

## Code of Ethics and conduct for the students

This document indicates the standard procedures and practices a for all students enrolling with this esteemed Institute for pursuing varied 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 following from it. That the Institute’s endeavor by means of enforcing this code is to pioneer and administer a discipline process that is egalitarian conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Student are requested to be well conversant with this code, Which can be also reviewed on the official website of the Institute.

1. Student must abide by all the rules and regulation of the colleges.
2. They must read the notices/instructions put on the notice-board every day.
3. Smoking, spitting, gambling and usage of any kind of intoxicant is strictly prohibited.
4. Students are advised to contact their respective mentor for Redressal of their grievance .
5. They must keep the college campus neat and clean. Any damage to the college property is punishable.



Excellence in Education

# APEX COLLEGE, MAKRANA

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6. Ragging in the college premises is strictly banned and punishable as per law.
7. Entry of outsiders is strictly prohibited and punishable.
8. A student found guilty of misconduct, making noise in the verandas, damaging/disfiguring furniture, walls etc. shall be severely punished.
9. Usage of mobile phone is banned in the classrooms.
10. Students are directed to attend their classes regularly and fulfill the conditions laid down by MDS University, Ajmer to become eligible for university exams.

Students found guilty of non-complying with the code of conduct will be fined and punished.

Principal  
Apex College  
Dr. Umesh Kumar Sidh  
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## CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF

The employees, in the discharge of their duties and in their interaction and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others, Employees shall not engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.

1. Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
2. Unless otherwise provide for, the whole-time employee shall be at the disposal of the college and he shall serve the college in such capacity and at such places as he may, from his college, subject to such conditions as may be laid down by the University.
3. No employee in a college shall apply for any other job or scholarship without the previous sanction of the principal of his college or in case of the principal without the previous sanction of the Governing Body. Provided that a person

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appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

4. Save in exceptional circumstances, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the Leave Rules.
5. No employee shall take part I any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.
6. No employee shall take part in subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between class or subjects of the Indian Union or to disturb public peace.
7. An employee may stand for election to the parliament/ State Legislature/ Local Bodies with the prior permission of the Governing Body of the College concerned.
8. No employee shall own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper. However this will not apply to literary and academic journals. No employee shall I any manner criticize adversely in public the administrative actions of the Governing Body/ Principal of his college.

9. No employee shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he is not authorized to communicate such document or information.
10. No whole-time employee shall except with the previous sanction of the Governing Body, engage directly, in any trade, occupation or Business or undertake any employment. The permission of the principal or undertaking private tuition work, which will not be more than one hour a day, will be necessary.

Provided that an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the principal of his college and in case of the principal if so directed by the Governing Body. Provided that no permission shall be necessary for examination work of this University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs. 2400/- per annum and for all examination work for which additional emoluments are

accepted the previous permission of the Governing Body shall be necessary.

No employee shall appear in an examination without the prior permission of the Principal.

11. No employee in a reignited/affiliated college shall write or guide a help-book or cheap notes. H shall follow the procedure laid down by the University in case he intends to publish any work.
12. An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the principal of his college.
13. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.
14. An employee may become a member, representative or office bearer of any registered and recognized Association representing or purporting to represent his class of employees, and participate in its deliberation sand, with the permission of the principal hold its meeting on the premises of the college, provided such association satisfies the following conditions.:



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- (a) Its membership is confined to a distinct class of employees and it is open to all such regular employee.

## CODE OF PROFESSIONAL ETHICS

(Code of Conduct for Teachers and Principal)

### I. 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

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that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Seek to make professional growth continuous through study and research;
- d) Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge;
- e) Maintain active membership of professional organisations and strive to improve education and profession through them;
- f) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- g) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- h) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- i) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in



- appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- j) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## II. TEACHERS AND THE STUDNETS:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;

- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals;  
and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES:**

Teachers should:

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

### **IV. TEACHERS AND AUTHORITIES:**

Teachers should:

- (i) 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;

(ii) Refrain from undertaking any other employment and commitment including

private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made; and

(viii) 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.

## V. 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.

## **VI. TEACHERS AND GUARDIANS:**

Teachers should:

- (i) 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.

## **VII. TEACHERS AND SOCIETY:**

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;

- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

**College Principal should:**

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- b) Conduct himself/ herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism satisfaction and service to the nation and society.
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**Director Physical Education and Sports University/College)/Librarian (University/College) should:**

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.



## **Code of conduct and responsibilities of Officials and Support staff Professional Behaviour and Confidentiality**

1. Staff members should reflect professional behaviour required in an educational institution
2. Staff members should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal
3. They should ensure effective communication and fast disposal of the correspondences with various stakeholders
4. They should not use their position in the college for private advantage or gain
5. They should not indulge in activities that might bring disrepute to the college and tarnish its image
6. They should not undermine their colleagues and treat them with dignity and work in a family environment with completely professional approach
7. They should maintain the secrecy of the office in all circumstances and work with all transparency
8. They should not interfere unnecessary in the working of others
9. They should not violate the policies and procedures prevailing in the college
10. They should continuously strive for their professional growth and participate in various activities planned in the college



11. They should attend their duties at the designated places
12. They should clearly understand the dignity of labour
13. They should work in all perseverance under the guidance and instructions of their superiors
14. They should be familiar with job requirements (e.g. proper preparation and maintenance of records, viz. Service Books, Personal Files, other University and Directorate Higher Education related Record etc.), using available methods/systems
15. They should update their knowledge with developments relevant to the job; being familiar with communication channels and college procedures applicable to both students and staff

Actions of in-discipline and action: The following are examples of unacceptable behaviour of Administrative staff / Support staff

- Any form of physical/verbal violence towards students, teaching-non-teaching colleagues and visitors
- Sexual offences, sexual insults or sexual discrimination against students, teaching- non-teaching colleagues and visitors
- Theft/damaging money/property of college, students, teaching-non-teaching colleagues and visitors
- Unauthorized absence from work.
- Consuming alcohol or drugs and smoking
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.

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Indulging in any of the above mentioned misappropriate actions and other actions which are not acceptable will be regarded as gross misconduct and disciplinary action will be taken.

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