

Code of Conduct

Handbook

[Recognize by ERC (NCTE), Bhubaneswar]

Affiliated to Veer Kunwar Singh University, Ara, Bihar and

[Maharana Pratap College]

Vision

To provide affordable quality Higher Education to equip our students with multidisciplinary knowledge, ICT skill, and indigenous values for their holistic development so as to enable them to work at global level, ensuring personal fulfillment and productive social engagement.

Mission

- To ensure access to higher education for disadvantaged groups, ensuring inclusion
- To design and deliver a multidisciplinary curriculum and promote multidisciplinary research
- To enable ICT-based classroom transactions
- To reorient students with indigenous as well as global values
- To provide varied learning opportunities for the holistic development of students
- To make education flexible and adaptable for each learner
- To provide technical, vocational, and professional education along with liberal education
- To provide experiential learning and expose our students to varied online and offline platforms by collaborating with other institutions of Higher Learning
- To develop global competencies and life skills among students
- To incorporate into the curriculum and application orientation and use a high standard of competence for academic delivery.

Objectives

- Impart education of the highest standard through value based holistic teaching and learning by integrating traditional and innovative practices.
- Create a platform for students for exploring their creative potential and nurturing the spirit of entrepreneurship and critical thinking
- Inculcate a strong belief in hard work and core values of gender equality, human rights and ecology in order to make them socially responsible citizens.
- Equip students with the skills needed to adapt better to the changing global scenario and gain access to multiple career opportunities.
- Provide inclusive education by making it accessible to all sections of society. To maintain and promote quality, transparency, compliance and sustainability in governance.

Values

To inculcate the following values among the Students:

- Academic Integrity, Competence and Proficiency
- Cultural Sensitivity and Tolerance
- Social Affinity and Inclusion
- Duty, Responsibility & Accountability
- Professional Honesty and Commitment
- Respect for Human Freedom and Dignity

- Sensitivity to Diversity, Equity and Social Justice
- Appreciation of Originality, Creativity and Research
- Quest for Excellence
- Education to all, willing to become Teacher Educators, irrespective of caste, creed or religion

Preamble of the Book of Conduct

This Handbook indicates the standard procedures and practices of all the enrolled students of this Institute for pursuing multidisciplinary courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional behaviour and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is **"Self Discipline Is The Best Discipline"** The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

Objectives of the Code of Conduct:

- To provide guidelines for the different stakeholders to uphold the honour and dignity of the educational field.
- To help in achieving the mission, vision and goals of the college.
- Ethical values influencing the standard of teaching, knowledge, skill, competence and conduct:
- Respect for human values, freedom, democracy, secularism, equality and social justice, diversity and environment.
- Integrity: Honesty, reliability and moral action are embodied in integrity. The staff should exercise integrity through their professional commitments, responsibilities and actions.
- Trust: embodies fairness, openness and honesty. It should be the base for the relationships between different stakeholders.
- Care: The stakeholders' practice is motivated by the best interests of the students through positive influence, professional judgment and empathy in practice.

Jurisdiction

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the institute campus or in connection with the Institute related activities and functions. Institute may also exercise

jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

1. Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
2. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
3. Possession or use of weapons, explosives, or destructive devices off campus
4. Manufacture, sale, or distribution of prohibited drugs, alcohol etc. is strictly prohibited.
5. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
6. Attend the institute for every scheduled class, except when absence is unavoidable. Lateness in coming to class, frequent absences from the institute, negligence in wearing the proper uniform, and carelessness in studies will be viewed seriously.
7. Attend and be punctual for all class, tutorials, enrichment activities, test examinations, registrations and any other commitments. Take responsibility for making up any work missed through absence.
8. Complete all work set by the required time to the best of your ability. Your work is expected to be of sufficient standard to enable you to make progress in the courses you are pursuing. Use your private study times constructively.
9. Smoking, taking alcohol and illegal substances within the campus is strictly prohibited. You must not smoke within the College campus.
10. The Institute has a policy of zero tolerance towards violence. Any form of violent and/or intimidating behaviour or behaviour which is likely to lead to violence within the campus and/or campus surroundings, will be treated as a very serious disciplinary offence. It is a criminal offence to carry an offensive weapon and the Institute has the right to search you. The police will be involved, if necessary.
11. This is a secular college. We foster an atmosphere of tolerance and mutual respect. Students are not to express extreme views or to proselytize in such a way that might cause discord between groups in the college.
12. Respect the College environment and all the books and resources provided to help your studies. Take care when using computer equipment in the College so that it is not harmed in any way. Use it only for work and do not attempt to alter copy or load software on to the College computers. Do not send or receive any obscene, offensive or illegal content.
13. Broadcasting and publishing information about the Institute or members of the Institute community, in print, electronically or via the mass media should only be conducted with the prior approval of the Principal.
14. When in campus, make sure that you have ID card with you. Entry within campus without Id card is strictly prohibited.
15. You must not bring or invite any friend or visitors onto the College premises nor support the presence of any non-authorized visitors. Unauthorized visitors must be reported immediately to a member of staff for security reasons.
16. You must not drive or be driven into the College premises.

17. You must only use mobile phones within the College Social Area and the Canteen. Mobile devices can be used silently in the academic area and administrative area. During class, mobiles must be switched off and carried out of sight unless otherwise directed by your teacher.
18. You must co-operate with staff and comply with any procedures not specifically mentioned above.
19. Students should strictly adhere to the corrections and suggestions of the class teacher and the subject teachers for their own benefit.
20. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus.
21. The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3 Statutes Regarding g Governing Body

Meaning and Constitution of Governing Body r/w sec.60

1. There shall be a Governing Body constituted for management and administration of every admitted college other than college owned and maintained by the State Government or College established and administered by religious linguistic minorities colleges or admitted as Technical or Medical Colleges which shall consist of the following members: -
 - (i) Principal of the College-***Ex-officio***.
 - (ii) One teacher elected from and by the teachers of the college.
 - (iii) One representative of the university nominated by the syndicate.
 - (iv) One Government Officer of the State Government not below the rank of Sub-divisional Magistrate posted in the district nominated by the syndicate.
 - (v) One member elected from amongst themselves by donors who have donated not less than Rs. 25,000/- to the college.
 - (vi) One member either of Parliament or State Legislature residing in the district preferably of the locality where the college is situated nominated by the syndicate.
 - (vii) One of co-opted by the Governing Body from amongst the educationist or person noted for their academic interest residing in the district where the college is situated.

Provided that in the case of colleges owned and maintained by the Government, the Governing Body consisting of seven members shall be constituted by the Syndicate in consultation with the State Government:

Provided further that in the case of college established and administered by minorities bases on religion or language or medical/engineering college other those maintained by the Government the governing Body shall be constituted by the syndicated considering advice of the sponsored authorities of the college concerned. But where however the

syndicate is not able to satisfy. If itself about the bonafied of sponsors authorities of any such college or for any other reason it may constitute an ad-hoc committee consisting of not more than five members.

2. (i) If for any reason the Governing Body of an admitted college is not constituted, the syndicate shall constitute an as-hoc committee of not more than five members until the Governing Body is constituted. The President and the Secretary of the ad-hoc committee shall be nominated by the Vice Chancellor.
(ii) If any difficulty arises in the formation or the filling up of any seat in the Governing Body of any admitted college for any reason what-so-ever, the syndicate shall on its own initiative or on reference to it shall decide the issue. If anybody, however, is dissatisfied with the decision of the syndicate, he shall have the right of appeal to the Chancellor within 30 days of the decision whose decision thereon shall be final and binding on the person concerned.
3. (i) Every admitted college shall maintain a separate register in which names and address of such person as have donated not less than Rs. 25000/- to the college shall be entered. The register maintained shall be kept up to date by endorsing, from time to time, all addition or correction thereto.
(ii) The list of donors who have donated Rs. 25,000/- or more shall be prepared by the principal and scrutinised by the university auditor and approved by the syndicate.
(iii) The list of donors containing names of all the such donors from whom donation have been received up to 31st July salary published every year by 31st August and put up on college and university notice board and intimation thereof shall be notified in newspaper.
(iv) Every objection relating inclusion or non-inclusion of the name of any person in the list of donors shall be filled before registrar within 15 days of the publication of the notice in the newspapers and the syndicate, after considering the objections, if any, shall decide the matter.
(v) The list of donors, as finally approved by the syndicate shall form the basis for election, if any, to be held before the publication of the next list.

Terms of the Membership

- (i) The term of office of the members of the Governing Body other than teacher-member and university representative shall be for a period of 3 years from the date of election, nomination or incorporation, as the case may be and shall include any further periods not exceeding 3 months that may elapse between the expiry of their terms and the next election, nomination or co-option. The term of one academic session:

Provided the term of office of any member other than ex-officio member may be terminated, any time, by the syndicate on the recommendation of the vice-chancellor if the continuance of the member is not in the interest of the college.

(ii) The principal shall within 21 days of election or nomination of the members under clause (ii) to (vi) of sub-section (1) of section 60 of the Act, as the case may be, convene a meeting to co-opt member as required under clause (vii) of the sub-section.

(iii) The principal shall report the name of the member co-opted to the registrar within seven days of the co-option.

(iv) The principal shall, with approval of the Vice-Chancellor and within 21 days of the co-option of member under article 3 above shall call a meeting of the Governing Body at its meeting shall elect following office bearers amongst its member.

- (a) President
- (b) Secretary

Provided that in the case of colleges owned and maintained by Government, the term of office and manner of election of the office bearers shall be determined by the Government:

Provided further that in the case of college established and administered by the minorities based on religion or language or Medical/Engineering college other than those maintained the Government the term of office and manner of selection of the office-bearers shall be determined by the Syndicate after considering the advice of the sponsors authorities of the college concerned.

(v) Notwithstanding anything contained in the foregoing provisions persons prosecuted or convicted under the D.I.R. or M.I.S.A. or any other such law shall not be eligible to be or to continue as a member of the Governing Body or Ad-hoc committee.

(vi) 4 members of the Governing Body shall form a quorum for the meeting of the Governing Body.

(vii) Any member except an ex-officio member who fails to attend four consecutive meetings of the Governing leave may be declared by the Syndicate to have vacated his seat in the Governing Body and all such vacancies shall be filled up in the manner prescribed.

(viii) The Governing Body of every admitted college shall meet at least 4 times in a year and not more than 4 months shall elapse between two meetings.

(ix) A true copy of the proceedings of all meetings of the Governing Body with a copy of the agenda shall be forwarded to the University within a fortnight of the meeting.

(x) No act or proceedings of the Governing Body of a college be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

The Governing Body of every admitted college shall adopt the model rules of business framed by the Syndicate with such modification as may be deemed necessary provided that the modifications so made shall not be effective unless approved by the Syndicate.

Functions of Governing Body

Except in the case of colleges owned and maintained by the Government, the Governing Body of an admitted college shall: -

- (a) Pass with or without modification the annual accounts and annual budget estimates prepared by the principal.
- (b) Make appointment against sanctioned posts of teachers subject to the provisions of the Act.
- (c) Make appointment of non-teaching staff, other than inferior staff within the budget provisions against sanctioned posts.
- (d) On the application being recommended or forwarded by the principal grant all kinds of leave except casual and quarantine leave, which will be granted by the Secretary.
- (e) Constitute selection committee/committees for appointment of various categories of staff excluding inferior staff.
- (f) Be responsible for compliance with orders and directions of the University.
- (g) Be responsible for the enforcement and observance of the laws and directions of the University.
- (h) Consider, examine and sanction all proposals of scheme for improvement and expansion of the college.
- (i) Exercise general supervision over all financial and administrative matters relating to the college.

President

The President shall be the head of the Governing Body :-

- (a) Shall preside at the meetings of the Governing Body and either record the proceedings of the meeting of the Governing of the meeting of the Governing Body himself or get then recorded and sign the same, provided that in the absence of the Present the members present at the meeting may elect a chairman for the meeting from amongst themselves.
- (b) May when he considers it necessary in the interest of the college direct the Secretary to convene a meeting of the Governing Body and the Secretary shall comply with the same.
- (c) May direct the Secretary and or the principal to comply with the direction of the Governing Body and implement the decisions of the Governing Body within a date fixed by him and ask for a compliance report thereof.
- (d) May inspect the college, its office, buildings, laboratories, workshops, equipments, store and records and shall have a right of making as inquiry in respect of any matter connected with college and submit a report to the Governing Body with such suggestions as he may deem necessary and shall send a copy of the same to the Vice-Chancellor.
- (e) Shall see that the proceedings of the Governing Body are carried on in accordance with the provisions of the Act, Statutes, Ordinance Regulations and Rules of the University and report to the Vice-Chancellor every Proceedings which are not in conformity with such provision.

Secretary

The Secretary of the Governing Body of every admitted college shall be agent and executive officer of the Governing Body and shall: -

- (a) Convene meetings of the Governing Body, prepare agenda thereof including items suggested by the Principal and the President.
- (b) Carry on correspondence with the University and the Government and others with regard to the decisions of the Governing Body and give effect to the decisions of the Governing Body.
- (c) On applications being forwarded or recommended by the principal grant all other kinds of leave to the staff according to the laws of the University in anticipation of the sanction of the Governing Body, where sanction is needed.
- (d) Be responsible for taking such action on behalf of the Governing Body as he may be authorized to take or which may become necessary in view of any decision of the Governing Body.
- (e) Grant to the principal, casual or quarantine leave or permission to leave the station.
- (f) Be responsible for the compliance of the orders and directions of all lawful authorities.
- (g) Be responsible for the enforcement and observance of all the laws and direction of the University.
- (h) Inspect the college, its buildings, laboratories, workshops, equipment- store and records and have access to all records any time and power to sign the entries made therein.
- (i) May with the approval of the President seal and seize any record of the college for specific period and give a receipt to the principal of the records seized or taken in his possession provided that when any action is taken under this clause report shall be sent to the Vice-Chancellor along with records seized and justification for seizure.

Principal

In every admitted college, the principal shall be the head of the college and (a) assign duties (Teaching, administrative & extra-curricular) to the staff of the college and supervise the performance of these duties by them; (b) be responsible for the maintenance of discipline in all its aspects in the college and for that purpose shall have power to take such action as may be necessary subject to the laws of the University;

- (c) have powers to make appointment of inferior staff against sanctioned posts within the budget provisions;
- (d) grant casual or quarantine leave or permission to leave the station to the members of the staff of the college;
- (e) be the custodian of all records of the college;
- (f) carry on all correspondence, except those mentioned in clause (b) of Article 7;

(g) subject to the control and direction of the Syndicate and the Academic Council, have powers to make rules not inconsistent with the laws of the University, relating to departments, Clubs, Societies, Staff and Students Union of the college, and submit copy thereof to the Governing Body and the University for information;

(h) be responsible for the enforcement and observance of the laws and directions of the University;

(i) be responsible for compliance of the orders and direction of all lawful authorities including the Governing Body of the college;

(j) report to the Vice-Chancellor every proceeding of the Governing Body which is not in conformity with the provisions of the Act, Statutes, Ordinance, Regulation and the Rules of the University or Rules of the college.

In case of any difference between the Principal and the Secretary of an admitted college on any matter concerning the college either of them may refer the matter to the Governing Body, and in case of any difference between the Principal and the Governing Body on any matter covering the college, the matter may be

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Referred to the Vice-Chancellor by the Principal or the Secretary whose decision thereon shall be final.

If the Vice-Chancellor is satisfied that due to gross mismanagement or financial irregularities a situation has arisen where the continuation of the President or the Secretary of the Governing Body is not in the interest of College or the University, he may move the Syndicate to remove the President or the Secretary or the Secretary as the case may be, to show cause why he should not be removed from office. The decision of the Syndicate shall be final.

Submission of returns and reports

(1) Every admitted college must maintain such registers & records as may be prescribed by the Syndicate.

(2) Every admitted college shall submit in the form prescribed by the Syndicate, annual and quarterly returns regarding (a) academic matters (b) administrative matters (c) financial position and such reports as are required to be submitted under the laws of the University or as may from time to time be required to be submitted by the authorities and officers of the University;

(3) Every admitted college shall, in accordance with the Regulations, provide sufficient facilities for lecturers, tutorial and practical work for its students and keep a record of such work and shall, every six months, submit statements in forms prescribed by the Academic Council, showing the number of lecturers, tutorial and practical classes during the period.

Inspection

Every admitted college with its accounts, registers proceeding of meetings, and other records, must be open at all times for inspection by the President, the Secretary of the Governing Body and any officer or officers of the University appointed for the purpose or

authorised by the Syndicate or the Academic Council or the Vice- Chancellor to conduct any inspection or inquiry.

Games and Physical Training

(1) Every admitted college shall provide adequate and suitable outdoor and indoor games and physical exercises, and shall have on its staff a space for trained physical instructor of the qualification prescribed by the University.

(2) Every admitted college shall provide for facilities for organization of N.C.C. or N.S.S. or other military drill or training recommended by Government and approved by the Syndicate.

Medical

(1) Every admitted college must have one or more medical officers of the qualification prescribed by the University.

(2) Every admitted college must arrange for medical examination in the mane prescribed by the Syndicate of all its students at regular intervals and for the medical aid of students residing in college hostels or approved messes.

(3) For the above purpose the college shall be entitled to levy an annual charge from each student.

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Fees and Annual Charges

Every admitted college shall charge from students such fees as may be prescribed by the Ordinance and annual charges as may be fixed by the Governing Body and communicated to the University.

Provided that the Governing Body shall comply with any direction issued by the Syndicate regarding any change proposed to the levies by the Governing Body other than those prescribed by the Ordinance.

Library

Every admitted college shall adopt the model library rules to be framed by the Academic Council with such modifications as may be deemed necessary, but the modifications shall become effective only when approved by the Academic Council. Committee for free studentship:-

(1) There shall be a committee in every admitted college for the purpose of granting free-studentship to students, consisting of the Principal, the Secretary and the teacher's representative on the Governing Body and two other persons nominated of the students of the particular class, the cases of which for grant of free-studentship are to be considered by the Committee. The student representative will be associated with the committee only at the time of consideration of the application of students of his class. The term of office of the members shall be for one academic year.

(2) Every admitted college shall grant free-studentship every year to 12/1/2% or such other percentage as may be prescribed by the Syndicate from time to time of the total strength of students (excluding the scheduled caste and scheduled tribe students) admitted in the college. The principal shall call for applications and get a list of deserving applicants prepared, which shall be placed before the sub-committee for award of free studentship. A report of grant of the studentship shall be submitted to the University by the 31st December of every year.

(3) All other kinds of help and aid may be given from time to time by the principal.

Vacation & Holidays

(1) The maximum number of holidays during a calendar year in any admitted college shall not exceed 166 days inclusive of Sundays and total holidays. All colleges except Technical and Professional Colleges shall adopt the list of holidays laid down by the University.

(2) No additional holidays in honour of visit of personality shall exceed one day, except when granted by the President of India, Governor or Chancellor; Provided that the total of such holidays in a year shall not exceed seven days.

Professor-in-Charge of the college

The Principal of an admitted college, except of college owned and maintained by Government, shall, when leaving the station during the working President of the Governing Body permission to leave the station, and shall nominate pays either on duty or on leave, take from the Secretary or in his absence from the the senior most teacher available in-charge of the college during his absence.

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If the principal of an admitted college, except of a college owned and maintained by Government is not detained during a vacation and intends to go out of the station, he shall nominate a teacher whom he thinks fit to be in charge of the college for the period of his absence and shall get it approved, before the vacation begins, by the Secretary or in his absence by the President of the Governing Body.

Stock taking

(1) Stock taking of the college library books, furniture, apparatus, chemicals athletic and medicinal stores and hostel and common room equipment's of every admitted college shall be done once a year by a member or members of the teaching staff, other than the teachers in charge, nominated by the principal for the purpose and the report or reports on such stock-taking shall be placed before the Body for consideration at its meeting Governing

(2) The report or reports of such annual stock-taking with the resolution of the Governing Body thereon and the result of any action taken in pursuance thereof, shall be open for perusal by University Inspector or Auditors.

Grant-in-aid

All applications for grant-in-aid shall be made by the Governing Body of an admitted college in the manner prescribed by rules made by the Syndicate.

College Fund & Accounts

(1) Save as otherwise directed by the Syndicate the different funds of every admitted colleges shall be kept separately in a Scheduled Bank, Post office, Saving Bank or Banks approved by the Syndicate in the name of the college; and (a) the General Fund shall be operated and administered jointly by the Principal and the Secretary in accordance with the sanction and budget, (b) the Students Fund shall be operated by the Principal of the college and (c) the Trust Fund, the Reserve Fund, the Building Fund and other Funds shall be operated jointly by the Secretary and the Principal in accordance with the directions of the Governing Body:

Provided that the principal shall obtain the previous approval of the Governing Body of the college concerned for all orders to be placed, or all contracts to be entered into, relating to non-recurring items of expenditure included in the budget and exceeding rupees one thousand:

Provided further that in absence of the Secretary, the Vice-Chancellor may authorize the operation and administration of the funds noted in (a) and (c) jointly by the Principal and such other member of the Governing Body as the Vice-Chancellor may deem fit, if the Vice-Chancellor is satisfied that the operation of funds cannot be stayed without detriment to the interest of the college.

(2) Every admitted college shall maintain its accounts in such manner and such account books as may be prescribed by rules made by the Syndicate.

(3) All account books and connected vouchers etc. shall be open to examination Body or the Syndicate to examine or audit the Accounts. by any officer entitled to visit the college or by any person appointed by the Governing Body or the Syndicate to examine or audit the accounts.

(4) Every admitted college shall maintain Provident Fund and Gratuity Fund accounts in such manner as may be prescribed by rules made by the Syndicate.

Statutes

College Buildings & Furniture

(1) All buildings for holding classes and for residence of the students and staff of every admitted college shall be constructed after the plans and estimates have been approved by the Syndicate.

(2) In the case of any existing building the Syndicate may, from time-to-time direct necessary alterations to be made within a special period.

(3) Every admitted college, except those maintained by Government or whose buildings are maintained by the P.W.D. shall set apart and transfer to a Depreciation Fund a minimum of one percent of its gross annual income, out of which expenses maintenance, repairs and

alterations of buildings and also repairs and replacement of electric fittings and furniture shall be met.

College Staff

(1) Subject to the provisions of the Statute made in that behalf, teachers of every admitted college shall be appointed within the budget provision and may be suspended, dismissed or discharged by the Governing Body in accordance with the provisions laid down in the Ordinance and the Statutes.

(2) The non-teaching and ministerial staff of every admitted college shall be appointed on sanctioned posts and within the budget provision and may be suspended, dismissed or discharged by the Governing Body.

The non-teaching staff shall have the right of appeal to the Syndicate within thirty days of receipt of any such order.

(3) The inferior staff of every admitted college shall be appointed on sanctioned posts and within the budget provision and may be suspended, dismissed or discharged by the principal, subject to a right of appeal by the aggrieved person to the Governing Body of the college within 30 days of receipt of any such order.

Co-ordination of facilities available in different colleges.

(1) The Syndicate may, in consultation with the Academic Council or the motion of the Academic Council direct, in selected areas, making of arrangement for delivery of lectures jointly to the students of two or more Colleges of University Departments or Institutes on subjects of courses of instruction common to them.

(2) The Syndicate may, in consultation with the Academic Council or on the motion of the Academic Council, also arrange, in selected areas, courses of lectures to be delivered in any college, Institute or University department attached to it, by qualified teachers of another College, Institute or University Department in the area In a subject or subjects which form part of courses of instruction in the College,

Institute or University Department.

(1) Attendance of students at courses of lecturers under clauses (1) & (2) of this Article shall, for the purposes of attendance certificate be deemed to be attendance put in the College or Institute or University Department to which they belong.

(2) The Syndicate may also make arrangement in selected areas for the use of the library, laboratory, museum and other facilities available in one College or Institute or University Department to the students of another College or Institute or University Department in that area.

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Restriction on enrolment of students

The Syndicate may, in consultation with the Academic Council and for reasons to be stated require any admitted college either permanently or for specified teaching in a college to be confined only to some particular subject. Any such direction or order of the Syndicate shall be given effect from the ensuing academic period to restrict the number of students in any class or subject year after the direction or order is received.

Abolition or suspension of college subjects or classes

(1) No admitted college, or any of its faculties, subjects or classes in which teaching has been started shall be suspended or abolished by the Governing Body of any college without obtaining the previous approval of the Syndicate.

(2) In cases where any such suspension or abolition is approved by the Syndicate, the same shall be immediately notified and shall take effect from the ensuing academic year.

(3) If any admitted college, which has received grant in-aid is suspended or abolished or has otherwise ceased to function or any of its faculties or classes are suspended or abolished or has otherwise ceased to function, the University may claim refund of a fair and reasonable proportion of its assets or savings from Governing Body of the College. If they fail to reach any agreement the matter shall be referred to the Chancellor, whose decision shall be final.

Suspension or dissolution of Governing Body or cancellation of grant-in-aid.

(1) The Syndicate may on its own motion or at the instance of the Vice- Chancellor (i) suspend the Governing Body for a specific period or (ii) dissolve a Governing Body and order its re-constitution, or (iii) cancel grant-in-aid to the college concerned, if in the opinion of the Syndicate any such action is necessary to be taken for any one or more of the following reasons:

(a) that the college has failed to comply with the directions issued by the Syndicate under the laws of the University within a specific time,

(b) That the college has failed to observe the provisions of the laws of the University,

(c) That the accounts of the grants made to the college have been improperly utilised, and

(d) That the affairs of the college in the opinion of the Syndicate have been grossly mismanaged:

Provided however, that the before ordering suspension; or dissolution of the shall Governing Body or before passing any other order indicated above the Syndicate give a reasonable opportunity to the Governing Body to show cause against such action.

(2) The Syndicate shall, in case any order for suspension or dissolution of a Governing Body is passed, appoint an Ad-hoc committee to exercise the powers and perform the duties of the Governing Body until expiry of the period of suspension or the re-constitution of the Governing Body, as the case may be,

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Staff Council

Every admitted college shall have a staff council constituted under the rules framed by the Syndicate in this behalf, of the teachers of the College, which shall function purely as an advisory body to advise the principal on all academic matters and extracurricular activities. On its own initiative or on reference by the Principal, the Staff Council shall meet at least twice during an academic year.

1. All actions taken for the formation and constitution of the Governing Bodies of admitted colleges before these statutes came into force and all actions taken by such Governing Bodies shall be deemed to be valid for the purpose of these Statutes unless there is anything repugnant to the provision of these Statutes.
2. Where the services of an employee of an admitted college are required by the University, the employee concerned shall have a lien on his post in the admitted college for such period as the Syndicate may decide.

Code of Conduct of Students

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 10.00 a.m. and may continue up to 4.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of Principal.
3. As per University/NCTE rules 75% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the teacher educator when they see them/across them for the first time, in a day, in the college
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. Consuming Alcohol, Guthkha and Smoking Is Strictly Prohibited in the premises of the college.
9. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
10. No student spite in college premises/campus or in class room.
11. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/classroom.
12. During the conduct of lectures, students should not loiter in and around the college premises.

13. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
14. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
15. . No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom.
16. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
17. Any student who damages the reputation of the college in any way is liable to be expelled.
18. Offenders shall be liable to face legal action. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
19. Furniture in the class rooms should not be moved or displaced.
20. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
21. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
22. No function/program/ birth day in the college campus / class room without prior permission of the principal.
23. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
24. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
25. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
26. To celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
27. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
28. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
29. Each student should park his/her vehicle at the parking of the college.
30. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Code of Conduct for the Library for Students

1. Every staff / student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.

4. The Library can be utilized by the students and staff from 11 A.M. to 5.P.M. on working days.
5. Misbehaviour in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully All students should note that, library card are not transferable. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
8. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
9. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
10. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
11. If the due date falls on holidays, return can be done on the following working day without fine.
12. A student who has lost borrower's token shall make a written report to the librarian, and then original or duplicate library token will be issued on payment of Rs.100. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.

Anti-Ragging

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'.The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students of the Institute.

Ragging constitutes one or more of the following acts:

1. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
2. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
3. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
4. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
5. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
6. any act of financial extortion or forceful expenditure burden put on a student by other students;

7. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
9. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
6. Suspension/ expulsion from the hostels and mess.
7. Cancellation of admission.
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
9. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
10. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

Sexual Harassment

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Student Grievance Procedure

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must

report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

Code of Conduct for the Principal

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies.

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Compel the teaching and non teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic diary /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues
13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non teaching staff for their professional development.

The Code of the Conduct for the Teachers

The College Is Providing The Following Guidelines Of UGC For Maintaining The Professional Ethics For The Teachers These Guidelines Are Adopted From UGC Notification

(New Delhi, The 18th July, 2018) i.e. 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.

Source: [https://www.ugc.ac.in/pdfnews/5323630 New Draft UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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 ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. 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 university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the Students

Teachers should:

- a. Respect the right and dignity of the student in expressing his/her opinion;
- b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- c. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- e. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- f. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

- g. Pay attention to only the attainment of the student in the assessment of merit;
- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- i. Aid students to develop an understanding of our national heritage and national goals; and
- j. Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should

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

Teachers should

- a. 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.
- b. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- c. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- d. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- e. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- f. Should adhere to the conditions of contract.
- g. Give and expect due notice before a change of position is made.
- h. 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 Non-teaching Staff

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

Teachers and Guardians Teachers should

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

Teachers should

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- b. Work to improve education in the community and strengthen the community's moral and intellectual life;
- c. 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;
- d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Source: <https://www.ugc.ac.in/pdfnews/5323630> New Draft UGCRegulation-2018

Code of Conduct / Professional Ethics for the Teachers

(As per resolution of The Governing Body of Grizzly college of Education, Grizzly Charitable Trust, Koderma, Jharkhand)

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.

10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
15. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
19. The teacher should maintain the positive relationship with all colleagues & students of the college.
20. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. Be punctual & careful in availing professional opportunities for career development.

30. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
31. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the Principal for further needful action.
32. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.
33. The teacher should not be careless for filling the Academic dairy, every teacher keep his/her academic dairy updated with the signature of the Principal.
34. No teacher shall meet/approach directly to any member of the Management/ Governing Body of Grizzly College of Education or Grizzly Charitable Trust for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Grizzly College of Education in written form.
35. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
36. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
37. The teacher shall present punctually to the college for the National Anthem & Prayer.
38. No teacher shall leave the college campus during stipulated time
39. No teacher shall leave headquarter without permission of the Principal.
40. Every teacher should follow the 'teacher's dress code' as per directed by the Principal.

Note: - (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the concerning Teacher/faculty/Head of the teaching department by the Principal.)

IQAC Coordinator /HOD/Convenor

1. Co-coordinators/Directors herewith informed that prepare yearly "Plan of Action" at beginning of the session.
2. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to Administrative staff officer.
3. It is also expected from IQAC Coordinator should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator in proper manner.
4. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the IQAC

Committee & must be kept all records just as :- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.

5. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st June of every year.
6. Coordinator/Convener/Incharge should not organise any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every meeting should be organize under the chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
7. IQAC Coordinator/HOD//Convener must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
8. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

The Professional Ethics & Code of Conduct for Non-Teaching Staff

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms lay down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her. 3. Must join/attend the duty punctually every day.
3. Assist in carrying out functions relating to the administrative 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 university and college examinations, including all types of Examination works.
4. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
5. Speak respectfully and behave with polite to the every one of the college. (The principal, teachers, Students, visitors, parents etc.)
6. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
7. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand; 9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
8. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
9. Should adhere the Professional Ethics and Code of Conduct of the institution.
10. Every employee should apply their knowledge and experience for overall development of the office work of the college.
11. Every employee should behave and perform fair and committed to the best interest of the college.

12. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
13. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
14. Every employee possesses his/her identity as a 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 of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
15. Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
16. Avoid conflicts between their professional work and personal interest.
17. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
18. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
19. . 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.
20. Should adopt a humane approach in dealing with students who are physically challenged.
21. Be punctual & careful in availing professional opportunities for career development
22. No one shall meet/approach directly to any member of the Management/ Governing Body of Grizzly College of Education for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Grizzly College of Education in written form.
23. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
24. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

Code of Conduct of the Secretary

Functions of the Secretary and correspondent

1. The secretary shall be the correspondent of the college and the chief executive officer of the governing body, and he shall represent them on the college before all the public and private authorities. He shall also be a de facto member of the governing body, with voting rights at its meetings.
2. The secretary and correspondent shall be responsible for carrying into affect the resolutions of the Governing Body and shall also necessary authority of supervision and control over the work and functioning of the college staff and thereof;
3. In particular and without prejudice to the generality of the fore going; the secretary and correspondent shall have the following responsibilities, rights, duties and powers to maintain the records of the proceedings of the Governing body.

4. To maintain regular accounts of income and expenditure, to arrange for safe custody of title deeds valuable securities, another important documents and records of the college and its governing body.
5. To maintain the properties of the college in good condition and safe- guard them.
6. To call for explanation, frame charges and punish the employees of the college subject to the control of Government and to grant casual leave to the principal.
7. The secretary and correspondent shall have the power to grant Earned Leave, Medical Leave, or any other special leaves to the employees of the college including the principal.
8. To Sue and be sued on behalf of the college and in its Governing Body meetings and committees and to represent the same before all the Courts of law, Tribunals, to file and defend all suits, appeals and or other proceedings that may be taken by or against the college or its committee and to compromise in such proceedings that can be taken by or against the college and its committees with the approval of the Governing Body.
9. To engage a counsel to represent the college to sign, verify and file, all necessary pleadings, petitions, memorandum of appeals or any of the necessary statements on behalf of the college before all the courts, tribunals, and other authorities.
10. To prepare and present the budget to the Governing Body for consideration and then to present to the General Body for its approval.
11. The secretary shall place all papers received by him at any earliest possible opportunity before the Governing Body, unless it relates to a matter of mere routine.
12. The secretary shall on a notice either in writing or oral by any member of the Governing Body allow them to inspect any records of the college within a week from the date of notice.
13. The secretary shall be the ex-officio convenor of the Governing Body, shall be ex-officio member of any committee that maybe constituted by the Governing Body and shall have authority to convene any of them.
14. The secretary shall have authority to delegate his powers any one of the members of the Governing Body for such period in such manner as he deems fit and to withdraw such delegation at any time.
15. All the documents or deeds by or in favour of the college or its committees shall be executed by and in the name of the secretary representing the college. The secretary shall present the budget, final statement all accounts of the college and the administration report to the governing body for due approval before it is placed before the General Body for final adoption.
16. The secretary shall correspond with the concerned educational authorities or public or with anybody in the name of the college and submit such statements as may be required to the concerned authorities whenever it is required.