

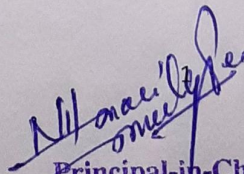


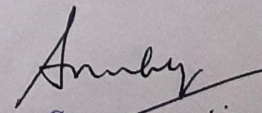
ANNADA COLLEGE HAZARIBAG

CODE OF CONDUCT & PROFESSIONAL ETHICS

Code of Conduct for Teaching Staff

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed as per UGC guidelines.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under leadership of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register/mark biometric attendance which is to be maintained by the Head of the Institution.
- The duties assigned to teachers consist of lectures / practical / tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-Ward system must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make more professional growth continuous through study and research.


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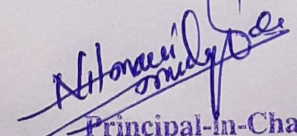
- Express free and frank opinion by participation in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Encourage students, scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero tolerance policy towards sexual harassment.

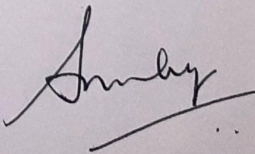
Code of Conduct for Non-Teaching/Administrative Staff

- Code of Conduct for non-teaching staff is mainly governed by the UGC guidelines and Jharkhand State University Acts, Statutes, Ordinances and Service Rules.
- The normal working period for those in the category of non-teaching staff shall be from 9:30 a.m. to 4:30 p.m. with one-hour lunch break on all working days.
- All staff members should display the highest possible standards of professional behavior. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitor at the college. The college has zero tolerance policy towards sexual harassment.

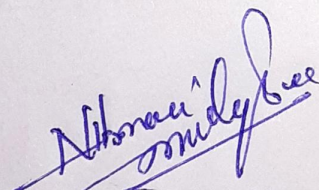
Code of Conduct for Students

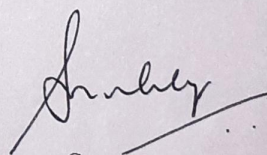
- Students are expected to adhere to the timetable for attending lectures/tutorials/practicals and other extra-curricular activities.
- The University rules require a student to have minimum of 75% attendance in lectures/tutorials/practical, failing to which the students will not be permitted for the University Examination.
- The University rules require a student to appear for mid semester/internal examination failing to which the students will not be given mid-semester points and would not will be permitted to sit for the External University Examination.


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- All Sports students playing at any levels (State/National/International) must have required attendance as per University rules.
- Students getting admission under Sports Quota will not be granted exemption in attendance except under special circumstances.
- Students attendance in the following College Functions is mandatory: Foundation Day Celebrations, NSS Day for NSS Students, the Annual Functions and other college events.
- Students are expected to obtain clearance from College before the University Examination on the basis of their fees paid, attendance record and their participation in the college events.
- Students not attending classes for than two consecutive weeks must inform the Principal/Head/Coordinators/Teacher in writing or else their names shall be off the rolls of the college.
- Application for leave is to be made in advance and submitted to the Principal/Head/Coordinator. In case of illness application for leave along with a medical certificate (Issued by a Registered Medical Practioner) should be submitted within "one week" of re-joining the college.
- Students must come in their Uniform and must carry their Identity Card inside the campus.
- Students must help to keep campus neat and clean.
- Mobile Phones during lectures can be used only if allowed by the teacher. Any violation of this will lead disciplinary action.
- Students are expected to read Notices/Circulars displayed on Notice Boards/Website of the college on regular basis.
- Spitting, Smoking and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of the college premises or items of property in the campus.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.


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