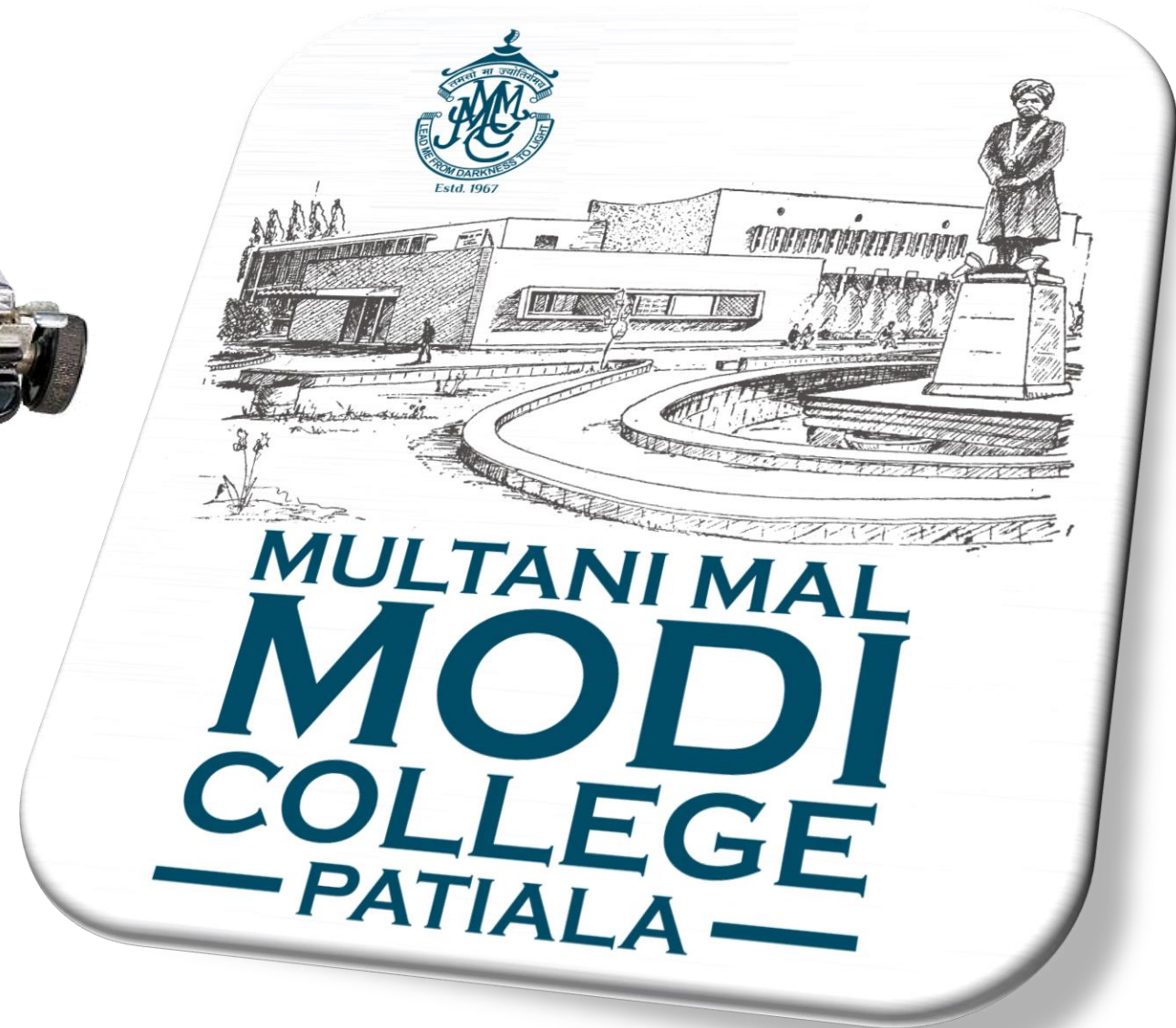


Institutional Code of Conduct



Policy on Code of Conduct for Students, Teachers, Principal, Non-Teaching Staff and Administrators

In order to maintain and promote the reputation of the college for academic excellence and integrity, the college management has framed the code of conduct for:

01

Management

02

Principal

03

Teaching Staff

04

Non-Teaching Staff

05

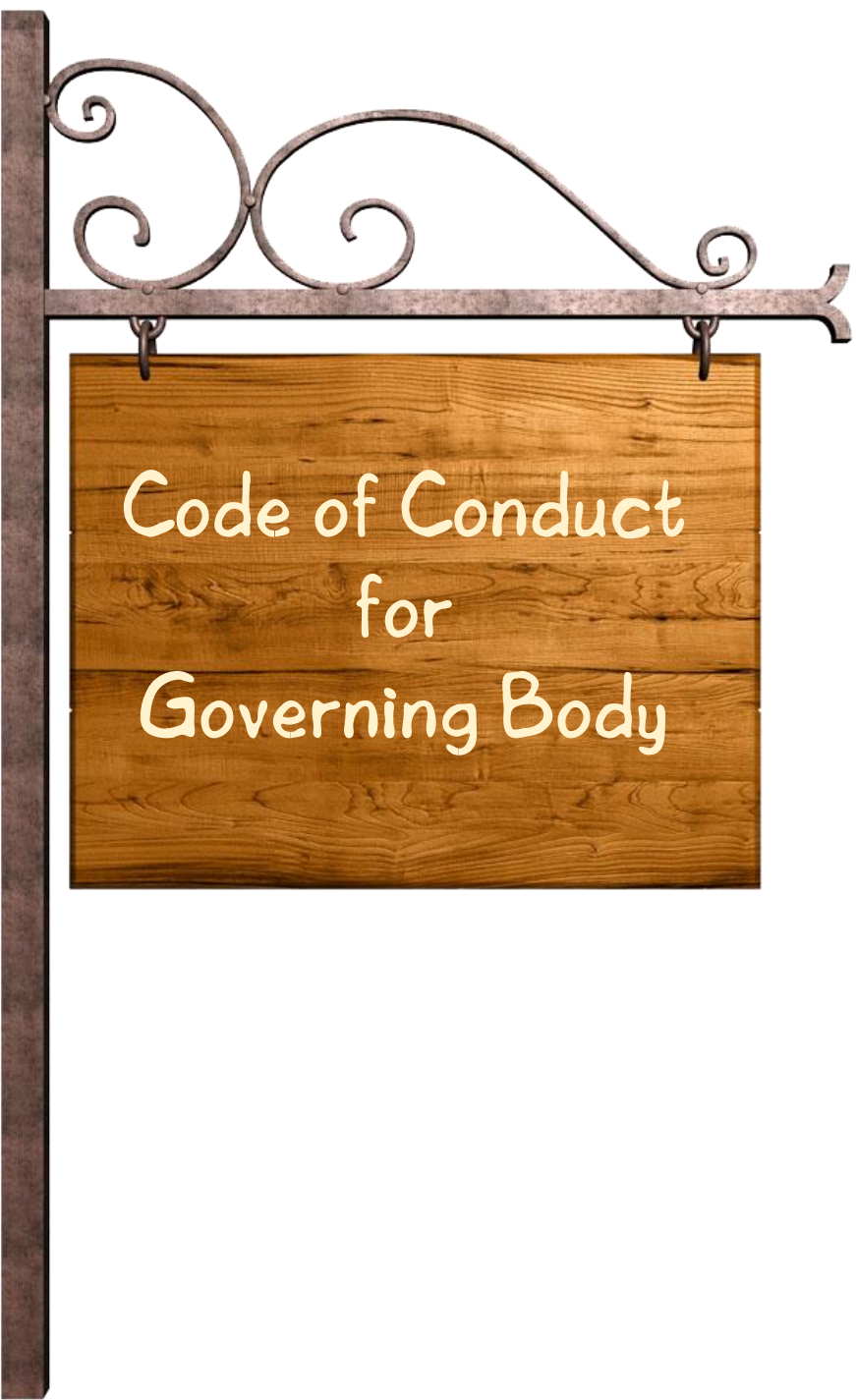
Students

The code of conduct for Principal, teaching and non-teaching staff is given to them at the time of appointment. The code of conduct for the students is given in the Handbook of Information and explained to them during annual Students Orientation Programme in the beginning of session. The code of conduct is based on the guidelines given by University Grants Commission.

- **Every stakeholder of the college shall abide by the code of conduct prescribed for them by the institution.**
- **Every faculty involved in teaching and research activities is expected to conform to the highest standards of honesty and integrity. Activities such as plagiarism, misinterpretation, and falsification of data are prohibited.**
- **All research must be conducted according to the guidelines laid by Punjabi University, Patiala and the UGC.**
- **Every teaching and non-teaching staff member who is involved, directly or indirectly, in the preparation of a bill to any government or private body is expected to use his/her best efforts to ensure that the bill addresses only those services rendered and products delivered and in the correct amount, supported by appropriate documentation.**
- **The college reserves the right to amend the Code of Conduct of its stakeholders at its own discretion, at any time and without any notice.**

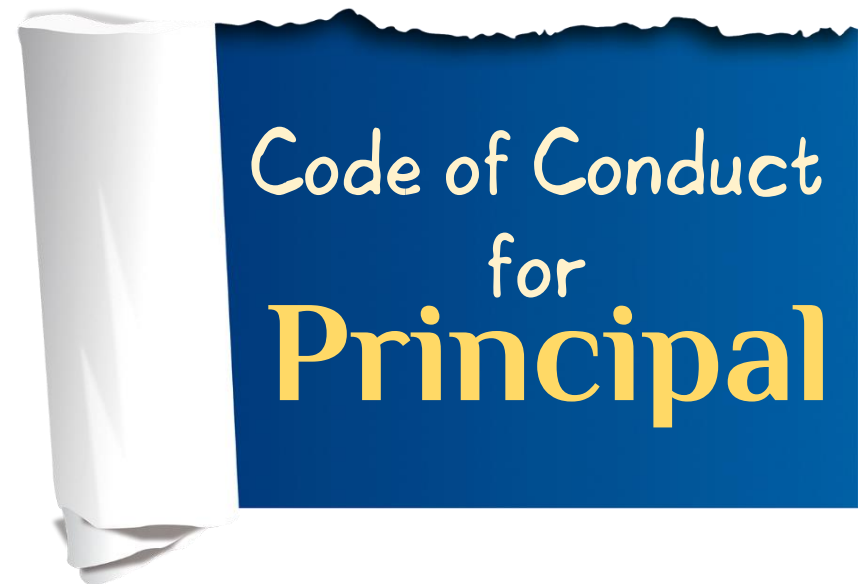
MM Modi College, Patiala has established a unique identity in society with its distinctive history and culture. It aims at fostering an environment which is conducive to intellectual, ethical and civic development of students. This demands a partnership between the institution, staff and students. We expect our employees and students to behave well within and beyond the campus. It is mandatory for them to abide by the code of conduct which shall serve as a guiding compass for them. They are requested to be well conversant with this code which can also be viewed on official website of the college.





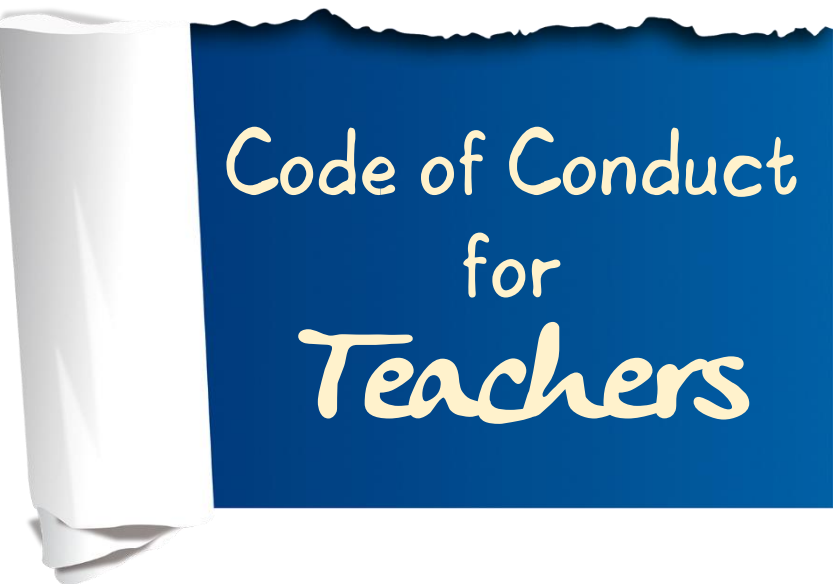
Code of Conduct
for
Governing Body

- **Provide effective academic and administrative leadership to the institution.**
- **Decentralization and participative management in institutional practices.**
- **Fulfill their lawful duties and obligations towards government with integrity and loyalty.**
- **Ensure welfare of students and staff.**
- **Strictly follow strategy of mobilization and optimal use of funds.**
- **Respect the rights of staff and students.**
- **Maintain financial transparency and delivery.**
- **Make utmost efforts to develop the institution in a versatile manner.**
- **Keep the interest of institution above personal.**
- **Take responsible action to maintain educational quality.**



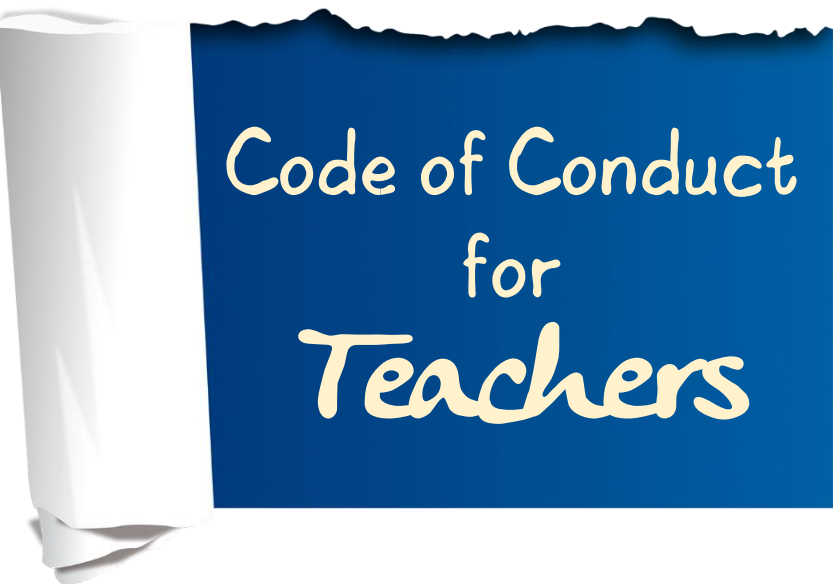
Code of Conduct
for
Principal

- **Be fair to personnel and students.**
- **Assume responsibility and accountability for his/her performance.**
- **Maintain good moral character.**
- **Not fake records or direct others to do so.**
- **Not knowingly misappropriate, divert or use money, property or equipment committed to his charge for personal advantage.**
- **Not reveal confidential information unless required by law.**
- **Make concerted efforts to communicate to parents all information which should be revealed in interest of students.**



Code of Conduct for Teachers

- ✓ **Every teacher shall discharge his/her duty efficiently and diligently to match with academic standards and performance norms laid by college management.**
- ✓ **Every teacher shall update his/ her knowledge and skills to equip himself/ herself professionally for proper discharge of duties assigned to her/him.**
- ✓ **Teachers must report for duty on time as per prescribed working hours.**
- ✓ **Acknowledge and respect the uniqueness, individuality and specific needs of pupils and promote their holistic development.**
- ✓ **Avoid conflict between their professional work and private interest which could reasonably be deemed to impact negatively on students.**
- ✓ **Treat your colleagues with courtesy and as professional equals regardless of their status.**
- ✓ **Deal justly with each student and work towards developing good human relations.**
- ✓ **Every teacher shall conduct himself/herself with dignity and decorum in his/her dealings with superiors, colleagues and students.**



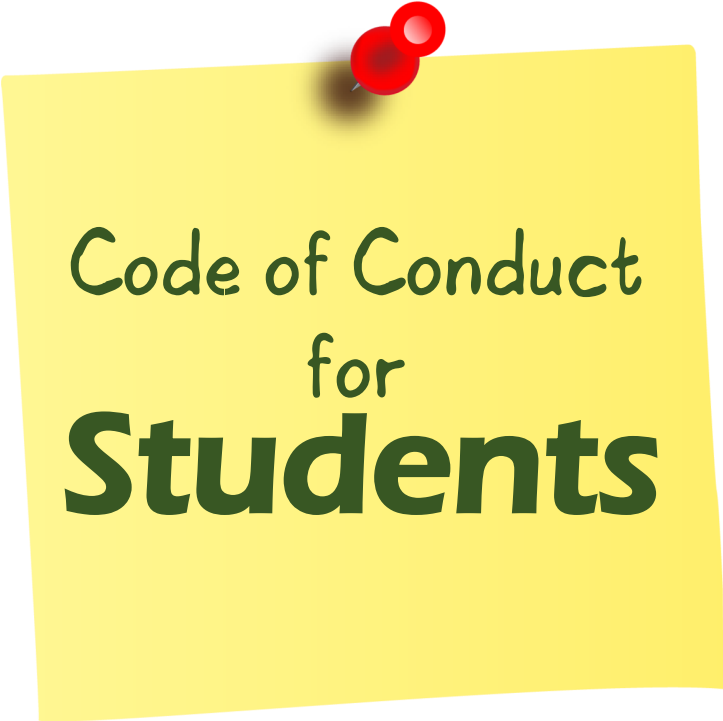
Code of Conduct for Teachers

- ✓ **No teacher shall absent himself/herself from duty at any time without permission of higher authorities.**
- ✓ **No teacher shall accept any honorary or other assignment given to him/ her by any external agency without prior permission of college management.**
- ✓ **No teacher shall act in any manner that violates the norms of decency or morality.**
- ✓ **No teacher shall incite or provoke any student or staff member, into any form of action which disrupts academic activities of college.**
- ✓ **Teachers are barred from using cell phones while taking classes.**
- ✓ **Do not smoke, drink or eat during teaching sessions.**
- ✓ **Respect the confidentiality of information about a student unless required by law.**
- ✓ **Do not discriminate on grounds of race, religion, gender, color or creed.**
- ✓ **Do not use institutional or professional privileges for personal advantage.**
- ✓ **Teachers should not collect any money from students except when specifically authorized for any fund raising programme.**



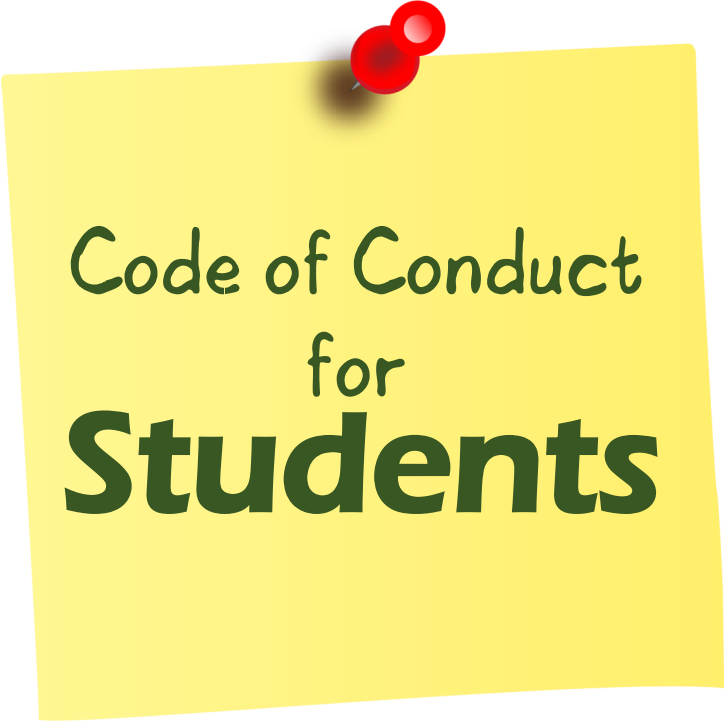
**Code of Conduct
for
Support Staff**

- ❖ **Loyalty to college by being punctual and reliable in all duties.**
- ❖ **Maintain integrity by being honest in words and action.**
- ❖ **Treat students with care and kindness.**
- ❖ **Be supportive and cooperate with staff members.**
- ❖ **Refrain from passing any information pertaining to college to any individual or agency.**
- ❖ **Wear uniform provided by management.**
- ❖ **Exercise self-discipline and restraint at all times and deal politely with staff, students and general public.**
- ❖ **Must not remain absent from duty without official approval.**
- ❖ **Avoid unethical practices and not to do anything that will tarnish the image of college.**
- ❖ **Notify to the principal immediately if there is reasonable cause to suspect that student is likely to be harmed.**
- ❖ **Non-teaching staff working in laboratory and library should maintain stock register in proper order.**



Code of Conduct
for
Students

- **Dress up in a manner that is appropriate for academic environment.**
- **Interact with all members of college community with politeness and courtesy.**
- **Respect differences in relation to gender, race, nationality, disability and religion.**
- **Be ambassadors of college in local area, extend respect to all members of local community.**
- **Use facilities like books, equipment and resources provided to assist you in a careful and responsible manner.**
- **Alert the college security staff if you are aware of any potential risk to yourself or others.**
- **Carry your College ID at all times when on campus.**
- **Switch off your mobile phone in class.**
- **Don't bring outsiders inside the college campus. If you are aware of any unauthorized visitors you must report this to members of staff.**
- **Avoid disposing litter inappropriately in college campus.**
- **Don't be in possession of any bladed article or offensive weapon or firearms.**



Code of Conduct for **Students**

- **Maintain academic integrity by not cheating or using unfair means during exams.**
- **Don't steal or knowingly possess stolen property.**
- **Participation in on-campus and off-campus riots, demonstrations or activities which significantly disrupt the normal operations of college is prohibited.**
- **Ragging is strictly prohibited.**
- **The college prohibits all forms of sexual harassment, sexual assault, indecent exposure, stalking or any other gender-based conduct.**
- **The students should not degrade, corrupt or damage college equipment.**
- **Parking of vehicles in no parking zones or in area earmarked for other persons is not allowed.**
- **Students are expected not to interact on behalf of institute with media representatives or invite media persons on campus without permission of authorities.**
- **The students must maintain satisfactory standard of academic performance. They must be committed to studies, attend classes regularly, participate actively and constructively in all the classroom activities and complete all tasks allocated to them.**

PROFESSIONAL ETHICAL CODE POLICY FOR TEACHERS

Multani Mal Modi College is affiliated to Punjabi University, Patiala and is also registered under 2(f) and 12(b). Further the college also receives salary Grants from Punjab Government. So professional code for teaching and other staff is in accordance with UGC and DPI, Govt. of Punjab.

The workload assigned to the teachers is in accordance with the UGC guidelines which is minimum of 40 hours a week for minimum of 180 days in a year. Direct teaching-learning process hours are fixed between 16 to 18 hours a week.

Relaxation is given to faculty members who are actively involved in administrative work. The code of professional ethics is derived and adopted from the UGC Minimum Qualifications for appointments of Teachers and academic staff in Universities and Colleges.

CODE OF PROFESSIONAL ETHICS

Professional ethics are personal and corporate rules that govern behavior in the context of a particular profession. As prescribed by UGC, the code of professional ethics for teaching profession is as follows:

1. TEACHERS AND THEIR RESPONSIBILITIES

Whosoever adopts teaching as a profession assumes the obligation to conduct the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore every teacher should see that there is no incompatibility between his precepts, and his practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among the students must be his/ her own ideals. The profession further requires that the teachers should be calm, patient as well as communicative by temperament and amiable in disposition.

Teachers should:

- ✓ Adhere to responsible pattern of conduct and demeanor expected of them by community.
- ✓ Manage their private affairs in a manner consistent with dignity of profession.
- ✓ Seek to make professional growth continuous through study and research.
- ✓ Express free and frank opinion by participation in professional meetings, seminars, conferences towards contribution of knowledge.
- ✓ Maintain active membership of professional organizations and strive to improve education and profession through them.
- ✓ Perform their duties in form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- ✓ Cooperate and assist in carrying out functions relating to 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 examination including supervision , invigilation and evaluation.
- ✓ Participate in extension, co-curricular and extra-curricular activities including community service.

2. TEACHERS AND STUDENTS

Teachers should:

- ✓ 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.
- ✓ Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- ✓ Encourage the students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- ✓ Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace.
- ✓ Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.
- ✓ Pay attention to only the attainment of the student in the assessment of merit.
- ✓ ● Make themselves available to the students even beyond their class hours and help and guide the students without any remuneration or reward.
- ✓ ● Aid students to develop an understanding of our national heritage and national goals.
- ✓ ● Refrain from inciting students against other students, colleagues or administration.

3. TEACHERS AND COLLEAGUES

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

4. TEACHERS AND AUTHORITIES

- ✓ Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and professional organizations for change of any such rule detrimental to the professional interest.
- ✓ Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- ✓ Cooperate in formation of policies of the institution by accepting various offices and discharge responsibilities which offices may demand.
- ✓ Cooperate through their organization in the formulation of policies of other institutions and accept offices.
- ✓ Cooperate with authorities in betterment of the institution keeping in view the interest and in conformity with dignity of profession.
- ✓ Should adhere to conditions of contract.
- ✓ Give and expect due notice before change of position is made.
- ✓ Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

5. TEACHERS AND NON-TEACHING STAFF

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

6. TEACHERS AND GUARDIAN

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

7. TEACHERS AND SOCIETY

- ✓ Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ✓ Work to improve education in the community and strengthen the community's moral and intellectual life.
- ✓ Be aware of social problems and take part in such activities as would be conducive to progress of society and country as a whole.
- ✓ Perform duties of citizenship, participate in community activities and shoulder responsibility of public offices.
- ✓ Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.