

<b>Policy Title: Code of Conduct</b>		
1.	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area: Dr. BMN College of Home Science
2.	Brief Description of the Policy:	To set out a framework for ethical conduct to be practiced in all facets of the institutional operations and activities, policy decision making and implementation
3.	Policy Applies to:	All stakeholders of the institution including Management members, Principal, faculty, staff and students
4.	Effective from the Date:	September 2020
5.	Approved by:	IQAC
6.	Responsible Authority	Principal
7.	Superseding Authority	SMES Managing Body
8.	Last Reviewed/ Updated:	15th June 2021
9.	Reason for the policy	
10.	References for the policy	UGC Code of Ethics for teachers <a href="https://www.mmv.ac.in/pdf/code_of_professional_ethics.pdf">https://www.mmv.ac.in/pdf/code_of_professional_ethics.pdf</a> , <a href="https://vjec.ac.in/Campus-Code-of-Conduct-VJEC.pdf">https://vjec.ac.in/Campus-Code-of-Conduct-VJEC.pdf</a> , <a href="https://rm.coe.int/code-of-ethics-eng-final/1680776219">https://rm.coe.int/code-of-ethics-eng-final/1680776219</a>

### **INTRODUCTION:**

Ethical conduct is to be practiced in all facets of the institutional operations and activities, policy decision making and implementation. The aim of this document is to set out a framework for codes of practice for ethical conduct to be followed by all the stakeholders of the institution including Management members, Principal, faculty, staff and students.

## **POLICY STATEMENT:**

All members of the institution are committed to the highest ethical standards in furtherance of our mission of teaching, research and service to the community through women's empowerment. Our policies, procedures, and standards provide guidance for application of the ethical values stated below in daily life and work as members of this institution.

## **TARGET GROUP:**

- Management of Seva Mandal Education Society
- Principal
- Vice-Principal and Heads of Departments
- Faculty
- Students/Learners
- Non- teaching and support staff
- Other stakeholders

## **CODE OF CONDUCT:**

### **CORE VALUES OF THE INSTITUTION**

In all college activities, it is important to develop and promote a set of core values relevant to its mission. Dr. B.M.N. College of Home Science accepts that those values must be in conformity with the following principles:

- **Integrity:**  
Behavior of the staff must be consistent with a set of positive moral and ethical principles and standards. All the activities should be conducted in an ethical manner. Teaching, learning, research and evaluation should be carried out in an environment of academic freedom and honesty.
- **Accountability:**  
Staff must fulfill their roles and responsibilities to the best of their abilities. College employees will be personally accountable for the highest standards of moral and ethical behavior in all aspects of their work.

- **Honesty:**  
All members should systematically avoid any form of cheating, lying, fraud, theft, extortion or other dishonest behavior.
- **Respect:**  
While carrying out the interactions at all levels, the dignity and respect of an individual is to be observed. Staff must consistently treat all people with respect to age, disability, gender, identity, race, ethnicity, religion and belief and sexual orientation.
- **Fairness:**  
Staff must follow and execute the policies, procedures, and standards with objectivity and consistency, without discrimination or favoritism.
- **Responsibility:**  
All members are expected to discharge his/her duties with due responsibility.
- **Civility:**  
All members must work together to create a culture of civility and inclusion built on trust, respect, and dignity for all.
- **Equity and Social Justice:**  
All members of the Institution must adhere to the educational and social values of sustainability, equality and justice and recognize the rights and responsibilities of future as well as current generations.
- **Transparency:**  
This principle places a requirement for the open disclosure of information on all members within the Institution.
- **Compliance:**  
Staff must understand and comply with the laws, regulations, policies and procedures that govern the college activities, as well as any standard of conduct and ethics required by professional associations of which the college or employee is a member.

## **GENERAL POLICY**

The ethical standards of conduct articulated in the Code of Conduct Policy apply to all members of Dr. B.M.N. College of Home Science including institutional leadership, faculty members, administrative staff and students.

Every employee of the Institute, whether ad-hoc, temporary, contractual, part time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including, suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Principal shall initiate disciplinary proceedings for noncompliance of any employee related to the code of conduct or any other rules of the Institute, and shall have the power to conduct an inquiry into the charges against such an employee.

### **Code of Conduct for Faculty & Non-teaching staff:**

Each member has a personal responsibility to comply with the policy with regards to the following:

- An employee shall be courteous in his / her dealings with other members of the staff, students and members of the public.
- An employee shall be required to observe the scheduled hours of work, as may be notified from time to time, during which she/he must be present at the place of her/his duty and is required to work effectively.
- Except for valid reasons and/or unforeseen contingencies, no employee shall be absent/ excuse himself/herself from duty without prior permission of the designated authority.
- No employee shall leave college / work place except with the prior permission of the designated authority.
- The staff members shall enter their attendance in biometric reader whenever entering and leaving the college premises.
- Employees shall only be relieved from their duties upon resignation at the end of the semester or upon fulfilment of their notice period, whichever is later. For this purpose, the end of semester shall be defined as the time when all attendance, marks, project

evaluations etc. have been evaluated and submitted to the appropriate authority.

(Applicable to full time aided staff)

- The Employee will not indulge in fraud of any kind, including plagiarism, deliberate fabrication or falsification of data, unauthorized duplication, piracy of thesis or projects and unwarranted authorship / co-authorship
- The Employee shall uphold academic integrity through high quality of teaching, proper student supervision and fair and transparent evaluation of student performance according to criteria available in advance
- The Employee shall promote and safeguard mutual respect between teacher and student, nondiscrimination, trustworthiness and avoid all abuse of power and harassment.
- The Employee shall maintain high level of confidentiality by protecting the integrity and security of institution information systems including student records, employee files, and contract negotiation documents/MOUs
- The Employee shall ensuring that college resources, staff time, supplies, equipment, services, and travel budgets are used solely for college-related purposes
- The Employee shall respect and protect institutional property
- No employee shall, except with the prior approval of the Principal & higher authorities, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical, provided that no such approval shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.
- Consumption or distribution of alcohol, drugs or any other intoxicant including smoking, by an employee within the institute's premises is strictly prohibited.

## **Code of Conduct for the Students**

Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations laid down in the Code of Conduct and should act in a way that highlights the discipline and esteem of the Institution.

- All the students shall wear their identity cards, well displayed, while being present on the College Premises. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action & a fine of Rs. 200/-.
- Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- Any act that obstructs teaching, research, administrative activity and other proceedings of the college, is strictly prohibited.
- Visitors will not be allowed to meet the students during class hours within the college premises.
- Use of Cell phones is strictly prohibited during class hours. Students are not permitted to use mobile phones in the classrooms, laboratories and library. They may use mobile phones on campus. Students are strictly forbidden from carrying mobile phones during examinations. Failing to do so will lead to confiscation of the mobile for 24 hours and a fine of Rs. 500.
- Every effort should be made to keep the premises of the institution clean and orderly. Students should cultivate the habit of throwing all waste in the bins provided, whether in the classroom or outside.
- Students should handle the college properties with care. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture, which could

deface the college and destroy the academic ambiance. Damage to the furniture or any other materials shall invite severe punishment/disciplinary action.

- Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- All the students are required to read the notice board daily. Failing to do so may lead them into serious trouble by way of fines or other consequences for overlooking closing dates of payment of fees, return of library books, submission of work, last date for examination forms etc.
- Final year students are required to collect their original certificate and the work submitted to the teachers for correction within a month after the declaration of the results. The college will not be responsible for the original certificate and the articles if not collected by that date.
- Parents and guardians are expected to get themselves conversant with the Rules and Regulations of the college. They are also supposed to keep themselves informed about the progress of their wards. For this purpose they can keep in touch with the college authorities from time to time.
- Students are expected to maintain proper dress code in college. Students should adhere to proper dress code during Campus interviews, presentations and viva. The rules for dress code are put up on the college notice board.
- For safety purpose, students are required to remove headscarf/burkha/dupatta/any other loose clothing while working in the chemistry/biology/food science labs
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus are strictly prohibited as well as punishable.
- Books and other reading materials issued from the library must be returned in proper condition and on the due date. Any students found flouting the rules and regulations of the college would be strictly dealt with, by the college authorities.

- Students are strictly instructed to use the student's lift responsibly while going up the floors and not to use the lift while coming down, rather use the staircase. Failing to do so will lead to a fine of Rs. 200/-.
- Access to academic buildings beyond the college timing and on holidays without written permission from the Principal / concerned Authority will be treated as a case of indiscipline.
- The management will not be responsible for any accident that may be caused to any student during her work in the college.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using pan masala etc. are strictly prohibited. The college is under CCTV surveillance, any student found indulging in antisocial or in-disciplinary activity will be strictly dealt with.

## **RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER**

### **RESOURCES:**

The values & procedures articulated in the Ethical Policy apply to all members of Dr. B.M.N. College of Home Science. Specific standards of conduct and procedures for various stakeholders can be found in the following institution documents:

- Administrative policy
- Admission Policy
- Examination policy
- Departmental working policy
- Research policy