

*A
HANDBOOK
OF ETHICS,
MORALITY
& CODE OF
CONDUCT*

July 19

2019

SWARNACHUD COLLEGE,
MITRAPUR, BALASORE

WELCOME TO THE
PEACEFUL, ECO-
FRIENDLY, WIFI-ENABLED
CAMPUS OF
SWARNACHUD COLLEGE,
MITRAPUR

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CODE OF CONDUCT FOR TEACHERS

- Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the Higher Education Department, Government of Odisha as well as the Governing Body or Management from time to time.
- Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- No teacher shall absent himself/herself from duties at any time without prior permission from the Principal.
- No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.

- No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- Teachers shall exercise integrity, fairness, openness through their professional commitments, responsibilities and actions. Teacher shall be committed to the best interests of students and promote their holistic development by his/her treatment of students in the classroom as well as with such interactions elsewhere
- Teachers are continuously learning and their learning through various study activities such as participation in various refresher/orientation courses, conferences and symposiums are encouraged and also supported, through all possible avenues, as this engagement leads in strengthening the institution.
- Teacher shall respect the privacy/confidentiality of information obtained through interaction with students, unless there is a legitimate concern for the wellbeing of an individual.
- Teacher shall respect the privacy/confidentiality of information obtained through interaction with students, unless there is a legitimate concern for the wellbeing of an individual. Teacher shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for any other reason of an arbitrary or personal nature and shall not incite

students/staff against other students/colleagues/governing body of the college

- Teachers shall make use of all ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful. Teacher shall help as a subject knowledge expert in enhancing subject skills and also act as mentor to guide their students in planning and furthering their future career goals.
- Teachers shall monitor the performance and attendance of a respective group of students assigned to them. Teacher shall carry out and assist in carrying out other academic, co-curricular and organizational activities that may be assigned to them. However, HOD, Principal or any related authority will be impartial in allotting any such work/duty and will allot as per interest of a teacher and requirement in the given situation.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless they are assigned duties elsewhere.

Welcome to the peaceful, eco-friendly, wifi-enabled campus of
SWARNACHUD COLLEGE, MITRAPUR.
CODE OF CONDUCT FOR THE STUDENTS

Good discipline is customary in the Campus of Swarnachud College. We believe that discipline is essential to prepare our Students to be useful and important citizens of the country, productive members of the society and eminent leaders of the future.

- All the Students must come to the College in approved Uniform without any deviation in colour, texture and design and wear their Identity Cards well displayed every day.
- Any dress code violation, without the prior permission of the respective HOD or the Principal will attract a fine of Rs 100 in the first instance, Rs 300 for subsequent violation and disciplinary action and/or expulsion at the discretion of the Principal.
- The Students are advised to attend their respective classes regularly and ensure that they maintain a minimum 75% of attendance in Theory &

Practical classes to be eligible to sit for the Semester/Year end Examination.

- The Use of Cell phones/Mobiles is **STRICTLY PROHIBITED** in the Campus. Students found using Mobile Phones along the corridors or inside classrooms will lead to confiscation/penalties and/or strict disciplinary action as deemed fit by the Principal.
- Students using two-wheelers are advised to use Helmets and ride at moderate speed. However, reckless driving in the Campus, use of high decibel horns and modified silencers shall be looked upon as acts of indiscipline and would attract disciplinary action at the discretion of the Principal.
- Non-students and visitors traced in the College Campus without any valid reason shall be reported/handed over to the Police.
- Misbehaviour towards girl-student, use of threat or violence against members of the Staff or fellow-students shall be considered a very serious case of misconduct and may lead to expulsion at the discretion of the Principal.

Important Notification/Circulars etc are displayed at separately located Notice Boards in the BCR/GCR and other Information Corners on the Campus. Students are expected to regularly read such displayed information for their benefit.

- Students are advised to make use of academic, co-curricular and extra-curricular activities intended to make them physically fit, academically competent, mentally conscious and alert as well as socially sensitive.
- Code of Conduct on the Campus includes safe-guarding the Institutional property, keeping the Campus clean and tidy. Infringement shall lead to penalization to recover the cost of damage and/or disciplinary action at the sole discretion of the Principal.

For a detailed Code of Conduct, pl. log on to <http://www.swarnachudcollege.com/index.html>