

CODE OF CONDUCT POLICY



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

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0		Issued for Implementation
Rev.	Date	Description
	19/07/2024	Code of Conduct Policy

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. Research and teaching shall be carried out in an environment of academic freedom and honesty.

Accountability: 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 values to the 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.

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

Amar Shaheed Kanchan Singh Autonomous P.G College 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 Amar Shaheed Kanchan Singh Autonomous P.G College 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.

Amar Shaheed Kanchan Singh Autonomous P.G College 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.

Amar Shaheed Kanchan Singh Autonomous P.G College 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: Students are required to follow the dress code prescribed by the college. So that the students belonging to all economic strata are accommodated equally.

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

Transparent Administration: With the help of ERP system online information is maintained regarding attendance of students and conduction of classes by teachers.

Biometric attendance of staff, leave records, salary slips etc. are maintained online.

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.

Hostel Discipline: Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.

Drugs/Alcohol/Tobacco: Sale, distribution, manufacture, use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels.

Possession or use of Firearms, Fireworks, Explosives, Weapons or items of destruction are prohibited.

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 are expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

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 Amar Shaheed Kanchan Singh Autonomous P.G 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.
- Seek to make professional growth continuous through study and research.
- 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 and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the collegesuch as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college and examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

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.
- Inciting or instigating students against other students, colleagues, administration
- 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, if he will not use the facilities or forum of the college to propagate his own ideas or beliefs for or against party of alignment of political or religious activities.
- Writing of questions-answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
- Undertaking of any office of profit, agency.
- The teacher shall not avoid any work related to the college/college examinations without reasonable grounds.
- The behavior of the teacher with 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 area 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.
- 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 form 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 or 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 teacher's 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 or 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 Amar Shaheed Kanchan Singh Autonomous P.G 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 the Head of Amar Shaheed Kanchan Singh Autonomous P.G College.

Responsibility of the Principal

- Subject to the supervision and general control of the management, the Principal as the Principal executive and Academic Head of the college, shall be responsible for-

Academic growth of the college

- Participation in the teaching, research and training programmes of the Amar Shaheed Kanchan Singh Autonomous P.G College.
- Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by Amar Shaheed Kanchan Singh Autonomous P.G College. College for academic competence of the Faculty Member.
- Admission of students, maintenance of disciplines of the college.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the college and recognized Institution and their libraries and Hostels, if any.

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 college authorities and bodies, from time to time.
- Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the.
- 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.

CODE OF CONDUCT FOR HEAD OF DEPARTMENT (HOD)

The Head of Department (HOD) at Amar Shaheed Kanchan Singh Autonomous P.G. College is entrusted with specific responsibilities to ensure the smooth operation and

academic excellence of their department. This code of conduct outlines the professional standards expected from the HOD.

Responsibility of the Head of Department (HOD)

Subject to the supervision and general control of the Principal and management, the HOD shall be responsible for:

Academic Growth of the Department

- Participation in the teaching, research, and training programs within the department.
- Assisting in planning and implementing academic programs such as refresher/orientation courses, seminars, and other training programs organized by the college for the academic competence of the faculty members.
- Facilitating the admission process of students into the department and ensuring the maintenance of discipline within the department.
- Ensuring the maintenance of true and accurate accounts of the departmental receipts and expenditures.

Administrative Responsibilities

- Overseeing the overall administration of the department, including supervision of curricular, co-curricular, and extracurricular activities.
- Ensuring the observance of the Act, Statutes, Ordinance, Regulations, Rules, and other orders issued by the college authorities from time to time.
- Supervising the department's examination processes, including setting question papers, moderating and assessing answer papers, and overseeing the department's examinations.
- Ensuring compliance with the provisions of the Accounts Code relevant to the department.
- Maintaining self-assessment reports of faculty members and their service books within the department.
- Handling correspondence related to the administration of the department.

Student and Faculty Welfare

- Supervising and promoting the welfare activities of students and faculty members within the department.
- Addressing grievances and issues concerning students and faculty members in a timely and effective manner.

Other Responsibilities

- Undertaking any other duties related to the administration of the department as assigned by the Principal or management from time to time.

CODE OF CONDUCT FOR THE GOVERNING BODY

- The college shall be managed by a regularly constituted Governing Body. The composition, functions and other condition pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

Code of Conduct:

- Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
- The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
- No property of Trust will be used for personal benefits.
- The members of the Governing Body can obtain service from the Trust employee as and when required.
- Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect majority taking the decisions.
- Any member of Governing Body needs any primary information from college, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
- If any misbehavior and action by the employee defames the college, it will be communicated to the Secretary orally or in writing.
- All shall mind that no person is greater than college.
- The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
- Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.

Code of Ethics

Amar Shaheed Kanchan Singh Autonomous P.G College has a well-established system to take care of the UG Projects, PG Dissertations and PhD Thesis. Issues of the copyright infringement and plagiarism in the project reports, dissertation and thesis are taken very seriously. The college library is equipped with the plagiarism detecting software. Each department has a team appointed by the Principal to follow up the procedure, led by respective departmental heads. This team investigates claims of plagiarism or misuse of document or articles. For example, when a project report, dissertation or a thesis, is found to

have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or authorship of the document is contested. The college makes such students to resubmit their work and reports taking care of citations.

Non-Disclosure Clause

All students, faculty members, and staff involved in the preparation, review, and handling of UG Projects, PG Dissertations, and PhD Theses at Amar Shaheed Kanchan Singh Autonomous P.G College are required to maintain the confidentiality of all intellectual property and research data. Unauthorized disclosure, distribution, or use of any project, dissertation, or thesis materials is strictly prohibited. This includes sharing any content with external parties without prior written consent from the respective departmental head and the Principal. Violations of this non-disclosure clause will be subject to disciplinary action in accordance with college policies.

Approved by



Principal