of Code of Ethics

The Handbook of the Code of Ethics of the College bestows with the Institution's Code of Conduct for the Faculty, Non-Teaching Staff and the Students. The General Discipline followed by the Students in the Campus and the employment of the Ethical values in their lives is catered in the Institution. The Hand Book creates a Vision of the value-based Education to the Students with the Principal, the IQAC, the Faculty and the Non teaching Staff, all together playing a pivotal role in shaping the Future of the Students.

Discipline

- Discipline plays a vital role in the process of maturing, performing and achieving.
- To inculcate the ethical practices, the College Discipline Committee directs the Students towards building a conducive environment and also to sustain such an environment,
- Students shall abide by the Rules and Regulations of the College.
- They shall respect the Principal, the Teaching and the Non Teaching Staff.
- They shall not indulge in indisciplinary or anti-social activities.
- Any act of indiscipline is addressed to the Discipline Committee.

Community Service

- All education is incomplete without understanding the societal concerns. Hence, the college believes in imparting education blended with inculcating moral and ethical practices through community service.
- All students are encouraged to participate in the NSS activities that inculcate enterprising skills amongst them.
- Class visits to various NGOs and non-profit organizations, orphanages and home for the aged are scheduled.

Building a Network

- The institution believes in building a robust environment through a network of its stakeholders like the governing body, teachers, administration, students, parents and alumni.
- Timely advice, suggestions, deliberations and meetings are encouraged with a view to enable a democratic functioning of the institution.

Integrity

- The College believes in integrity to build an Institution that fosters transparency, creativity and interpersonal dynamics.

- It calls for integrity in matters of conducting and writing exams, financial transactions, teaching and learning process, governance.
- Embezzlement of any of the offices/ functions of the Institution is pliable to serious offence.

Skill Development

- The College believes in enhancing students' personality by giving a fillip to their implicit and explicit skills.
- Events and activities are designed and executed to enable students towards imbibing skills which would otherwise remain latent.
- Indulging students in the major functions and activities of the institution that inculcate responsibility towards society grooms them for better living.
- Through participation in various clubs and committees students' and teachers' interpersonal skills are defined.

Secular and Spirit of Family

- The Institution believes in promoting a secular atmosphere by respecting all members of the Society and enabling a healthy family spirit amongst its Members.
- Festivals and practices of all Religions and Castes are valued to promote the spirit of togetherness.
- It promotes a harmonious living and a spirit of mutual living by promoting activities across all the disciplines.

Promoting the Spirit of Nationalism

- Being in consonance with the Institution's Vision of promoting Education through a well-built value system, the College promotes the spirit of Nationalism by indulging Students and Staff in Programs and endeavors of National importance.
- Students are encouraged to participate in Events organized through NSS and NCC schemes.
- Birthday Celebrations and observing Death Anniversaries of famous Personalities are religiously done.

In-Campus Safety Measures

- Various Committees and Cells are in place to ensure the safety and security of the Students.
- Cells like Anti-Ragging Cell, Students' Discipline Cell, Students' Grievance Redressal Cell and Prevention of Sexual Harassment Cell promote safety and a healthy atmosphere in the College.

The Code of Ethics for the Principal

The Principal is the Academic and Administrative Head of the Institute and works for the growth of the Institute.

- The Principal will implement the Policies approved by the Board of Governors, the top level decision making body of the College.
- The Principal shall achieve co-ordination among various Statutory Committees and Non-Statutory Bodies .
- The Principal is the member of Board of Governors, Chairman of Finance Committee and also Chief Controller of the Examinations.
- The Principal monitors Academic, Examination, Extra-Curricular, Co-Curricular Activities for smooth functioning of the system.
- The Principal is authorized to nominate Coordinators, Members and other Administration functionaries in various Committees.
- The Principal shall also ensure quality assurance Principal and IQAC Co-ordinator.
- The Principal takes the effort to take the overall welfare of Students and Staff.

The Code of Ethics for the IQAC Co-ordinator

The IQAC Coordinator is the Administrative Head for the overall quality assurance and implementation of Academic, Curricular, Co-curricular, Extra-Curricular Activities of the Institution and works for the development and growth of the Institute.

- He/She should implement new parameters for the Curriculum Development, Teaching Learning and Evaluation, to build Research culture to Teaching Staff and look after student support system.
- He/She will conduct time to time meeting for all Statutory and Non-Statutory Members, all NAAC Criteria Co-ordinators, all Cells Chairman.
- He/She should take effort for overall growth of Internal Quality of the Institute.

The Code of Conduct for Students

The Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. It is the Individual and Collective Responsibility to observe the Discipline in the College. They shall abide by the Rules and Regulations of the College and should act in a way that highlights the esteem of the College.

General Discipline

- The Students are expected to keep the Campus/Surroundings clean. They should not scribble on the walls or throw litter in the Class Rooms.
- The Students are permitted to come to the College by Two Wheelers/Cycles and must be parked in the Parking allotted Area.
- The Students must bring their ID Cards daily to the College and they must produce the Card on demand.
- Students are expected to maintain silence in the Academic Buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- Campus is free from Ragging. The Anti-Ragging Cell will keep vigilance over the attitude and behavior of the Senior Students towards the Juniors and vice versa.
- The students are personally responsible for the College Properties like Class Room Furniture, Electric Equipments, Lab Equipments. In case of any damage, penalty will be charged.
- Students are encouraged to make use of the Library, common Computing Facilities and to involve in Professional body Activities or any Program authorized by the College beyond Class Hours.
- Access to Academic Buildings beyond the College timings and on Holidays without written Permission from the concerned Principal will be treated as a case of indiscipline.
- Consumption of Intoxicants / Psychotropic substances in any form or Smoking or using Chewing gum, Pan masala etc., are strictly prohibited, involvement can lead to suspension/expulsion from College .
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the Campus.
- Political activity in any form is not permitted in the College Campus. Unauthorized Meetings, Propaganda work; Processions or Fund Collections are forbidden within the College.
- Misbehavior towards Girl Students, use of threat or violence against members of the Staff or fellow students will be considered as very serious cases of misconduct.
- Students having and Grievance/Complaint of any sort can approach to Grievance Redressal Cell/ Principal/Vice Principal of the College.

- In case of any indisciplinary action by the students, the closed circuit cameras enable the Administrative Staff to take the footage and subject the offender to further action.

The Campus instructions regarding for the use of Mobile Phones

Realizing the importance of communication, use of smart phones in academic activity and the possible impact of mobile phone usage inside the Campus, the following guidelines are arrived at,

- Students are not permitted to use Mobile Phones within the Campus.
- The Mobile Phones shall be kept in silent mode while in College Campus.
- All the Staff Members are empowered to confiscate Mobile Phones found with students violating the above rules.
- Students violating the above rules will be fined an amount of Rs 500/- and the confiscated Mobile Phones will be returned to the Students only after payment of Fine.
- Use of Social Networking sites etc. is banned in College.

Academic Discipline

- Each Student should earn 75% Attendance to appear for the Semester-End Examination.
- The Students should get their Leave Letters signed by their Parents/Guardian and Boarding Students by their Wardens and should submit it to their Mentor before taking the Day Leave.
- Students who intend to represent the College in Inter-Collegiate Events shall take prior permission from the concerned Head of the Department who would decide with the awarding of the Attendance in the course of Participation.
- Marks of obtained in Internal Examination will be announced by the Teacher in Class, besides, displaying on Notice Board. Students will have the option of to Redress any Grievance regarding Evaluation.
- Attendance to the College Functions like Workshops, Seminars, Conferences, Group Discussions , Industrial Visits etc are mandatory to all the Students.
- Students discontinuing the Course should pay their entire Fee of all the remaining Semesters before collecting their Transfer Certificate.
- Indulgence of students in anti-social activities like drug abuse, consumption of alcohol, smoking, ragging, cyber-crime, theft of any kind, physical violence, scuffle etc are subject to serious action.

Discipline regarding the Dress Code

- The Institution has the Uniform for all U.G and P.G Programs.
- On Thursday the Formal dresses are allowed and the Students are expected to dress modestly and wear Clothes that reflect the Indian Culture.
- All the students are expected to attend all College Functions in College Uniform unless otherwise specified.

Library Discipline

Our primary goal in the Library is to help students succeed with information, and our policies related to appropriate use of the Library are written to achieve this purpose. To cater this the College has a Library well stocked with Books and Fully Automation with Internet , DELNET and INFLIBNET Facilities.

- Students are expected to behave in a civil manner that does not interfere with other people using the facility.
- Students should scan their ID card and Register their entry.
- Students are expected to leave the furniture, equipment, and facilities in good condition for the next person's use.
- The Library is kept open from 7.30 am to 6.00 pm on all working days.
- The Students must leave their belongings like Bags, Books, Files etc. in the place provided at the entrance
- . They must carry only Pen and Paper inside the Library.
- Each Student will be given a member ID card which can be used for borrowing Books.
- Writing .Marking or folding in the Books or causing the damage to it in any other way is strictly prohibited.
- The Books must be returned promptly on the due date or are Fined Rs 10 per day.

Discipline maintenance in Hostel

- Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute.
- Accommodation would be provided only after paying the requisite fees and rents as decided by the College Hostel Administration from time to time. All charges and rents prescribed in the Application Form or any other documents are subject to change as per the decision of the Institute authorities without prior notice.
- No student will be allowed to stay in the Hostel without formal admission.
- The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- At the time of Admission every student has to submit a written undertaking in the prescribed form, countersigned by her Parent/Guardian, to the extent that she would abide by the Rules and Regulations of the Hostel.
- At the time of Admission of a Student into the Hostel and at the beginning of every year, each Resident is required to submit a duly filled in prescribed Personal Data Form, containing the Current Address, Mobile / Telephone number of the Parents/Guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
- Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
- Inmates shall respect the equal rights of their roommates.
- In exigencies the Hostel Committee, without assigning any reason, may shift inmates from one room to another.
- The students are entitled for accommodation in the Hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.
- The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the boarders in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Hostel Committee.
- The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, DVD, etc. is strictly prohibited.
- Discipline should be strictly maintained in the dining hall.

- Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms.
- The inmates should not enter the kitchen.
- Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued by the Hostel Committee and if it persists then they will be fined.
- Ragging in any form is banned. Severe punishment, including expulsion from the Hall and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.
- Students should be present within the Hostel premises between 7:00 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action.
- If any student wants to go out to the city/town between 6.00 AM and 7.00 PM, excluding the class hours, she should submit a filled up prescribed form indicating the time of leaving the Hostel and expected Time of return with Dates. They should also enter their Names in the Register kept in the Hostel Office for this purpose.
- Except during Vacations, Residents shall be allowed to go Home only if there is a written request for the same from Self /Parent/Guardian citing genuine grounds and consented by Head of the Department she belongs. Going home frequently is not permitted.
- A Room is allotted to a Student on her personal responsibility. She must take care of the cleanliness and maintenance of her Room.

The Code of Conduct for Faculty

The Code of Conduct for the Faculty to steer an Ethical and Respectful Course through their Career in Teaching and to uphold the honor and dignity of their Profession.

The General Instructions

The Dress Code:

Following is the Dress Code for the Faculty of Institute:

Gentlemen : Tucked in Shirts and Shoes

Ladies : Saree

ID Card:

It is Mandatory for the Faculty to wear the ID cards at all times when they are in Campus.

Taking attendance:

- Staff members must take attendance within first 5 minutes of starting the Period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given Attendance.
- Trouble makers in the Class Rooms must be Reported to the HOD/Principal for further action.
- Students violating Dress Code must not be allowed to attend the Lecture Classes, Laboratories and Library.

On-line Daily Diary:

Every Teacher must maintain the On-line Daily Diary for each subject offered during Semester/Year.

Class adjustment before going on Leave:

As per the rules of the Institute Staff Members must adjust their Classes and show the consent of the substitute Teacher to the HOD before going on Leave.

Procedure for relief on Resignation:

- As per the Service Rules of the Institute, Faculty Members intending to resign are required to give 3 months prior notice.
- The Institute reserves the Right to relieve the Staff at any time during the Notice Period.

Instructions to Invigilators:

- Report to the Chief Superintendent at least 30 minutes before the commencement of the Examination. Collect the Seating Arrangement, Examination Stationery and be present at the Respective Hall at least 15 minutes prior to the commencement of Examination.
- The candidates should be present in the Examination Halls before the commencement of Examination and no Candidate should be allowed after the commencement of the Examination.
- Ensure that the Candidate should not carry any material except Hall Ticket and ID card into the Examination Halls. Cell Phones are not allowed for the Examinations.
- Candidates are not allowed to leave the Examination Hall until 3 hours from the commencement of the Examination.
- Please ensure to collect the Answer Book from the Candidates before they leave the Examination Hall. Malpractice cases, if any, should be reported to the Chief Superintendent immediately.

Norms for conducting University Practical Examinations:

- Practical Examinations have to be conducted in the Respective Laboratories only.
- Both the Examiners (Internal and External) have to assess the students for ___ of marks assigned for Practical.
- Internal Examiners have to brief the External Examiners regarding allocation of marks for each component of Practical Activity. Marks must be noted on the Answer Sheets clearly indicating the Marks awarded for each component of Practical Activity.
- Both the Examiners must Sign on the Answer Sheets as well as on the award lists.

Duties & Responsibilities of Head of the Department:

- HOD is responsible for conducting all Academic Programmes of the Department as per the norms of the Affiliating University.
- In pursuance of above objective he/she is required to formulate Time – Table to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting Personality Development Programmes and Sports.
- To train and update the Faculty to deliver good instructions to the Students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between Students and Faculty while ensuring discipline and ethical behaviour of students.

Specific Duties of HOD:

- Should ensure that all classes are held as per the Time – Table.
- Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D Activities of the Department.
- Should arrange for Guest Lectures, preferably in a specialization related to the Department with a view to widen the horizons of knowledge.
- Prepare a list of eminent people who could be invited to deliver Guest Lectures. Should monitor students' development and problems through feedback and counseling.

Duties of Lab-in Charge:

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

The Faculty and their Responsibilities

The Code of Ethics for Professional Teachers is their Dual Role as Educator and Parent. A teacher is constantly under the observations of his/ her students and the Society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideas. The Profession further requires that the Teachers should be calm, patient and communicative by temperament and amiable in disposition.

- Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- The Teacher shall not be absent himself/herself from duties at any time without prior permission from higher-ups.
- The Faculty is not allowed to accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- The Teacher should not associate with any Political Party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching Profession.
- The Faculty should not attempt to bring any Political or outside pressure on his/her superior Authorities in respect of service matters.
- The Faculty should not participate in any strike or demonstration and /or indulge in any criticism of College Management Policy or of the Government for any reason whatsoever.
- The Faculty should act in a manner that doesn't violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- The teacher should not incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- Teachers should handle the Subject/Subjects assigned by the Head of the Department.

- Mentor-Mentee system must be effectively implemented. Teachers shall monitor the respective mentee assigned to them.
- Two Class Internal Assessment Tests are to be conducted in a Semester. The Marks obtained are to be informed to the Students.
- Teachers should carry out other Academic, Co-Curricular and Organizational Activities that may be assigned to them from time to time.
- Teachers should Sign Muster Roll and login to the Biometric while reporting their Duty.
- Teachers are expected to attend Department Meetings, College Functions without fail.
- The Teachers should adhere to a responsible pattern of conduct and demeanor expected of them by the Community.
- They should seek to make Professional growth continuous, through Study and Research.
- They should participate at Professional Meetings, Seminars, Conferences etc. to elite towards the contribution of Knowledge.
- Perform their duties in the form of Teaching, Tutorial, Practical, Seminar, Industrial/Field visits and Research work continuously with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as assisting in appraising applications for Admission, advising and counseling Students as well as assisting the conduct of College and University Examination, including Supervision, Invigilation and Evaluation.
- Involvement in extension, co-curricular and extra-curricular activities including community service.

The Propriety of Teachers and the Students

- Respect the Right and Dignity of the Student in expressing his/her opinion.
- Deal impartially and justly with students regardless of their Religion, Caste, Economic, Social and Physical characteristics.
- Recognize the difference in aptitude and capabilities among students and try to meet their individual needs.
- Encourage Students improve and increase their attainment level, develop their Personalities.
- Inculcate among Students Scientific temperament, outlook and respect their physical labour and ideals of Democracy , Patriotism and Peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Make themselves available to the Students even beyond their class hours and help and guide Students.

The Decorum of -

The Teachers with their Colleagues

Teachers should:

- Treat other members of the Profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other Teachers and render assistance for Professional betterment.

The Teachers with Authorities

Teachers should:

- Follow their Professional Responsibilities according to the existing rules and adhere to the Procedures and Methods consistent with their Profession in initiating steps through their Institutional Bodies.
- Co-operate in the formulation of Policies of the Institution by accepting various Offices and follow Responsibilities when Office 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.
- Should adhere to the conditions of contract.
- Give and expect due Notice before a change of Position is made.

The Teachers and Non-Teaching Staff

- Teachers should treat the Non-Teaching Staff as Colleagues and equal Partners in a co-operative undertaking within every Educational Institution.
- Teachers should help in the function of Joint Staff-Councils covering both Teachers and the Non-Teaching Staff.

The Teachers and Parent/Guardian

- The Teachers should maintain contact with the Parents/Guardians of the Students.
- The Teachers should send the Students' Reports of their performance in time to the Parents/Guardians.
- The Teachers should meet the Parents/Guardians in Parent-Teachers' Meeting convened for the purpose of mutual exchange of ideas for the benefit of the Institution every Semester.

The Research Activities

- The Faculty should make the best of the involvement in Knowledge Enhancement and be the adherer of the Management's supports of Seed Money for Best Paper Presenter, Research Projects and Articles.
- Faculty should involve in Publishing Articles in Reputed Journals , write Chapters in Books and Present papers in Seminars and Conferences.
- Faculty should engage to take up Research Projects.
- Staff members should also attend FDP, QIP (Quality Improvement Programs) etc to update their Knowledge.

The Code of Conduct for the Non Teaching Staff

The General Rules for the Non-Teaching Staff

- The integrity has to be maintained by being honest in words and action.
- The trust worthiness to the College should be made a ritual by being punctual and reliable in all their Duties.
- The supporting staff shall ensure a cordial relationship with the Teaching Faculty, Students and other Administrative Staff for the smooth running of the Institution. They have to be supportive and co-operate with all the Staff Members.
- They should take the responsibility by meeting the required standards for every task.
- They should create a scenario of mutual respect, trust and confidentiality.
- He/She must respect and maintain the hierarchy in the Administration.
- He/She should adhere strictly to the Official Resumption/Closing Time and must follow the Dress Code.
- The Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any loss or damage to any Apparatus in the Lab or Class Room should be reported to the HOD, in writing, immediately.


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