



## **CODE OF CONDUCT**

1. For the Management / Board of Directors
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5. Head of Department
6. Professional Ethics for the Teachers
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The document outlines the Code of Conduct for various stakeholders of the Karma Devi Group (KDG) the code articulates the values the organization wishes to foster and serves as a benchmark for performance and a guide for day-to-day decision-making.

## General Code of Conduct Purpose

The prescribed code of conduct applies to students, teachers, administrators, and other staff members.

- It defines desired behaviour and articulates the organization's values.
- It serves as a central guide and reference for all employees to support decision-making.
- It acts as a benchmark against which the performance of the individual and college can be measured.
- It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas.
- It helps employees locate relevant documents, services, and other ethics-related resources within the college.
- The Governing Body reserves the right to change/modify the policies of the code of conduct as and when required.

## Code of Conduct for the Management/Board of Directors

- Be kind, considerate, and respectful to all sects of society.
- Provide equal employment opportunities regardless of gender, religion, caste, creed, language, place of origin, or social and cultural background.
- Discourage and punish any kind of harassment or abusive, offensive, or unwelcome behavior or language.
- Train and develop people to be creative and empower them to take decisions.
- Encourage involvement and teamwork, promoting the representation of various employee viewpoints.
- Ask staff members with various backgrounds, experiences, and viewpoints for their opinions.
- Avoid using idioms or lingo that might not be culturally appropriate.
- Encourage flexible work schedules for co-workers with varying special needs, skills, or obligations.
- Confront decisions or behaviours of others based on conscious or unconscious biases.
- Be open-minded and listen to constructive feedback regarding perceptions of your conduct.
- Set an example of honesty and integrity, using only honourable behaviours to accomplish organizational goals.

- Create an open and supportive environment where employees feel comfortable to speak up.
- Promptly address ethical questions or concerns raised by employees and take appropriate steps.
- Create policies in line with the state and central laws laid by the government.
- Do not use company information for personal gain.
- Always disclose all material, financial, and commercial transactions conducted by you to the other members of the management and board.
- Protect confidential and proprietary information of the company (including from third parties) and introduce regular effective checks.
- Use company assets only for legitimate business purposes and not for personal use.

### **Code of Conduct for the Principal**

The Principal is expected to strictly adhere to the code.

- Exhibit qualities of effective leadership in all academic and administrative activities.
- Chalk out policies and plans to execute the vision and mission.
- Maintain co-ordination in all college works.
- Provide guidance, leadership, and direction to all stakeholders.
- Oversee and monitor the administration of academic programs and general administration.
- Adapt new technology and methods for effective teaching-learning and acquaint students with recent developments.
- Observe and implement directives from Government/U.G.C./Director of Education/Higer Education/University and other concerned authorities.
- Maintain Assessment Reports and Service Books of teaching and non-teaching staff.
  - A Service Book shall be maintained by the administrative officer/head clerk or any other duly assigned officer.
- Ensure that teaching and non-teaching staff follow the college's code of conduct.
- Assess reports/Academic diary/teaching plan/plan of action and action taken/reports of teachers/head/coordinators.
- Assess the academic syllabus/course of the students.
- Assess feedback forms from various stakeholders and take proper action to rectify issues.
- Compel teaching staff to inculcate social, cultural, national, and human values among students through education.
- Encourage overall physical and cultural development of students through extracurricular activities.
- Provide students with opportunities to face practical challenges of the competitive world.
- Encourage teaching and non-teaching staff toward their professional development.

- Conduct seminars, webinars, and workshops providing effective career counselling regularly.
- Ensure regular campus placement activities.
- Maintain campus facilities and infrastructure.
- Frame policies for employee retention and lower the attrition rate.
- Create an amiable environment for staff and students.

### **IV Code of Conduct - Dean Academics**

- Always be kind and considerate to others.
- Be welcoming to all students and parents.
- Be respectful towards all the sects of society.
- Always provide equal education opportunities regardless of gender, religion, caste, creed, language, place of origin, or social and cultural background.
- Discourage and punish any kind of ragging, harassment, or abusive, offensive, or unwelcoming behavior or language.
- Train and develop the students to be creative and empower them to take decisions.
- Avoid using idioms or lingo that might be culturally inappropriate.
- Encourage flexible work schedules for co-workers with varying special needs, skills, or obligations.
- Confront the decisions or behaviors of others that are based on conscious or unconscious bias.
- Be open-minded and listen when given constructive feedback regarding others' perceptions of your conduct.
- Set an example of honesty and integrity, and use only honorable behavior to accomplish college goals.
- Create an open and supportive environment where students and staff feel comfortable bringing up their concerns and grievances.
- Promptly address ethical questions or concerns and take the appropriate steps.
- When representing the college, be inclusive of various ideas and learn from other universities and colleges.
- Ensure college resources are managed in the best possible way when implementing management policies.
- Do not use college information for personal gains.
- Always disclose all materials, financial, commercial transactions conducted to the other members of the management and the principal.
- Protect confidential and proprietary information of the college (including from third parties) and introduce regular effective checks.
- Use college assets only for legitimate business purposes and not personal use.

## **Code of Conduct - Academic Coordinators**

- Always be kind and considerate to others, and be welcoming to students and employees.
- Be respectful to all sects of society.
- Always provide equal education opportunities regardless of gender, religion, caste, creed, language, place of origin, or social and cultural background.
- Discourage and punish any kind of ragging, harassment, or abusive, offensive, or unwelcoming behavior or language.
- Train and develop the students to be creative and empower them to take decisions.
- Uphold college ideals to ensure all students, academic staff, and supporting personnel are treated with respect and dignity.
- Implement the policies, rules, and regulations of the college, keeping in mind the state and country laws.
- Assist team members with necessary training, skill upgrades, and support for completing tasks fairly.
- Maintain friendly relations with both the administration and the other non-administrative staff.
- Do not use college information for personal gains.
- Always disclose material, financial, and commercial transactions conducted by you to the other members of the management and the principal.
- Protect confidential and proprietary information of the college (including from third parties) and introduce regular effective checks.
- Use college assets only for legitimate business purposes and not for personal use.

## **Code of Conduct - Head of Department**

- Always be kind and considerate to others, and be welcoming to students and employees.
- Be respectful to all sects of society.
- Always provide equal education opportunities regardless of the person's background (gender, religion, caste, creed, language, place of origin, or social and cultural background).
- Discourage and punish any kind of ragging, harassment, or abusive, offensive, or unwelcoming behavior or language.
- Train and develop the students to be creative and empower them to take decisions.
- Avoid using idioms or lingo that might be culturally inappropriate.
- Uphold the college ideals to ensure that all students, academic staff, and supporting personnel are treated with respect and dignity.

- Implement the policies, rules, and regulations of the college, keeping in mind the state and country laws.
- Value the unique contribution that each person brings to the college.
- Ensure that the college's objectives are clearly communicated and that activities are directed at accomplishing them.
- Encourage faculty members to update their knowledge by organizing or attending seminars/workshops/conferences and write proposals to funding agencies for research projects.
- Encourage faculty members to author textbooks and publish research papers in reputed international/national journals/conferences.
- Do not use college information for personal gains.
- Always disclose material, financial, and commercial transactions conducted by you to the other members of the management and the principal.
- Protect confidential and proprietary information of the college (including from third parties) and introduce regular effective checks.
- Use college assets only for legitimate business purposes and not for personal use.

### **Professional Ethics for the Teachers (as per UGC Notification 2018)**

These guidelines are adopted from the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

#### **I. Teachers and their Responsibilities:**

Whoever adopts teaching must conduct themselves in accordance with the ideal of the profession, as they are constantly under scrutiny.

- Ensure no incompatibility between precepts and practice.
- The national ideals of education which they inculcate among students must be their own ideals.
- The profession requires teachers to be calm, patient, communicative, and amiable.
- Adhere to a responsible pattern of conduct and demeanor expected by the community.
- Manage private affairs consistent with the dignity of the profession.
- Seek continuous professional growth through study and research.
- Express free and frank opinion at professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
- Maintain active membership in professional organizations and strive to improve education and the profession through them.
- Perform duties (teaching, tutorial, practical, seminar, and research work) conscientiously and with dedication.

- Co-operate and assist in functions relating to the educational responsibilities of the college and university, such as:
  - Assisting in appraising applications for admission.
  - Advising and counseling students.
  - Assisting the conduct of university and college examinations, including supervision, invigilation, and evaluation.
- Participate in extension, co-curricular, and extra-curricular activities, including community service.

### **III. Teachers and the Students:**

Teachers should:

- Respect the student's right and dignity in expressing their opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities, and contribute to community welfare.
- Inculcate among students a scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues, or administration.

### **IV. Teachers and Colleagues:**

Teachers should:

- Treat other members of the profession as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.

## **V. Teachers and Authorities:**

Teachers should:

- Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession.
- Refrain 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 the dignity of the profession.
- 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.

## **VI. Teachers and Non-Teaching Staff:**

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **□ Code of Conduct for Non-Teaching Staff**

The non-teaching staff are expected to strictly adhere to the code.

- Every non-teaching staff member is responsible for undertaking his/her duties efficiently and diligently and to uphold the standards laid down by the U.G.C./University/College/Management.
- Keep himself/herself professionally updated for the proper discharge of duties.
- Staff is expected to attend to their allotted duties punctually.
- Assist in carrying out functions relating to the administrative responsibilities of the college and the university, including assisting in appraising applications for admission, advising and counseling students, and assisting the conduct of all types of university and college examinations.
- Respect the right and dignity of the student for assisting them any kind of help/guidance, etc.
- Speak respectfully and behave politely with every one of the college (The Principal, Dean, teachers, students, visitors, parents, etc.).

- Deal justly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate personally to the policies of the institutions which have been made by higher authorities.
- Co-operate with the authorities for the betterment of the institutions.
- Should adhere to the Professional Ethics and Code of Conduct of the college.
- Every employee should apply their knowledge and experience for overall development of the office work of the college.
- Every employee should behave and perform fair and committed to the best interest of the college.
- Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- Should maintain a positive relationship with all colleagues and teaching staff and the students of the college.
- Every employee possesses his/her identity as an Employee of the college/institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside the College Campus.
- Everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
- Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- Avoid conflicts between their professional work and personal interest.
- No one of the non-teaching staff should act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
- No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
- Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- Should adopt a humane approach in dealing with students, specifically those who are specially-abled.
- Avail professional opportunities for career development.
- No staff member shall approach directly to any member of the Management/ Board of Directors for their personal or professional matters. He/She should put forward their issue/ grievance through the Principal in written.
- None of the non-teaching staff is permitted to leave without the permission of the Principal.

## Code of Conduct for Students

The code's motto is: "**Building Nation Through Education**".

- No student shall leave the premises before the college timing without the prior permission of the dean/class teacher.
- As per the university rules, **75% attendance is mandatory** to appear in semester end examination.
- Students must always wear their neck Identity Card issued by the college, with their recent photograph affixed, bearing the signature of the Principal.
- Every student is expected to greet the seniors/faculty members when they meet them.
- Students should see the notice board daily and keep themselves well informed about the various notices that may be put up from time to time.
- Students must follow the Dress Code prescribed by the College; their uniform should be clean and ironed; their shoes should be polished and no stinking socks.
- **Fashionable clothing is not allowed.**
  - Fashionable clothing is defined as any clothing which is not prescribed in the Dress Code of the college.
  - No student is allowed to keep fashionable/cool/unusual/colored hair style.
  - **Ragging is an offence** and is strictly prohibited; students involved will be immediately expelled, and action and penalties will be as per the Anti-Ragging Policy.
  - No student shall indulge in any act of violence, abuse, ragging, or any anti-college activities such as the formation of unions, negative propaganda, or sloganizing.
- All students must adhere to the time-table scheduled for lectures or any co-curricular activities.
- If any student/students is/are affected by ragging in the college premises or outside, they must inform immediately the Principal/Discipline & Anti-Ragging committee.
- **Consuming Alcohol, Guthkha and Smoking is strictly prohibited** in and around the college premises.
- Any student found indulging in PDA (Personal Display of Affection) with peers of the opposite sex or same gender shall be liable to strict actions from the authorities.
- The reporting or portrayal of sexual actions in order to produce sexual excitement through books, films, or other media, or the use of the internet to download and transmit pornographic material, texts, photographs, and photos, among other things, by the students shall be considered unethical and call for punishment as per the Government laws.
- Every student must help to keep college premises/campus/classrooms & desk-chairs clean and neat; everyone must use a dustbin for throwing garbage.
- The students should respect the college property and take all measures to keep it safe; in case of any damage by the student, the student shall be liable to indemnify against the loss.
- Every student is expected to maintain the sanctity of the college.
- No student must spit in college premises/campus or in a class room.
- College premises and all class rooms are under CCTV surveillance; everyone must follow the disciplinary manners in college premises/campus/class room.

- During the conduct of lectures, students are expected to maintain discipline and listen attentively to what is being delivered.
- Use of mobile phones in the college premises is permissible only for educational purposes.
- No friends/guests/visitors/any outsider shall be allowed with the students in the college premises/campus as well as in the class room except during the allotted time if any.
- Students should make proper use of the College Library as per the Library Rules and Regulations laid down by the college.
- No student shall loiter in the college premises, corridors, ground, reception area, or other official areas whenever they have a free period or unnecessarily.
- Any student who damages the reputation of the college in any way is liable to be expelled; offenders shall be liable to face legal action for any defamation.
- For any kind of misbehavior with teachers/administrative staff or creating disturbances in the college premises/in class, a full range of disciplinary action will be taken against the student.
- Students must conserve electricity and water; they must switch off lights & fans when they leave the class room, study room of library & computer lab.
- Writing on walls, pillars, bath rooms, furniture, class boards, wash rooms, etc., will be considered a violation of the code of conduct.
- In case of continued below average performance in internal examinations/semesters and class attendance lower than 75%, the principal holds the authority to withdraw permission for him/her to appear in the university examinations.
- Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
- No function/program/birthday in the college campus/class room without the prior permission of the principal is allowed.
- To celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
- In case of any medical emergency, the matter must be reported immediately to the HOD/concerned teacher/hostel warden, who will help them solve their problem.
- In case a student wishes to take leave, a prior application must be submitted and approval should be taken in advance.
- The college shall not be held responsible for any kind of damage, theft, etc., of any article belonging to the student (vehicle, phone, etc.); it is solely the responsibility of the student.
- Any kind of fraudulent activity such as forgery, alteration, unauthorized possession or use of college documents, records, Instruments of Identification, forged or fraudulent communications, etc., shall lead to strict disciplinary action.
- Every student is bound to abide by the Code of Conduct and any amendments made in it from time to time by the college management whether written or oral.
- To promote a Clean and Green Campus, the college prohibits the use of plastics within the premises; all students must adhere to this and shall keep the campus a Plastic-free Zone.
- Any kind of personal vehicles of students are not permitted inside the premises.