



**KANORIA PG MAHILA MAHAVIDYALAYA, JAIPUR**

**HANDBOOK**  
**ON**  
**CODE OF CONDUCT**

*Seema*  
**Principal**  
Kanoria PG Mahila Mahavidyalaya  
JAIPUR



College values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate these values into its education, research, social care and overall working.


This code is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions.

Rules of fairness, honesty and respect for the rights of others governs are conduct at all times whether it is our association with other institutions, students and other stakeholders.

College is committed to treat each college community member fairly and with respect, and embracing diversity and inclusion. College prohibits discrimination and harassment and provides equal opportunities for all regardless of their race, religious creed, ancestry, physical or mental abilities, medical condition or any other characteristic protected by law (Cells are made for the same).

We adhere to the policy of confidentiality, non-retaliation and cooperation in all matters. Environmental health and safety, including workplace health and safety are important for us.

College provides certain resources which are reserved for business purposes. These resources include computers, internet facility, identity cards, sports facilities, college name, logo and letterhead etc. The time and effort of teaching and non-teaching staff and students is important in this direction. In case of any violation of any code of conduct the college provides administrative facilities to look into the matter.

  
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## **CODE OF CONDUCT FOR ADMINISTRATORS**

**A.** In partnership with the faculty and staff, administrators are executors for and guardians of the College's academic mission. As such administrators' responsibilities include (but are not limited to):

1. Making every reasonable effort to foster honest academic conduct and protect academic freedom.
2. Encouraging the free pursuit of learning, independence of thought, and freedom of discussion.
3. Communicating and promoting high standards of academic
4. conduct, e.g., teaching, College and community service, and professional development.
5. Promoting an intellectually stimulating atmosphere.
6. Providing an atmosphere of encouragement in which academic excellence can flourish
7. Promoting shared governance of the institution
8. Promotion of compliance with relevant state and federal laws, regulations and other obligations.

**B.** As leaders in the institution, administrators have an obligation to be good stewards of the College's resources. Examples of good stewardship include (but are not limited to):

1. Observing all policies and procedures for the administration of College resources
2. Seeking to support, through funding, facilities, time, and other resources, work that advances the College's commitment to student learning and strategic objectives.
3. Balancing individual requests for resources against the overall needs of the College.
4. Refraining from using College resources in a manner that creates personal gain.
5. Avoiding committing, or promising to commit, College resources for work that might impair one's professional judgment or discredit the College or from using one's influence to give improper advantage to others.

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## C. Key Relationships

### 1. Administrators and the College

- i. Administrators must meet their obligations within parameters that are clear yet flexible to allow for a diversity of situations.
- ii. Administrators should observe the stated regulations, general philosophy, and objectives of the College, always maintaining the right to critique and seek revision.
- iii. Furthermore, when considering community or other outside activities, administrators should recognize that one's overriding responsibilities reside within the institution.

### 2. Administrators and the Community

- i. Administrators are members of their community who also share leadership positions in a high-profile public institution.
- ii. Administrators should distinguish clearly between personal views, professional opinions, and those of the College. They should refrain from knowingly distorting or misrepresenting facts concerning educational or institutional matters to persons in the community.
- iii. Additionally, they should strive to maintain high ethical standards when interacting with the suppliers and consultants who provide services to the College.

### 3. Administrators and others

- i. Administrators have an obligation to be respectful with everyone at the College, and should not engage in conduct unbecoming the college employee.
- ii. The College's existing policies address this topic but its importance bears repeating in this Code. Examples of these obligations include (but are not limited to):
  - (a) Being a positive force in the College, strengthening relationships among colleagues and maintaining high professional standards.

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- (b) Cooperating in the fulfilment of one's fair share of professional work.
- (c) Not engaging in discriminatory or harassing actions or behaviours.
- (d) Showing due respect for the opinions of others, and striving to be objective in professional judgment of others.
- (e) Not censoring or slandering anyone, based on the protections offered in our College.
- (f) Refraining from using professional relationships for private advantage.
- (g) Ensuring that our personal actions outside of the College do not reflect poorly on the institution, our goals, and our values.
- (h) Maintain the highest level of confidentiality.

#### **D. Reason for Policy**

This code serves three key functions: aspirational, educational, and regulatory. The aspirational function serves to remind us of college's core values we aspire to and strive to manifest in our professional conduct, such as respect and integrity; the educational functions enable us to educate others in our profession and institution about the values, beliefs and behaviours that we have decided are central to ethical conduct; and the regulatory functions serve as proof that the administrators at Kanoria college agree to a set of minimally acceptable standards, and to give fair notice that departures from these standards undermine the mission of the College and may give rise to appropriate remedial or disciplinary action.

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## CODE OF CONDUCT FOR TEACHERS

Teaching is a noble profession. It shapes the character, calibre, and future of an individual. The teacher can inspire, hope, ignite them and instil a love of learning among the students. Teachers Demonstrate, Inspire and Guide through their own conduct, that learning is a character-building and nation building noble activity.

### **Code of Conduct for Teachers**

- Adhere strictly to the laws and regulations of the college.
- Remain on duty during college hours.
- Respect and keep the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and deal courteously with staff, students, and the public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter, or forge official documents/receipts.
- Uphold the honour and dignity of the teaching profession.
- Provide innovative and quality education to pupils.
- Keep amiable interaction with the students.
- Interact with the parents and other stakeholders responsibly.
- Seek to make professional growth continuously through study and research.
- Express opinion by participation at professional meetings, seminars, conferences etc towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
- Discourage plagiarism and other non-ethical behaviour in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities, including community services.

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### Teachers and Students


- Respect the rights and dignity of the students in expressing his or her opinion.
- Deal impartially with students regardless of their religion, caste, gender, political orientation, economic condition, social and physical characteristics
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to develop their personalities and contribute to community welfare.
- Inculcate among students, scientific temper, inquisitiveness and Social Justice, Environmental Protection and Peace.
- Treat students with dignity and do not behave in a vindictive manner towards them.
- Pay attention only to the attainment of students in the assessment of merit.
- Aid students to develop an understanding of national goals such as Democracy, Equality and Liberty.

### Teachers and Colleagues

- Treat other members of the profession with dignity.
- Speak respectfully for the teachers and offer assistance for professional betterment.
- Refrain from making unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of cast, creed, religion, race or sex in any professional endeavour.

### Teachers and Authorities

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

  
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- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with professional responsibilities.
- Cooperate in the formulation of policies of the institute.
- Adhere to the terms of contract.
- Refrain from availing leaves except on unavoidable grounds and as far as possible with prior intimation keeping in view the responsibility for completion of academic schedule.

### **Teachers and Non-Teaching Staff**

- Treat them as colleagues.
- Cooperate with them.
- Help in their functioning.

### **Teachers and Parents/Guardians**


- Stay connected with the guardians.
- Report students' performance.
- Meet guardians as and when needed.
- Take their ideas and use them for betterment of teaching and learning.
- Take their feedback and improve accordingly.

  
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## CODE OF CONDUCT FOR NON-TEACHING STAFF

- One is expected to show loyalty to the college by being punctual and reliable in all duties.
- One must show integrity by being honest in their words and actions.
- One is expected to create and maintain strong relationships by maintaining proper student interaction along with respecting professional boundaries with students and staff.
- One must be dignified in treating students and show care and kindness to them.
- One must be supportive and cooperative to the other staff members.
- One must meet the required standard in every assigned task
- Mutual respect, trust and confidentiality must be maintained
- Justified commitment to wellbeing of individuals, wider community and common good of all people is expected
- Hierarchy in administration must always be respected and maintained.
- One must adhere to the official resumption/closing time strictly and must dress decently and appropriately.
- Unauthorised persons must never be used to perform official duties.
- A proper dress-code is to be strictly followed every day.

  
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## CODE OF CONDUCT FOR LABORATORY STAFF

- Lab staff should always follow the dress code.
- Any unexpected breakdowns of Lab Machines / Equipment must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the session and give the same in writing to Lab -In-charge.
- All maintenance works must be carried out and recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools, equipment, slides & books etc. issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of first aid facilities & firefighting equipment.
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Ensure that the Machine/equipment is in proper working condition & then allow the students to do the Job.
- Prepare a plan of maintenance schedule at the beginning of the session.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.
- Cooperate in smooth conduction of physical verification of the laboratories by staff appointed by the college administration.

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