



Bhilai Mahila Mahavidyalaya

HOSPITAL SECTOR, BHILAI NAGAR (C.G.) 490009 (Managed by Bhilai Education Trust).
(Affiliated to Hemchand Yadav Vishwavidyalaya, Durg). Recognized Under Section 2(f)
and 12(B) of the UGC Act 1956. NAAC Accredited with B + Grade

CODE OF CONDUCT A HANDBOOK

(Governing Body, Principal Administration, Teaching, Non-Teaching
Staff & Students)



From Principal's Desk

Policy Document on Code of Ethics

Bhilai Mahila Mahavidyalaya expects staff, students and administrator to follow the minimum expected protocols as mentioned in the code of conduct. This policy is intended for maintaining dignity of each and every individual involved in teaching learning process. The policy aims at maintaining healthy atmosphere for the overall development of knowledge and character of the stakeholders. All the staff/students should adhere to the constitutional rights and should obey all the laws laid down by the Constitution of India.

A code of conduct committee is also formed in every session. The committee ensures that the teaching, non-teaching staff, and students are fully aware of the code of conduct and ethics attached with it and act accordingly.

- Students/staff should be present 10 minutes before commencement of lectures and should complete all the stipulated lectures and practical.
- The gender equity should be assured in all academic, cultural, co-curricular activities organized in the college.
- The use of plastic should be avoided and minimized in college campus.
- The students are motivated to participate in all the academic, curricular, and co-curricular committees as these activities will improve students' personality.
- Any attempt for ragging, assault, bullying, discrimination, threatening, violence, harassment, mobbing, and misconduct should be avoided in the college premises.
- Staff should adhere to the rule laid down by Governing Body, University and UGC related for the official work like leaves, promotion related issues etc.
- The administrator/heads of department/ coordinators should receive and respond properly upon the appropriate grievances from the students, staff, and parents.

Principal

Bhilai Mahila Mahavidyalaya

Committee to monitor adherence to the Code of Conduct
Session-2022-2023

| <u>Principal</u> | <u>IQAC-Incharge</u> | <u>Members</u> |
|-------------------------------|-----------------------------|---|
| <u>Dr. S. M. Mohan</u> | <u>Dr. S.G.Rao</u> | <ol style="list-style-type: none">1. Dr. Nisha Shukla2. Dr. Madhulika Shrivastava3. Mrs. P.C. Claudius4. Dr. Asha Rani Das5. Dr. Bharti Verma6. Dr. Bhawna Pandey7. Dr. Pratiksha Pandey8. Dr. M.S. Pandit9. Dr. Salma Md. Shafi10. Dr. Anupama Shrivastava11. Dr. Nidhi Tiwari12. President of the Student Union13. Secretary of the Student Union |

Code of Conduct for Students:

The college website has a dedicated section mentioning the code of conduct that the students are expected to follow. Violation of any of the following rules and regulations specified will lead to disciplinary action taken by the authorities against the concerned student.

- Students are expected to maintain a good environment conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any religion/caste/creed etc.
- Regular & punctual attendance is compulsory for every student. A student will be considered non-Collegiate if her attendance in any subject/Group of subjects falls short of 75% . Even on Medical ground but not below 60%.
- Each student should carry his/her identity card inside the college which should be exhibited on demand. In case of loss of Identity Card Rs. 50/- will charged for issuing the duplicate Card.
- No outsider is to be entertained inside the college premises without the prior permission from authority.
- The college campus is to be kept clean and the garbage bins have to be used for waste disposal.
 - Students should not gather or loiter unnecessarily in the corridors.
- Lights and fans have to be switched off before leaving the classroom to save energy.
- It is the responsibility of each student to look up the notice board regularly to remain updated. Ignorance about the notices cannot be an excuse in any case.
- For long and repeated absence on medical ground, students have to submit the prescription and certificate of a Registered Physician.
- Students must be present in the class within the scheduled time.
- Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.
- Ragging, in any of its forms, is strictly prohibited inside and outside the college premises. Strict action would be taken against anyone found guilty in this matter (UGC Regulation 2009).
- Students' behaviour towards the teachers, non-teaching staff and other students should be decent and humble. Arrogant attitude or rude behaviour shown towards any would be considered condemnable and punishable as well.
- The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.
- Use of mobile phone/tablet/similar electronic gadget is strictly restricted inside the classroom/examination hall, library, laboratories and corridors. Violation of this rule may be followed by a penalty.

- Students must dress themselves in a simple and decent manner.
- Students must carry the Lending & Reference - cards with her to get the books issued / return and students are not permitted to use anyone else's Lending & Reference cards
- Students must park their vehicles in the proper parking areas

Punishments for violation of policy of student's ethics and conduct:

These may begin with a warning, monetary penalty, disciplinary action, suspension expulsion or ineligibility for readmission depending upon the seriousness of the offence. An anti-ragging and sexual harassment committee is also formed to attend to the complaints regarding sexual harassment and ragging. Any student found guilty of the above complaint are liable to:

- Suspension for attending classes
- Debarred from appearing in test
- with holding results
- Cancellation of admission
- Expulsion from the institution

Code of Conduct for Non-Teaching Staff:

- The non-teaching staff is supposed to assist and support the academic and administrative departments of the college and is expected to:
- Maintain punctuality by reporting to college on time
- Must follow regulations pertaining to attendance and discipline and report about late coming or leaving college early to Principal in advance
- Be respectful towards their authorities, and administration, colleagues and other staff members
- Follow the leave-taking rules of the college
- Display due diligence in the performance of duty
- Not to be engaged in any harassment of any employees of the college
- Lights and fans have to be switched off before leaving the classroom to save energy.

Code of Conduct for Teaching Staff:

The faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by the rules and regulations of the college, and be diligent and punctual in carrying out all duties. The teaching staff is expected to:

- Maintain punctuality by reporting to college on time
- Ensure the all-round development and well-being of the students by having a caring approach towards them

Be respectful towards their authorities, and administration, colleagues and other staff members

- Follow the leave-taking rules of the college
- Display due diligence in the performance of duty
- Not to be engaged in any harassment of any employees of the college

Lights and fans have to be switched off before leaving the classroom to save energy.

Professional Enhancement:

- Learning is an ongoing process teacher should keep themselves updated in their respect fields and upgrade themselves as per the latest advancements and the needs of the day for which they should attend seminars, conferences, workshops and refreshers courses and participate in deferent activities and competitions as per the rules and regulations of the institution.
- Teacher Should keep away from private coaching and taking tuition Confidentiality should be maintained as and when required
- They should abide by the rules laid by the higher education, HYU Durg and administration and management and avoid political indulgence
- They should be regular touch with the parents to inform them about the conduct and performance of their wards.
- They should maintain punctuality and avoid taking frequent and long leave unless it is very essential. For long and repeated absence on medical ground, students have to submit the prescription and certificate of a Registered Physician.
- Teacher should perform all duties assigned by the Principal time-to-time.

Duties and Responsibilities:

- Teachers should perform their duties sincerely as assigned by their Principal, and HODs. And allotted work should be completed well on time.
- Syllabus should be completed well on time.
- The mentor-mentee system should be followed and the teacher should prove good counselor to their student
- Teacher should help, guide and encourage the students as and when required.
- Teacher should be prepared to take extra classes if need be
- Sober and simple dress code should be followed in order to maintain dignity. The approach of the teaching staff should be amicable towards their colleagues and non-teaching staff and students.

Code of conduct for Head of the Department:

- HOD should plan, conduct, pursue and monitor all curricular non-curricular activities in departments as per the College and Hemchand Yadav University norms
- To frame time table and distribution of work load for proper implementation of the desired teaching outcomes
- To monitor and ensure classes are held according to the time-table
- Guide and help staff members for better knowledge dissemination
- To monitor and ensure overall development of slow and fast learners
- To conduct periodic meetings of faculty to plan and review department activities
- To arrange guest lecture. industrial visits. webinar to encourage students for gaining practical knowledge and for experiential learning
- Consider students grievances and try to resolve them through ethical academic practice
- To monitor department/ laboratory maintenance.
- Lights and fans have to be switched off before leaving the classroom to save energy.

Code of Conduct for Administrative Staff:

- He/ She should be punctual and loyal to the institute.
- He/ She should uphold the secrecy of information available with them for the best interest of the college.
- He/ She should be hospitable to all the higher authorities and stake holders of the institute.
- He/ She should be conscious towards the energy conservations, water conservation, waste management and green initiatives.
- HE/ She should strictly follow the documented process for any administrative activity.

Code of Conduct for Governing Body:

- They should perform their duties sincerely as assigned by principal time to time
- The Governing Body sanctions and accepts the matters proposed and passed through the Administration and Staff Council of the college.
- Lay down the rules for admission in accordance to the reservation policy of the state Govt. & Hemchand Yadav University, Durg policy.
- It has right of appointing administrative staff and teaching faculty.
- Governing body must have neutral and unbiased behaviour for all its stakeholders.

Code of Conduct for Principal

- Principal is the head of the Institution. She should always be honest, fair, supportive, and law-abiding. She should look after all the administrative and academic activities of the Institute.
- She should follow all the rules and regulations provided by the State Higher Education Department and the Hemchand Yadav University, Durg.
- She should feel pride in working for the institution & Should promote democratic values on the campus and make the campus an emancipatory space.
- Should ensure that the staff and students are aware of the rules, policies, and procedures laid down by the institution.
- She should have neutral and unbiased behaviour toward students and staff, and be fair in her interactions with the staff and students.
- The Principal should motivate the teachers to take up research projects publish research papers and participate in seminars, workshops, and conferences
- Should encourage all concerned to be enthusiastic to nurture and materialize their capabilities. She should conduct various co-curricular and extracurricular activities for the betterment of the students and institution.
- She should be hospitable to all the higher authorities and stakeholders.
- She should maintain discipline in the conduct and behaviour of all employees.

