

## **Code of Conduct for Principal , Teachers Students and Staff**

### **Principal**

- 1.1** The Principal is the prime teacher/head to lead the academics. Reaching this pedestal he/she allows a stable and wise form According to the National Education Policy 1986, it has been accepted that no one can attain the level of a teacher in a society. A Principal is considered to be a senior as he possesses the knowledge and experience and hence has the supreme to all the qualities of a teacher thus he plays the significant crucial role in administration and implementation of various schemes. The overall work management and conducting of all activities in lead colleges, Post Graduate College and Graduate College is done by the Principal. The qualitative achievement and transformation cannot be achieved without the active and sensitive participation of the Principal. Hence it is the Prime responsibility of a Principal to incorporate all the Govt. schemes to enhance quality education in the colleges.
- 1.2** It is expected that the Principals of the Colleges prepare an elaborate work scheme and inform all the professors, students as well as the office staff. This detailed direction letter has been processed regarding the relevant subject. Keeping this in mind a feedback from Professors, students and staffs during different meetings will be useful. The details of the completed activity should be processed to the relevant office.
- 1.3 Solution of Problems:**  
If a student comes with any problems it must be dealt with sinuously and must be given a solution. The problem must not be considered to be taken for granted. If you do not have the knowledge of the rules you must study the relevant rules and present the solution. This concern towards the student will inculcate a sense of belongingness towards the institution. Usually an attitude of providing no solution or attention would create an emotional interest and over reaction to the situation.
- 1.4** A feed-back or substantial record should be counseling regarding the connecting or solution provided from the concerned person to whom the student was directed for his grievance else if the student is not received with concern he will get depressed. This depression among students will descend the liveliness of the college periphery.
- 1.5** A long with administrative responsibility a Principal must attention towards practical approach.

## **Teacher**

**2.1** Teacher are the lifeline of higher education. The department is continuously striving to fulfill the demands of the Govt. during the quality year. Madhya Pradesh state has never been deficient of excellent teachers. The state is continuously progressing due to highly innovative, research oriented and prestigious teachers. They are a source of motivation for the other teachers who are staunchly following them with the pace of time. Quality enhancement in Higher Education is due to the large scale participation in International Research Seminars Conferences writing and publication of Research. Innovative methods of teaching and learning have elevated the quality of education.

- Ponder/Think on the following words of Gurudev Rebindranath Tagore. A teacher who acquires knowledge continuously can offer effective teaching. A lamp would illuminate another lamp only if it keeps it illuminated. A teacher who has reached the periphery of attaining knowledge of his expertise but is unable to correlate this attained knowledge in practical life. Such a teacher can over lead the minds of the students with the theoretical knowledge of the subject but would fail to accelerate their minds.
- Truth must be capable to provide Wisdom/knowledge along with motivation. If it lacks motivation, mere collection of information will perish truth.

**2.2** The University Grant Commission has given detailed instructions regarding the Sixth pay scale. Along with payscale, it includes clear arrangement about (API) Academic Progress Indicator, Attendance record in office, total no. of classes engaged per week for Assistant Professors, Associate Professors & Professors.

**2.3** Professors should maintain their own individual Time-Table and submit it to the Principal. Principal would allot extra classes, remedial classes to the professors and also allot responsibility of achieving the objectives of quality enhancement to the various committees formed.

**2.4** It is important for all the department Heads/Professors/Associate Professors/Assistant Professors to confirm their stay in the college for forty hours per weeks. They should plan to consume their time as per their own decision after engaging their allotted classes. Many official activities could be carried out. For instance/eg.

1. To enhance their subject knowledge.
2. To create a list of the subject text books.

3. To prepare a list on the website.
4. To work for the different committees.
5. To motivate the students.
6. To take a round of the college to maintain discipline.
7. To sincerely complete the tasks allotted by the Principal.

## **2.5 A Good Human Being is a Good Teachers:**

No work is worth without humanity. It is only through this action that evolves a value of quality and a humanitarian work culture is born. Hence it is important for a professor that he must approach every work with a humanitarian touch.

**2.7** It has been often reminded that the future of India is acquiring its shapes in the classes of universities and colleges. Hence the work/role of a teacher is not simple, rather it is a work to create not only a solid creative support but also to kindle a collective awareness that what happen in a laboratory. A teacher is not merely a source of information but rather a 'performance' or a 'self-performer'. Unless a teacher is not acquainted with the subject he cannot be a good performer. To attain perfection continuous practice and deep involvement is important. Hence, if the time spent in the class rooms does not adds to create the future of India, it is high time a matter of self-introspection for the teacher.

**2.8** A teacher must impart his duty in such a way that he safeguards his dignity in the society as well as the students may learn significant values of life. The Principal should never have a feeling of discomfort and could avoid any inconvenience. If the Principal has an opinion of appreciation towards the teacher and the work done by the teacher it is an achievement for the teacher.

**2.9** The duty of a teacher is to bring qualitative change in a student. Hence a teacher must possesses an aura of a professional authority. Without this 'Authority' it is impossible to transform a student. This 'Authority' is reflected though a teachers personality, character and knowledge. The word 'Guru' & 'Acharya' in Indian tradition portrays and sounds synonymous to the word teacher in the present scenario. The common relation of a teacher and a student must be taken forward to the felling of bounding of Guru Shishya Tradition of only then to shraddha offering, knowledge & emotional environment could be established.

## **Librarian**

- 3.1** The most significant place in any academic institution is the library. The Libraries of various colleges of Madhya Pradesh State are excellent. Modern/New Texts and Journals are made available due to Infolibnet and computerization and the process of updating and cataloguing is possible. The librarians appointed are well trained and skilled. Students as well as teachers are interested to study in the libraries but in many institutions the libraries do not have the proper arrangement (reading room) and environment for study. The up-keep of books is not proper. The process of book purchasing is lapsing time limit and irrelevant purchase of texts is done. Often physical verification and right off is not followed according to the norms. This is a matter of great concern. It is the prime duty of the Librarian to arrange and make available text books related to General knowledge, Biographies of great personalities, collection of literary works on Prose and Poetry of great literary writers & authors, texts of authors in excellence in field of literature and culture, travelogues, texts to enhance literary & language skills in the college library.
- 3.2** It is the responsibility of the Principal and the librarian to offer a proper accommodation with proper illumination and peaceful reading room for study. The librarian should make the availability of the subjective texts and may benefit by the reading room. The library and the surrounding should be kept clean, well illuminated arrangement of seating and drinking water should be available.
- 3.3** It is the duty of the librarian to create a reading and motivation space in the library. A class-wise schedule for library hours should be made in the college, academic time table for the students to issue and return library books and that they do not miss their theory or practical classes.
- 3.4** To enhance current general knowledge of the students a question should be displayed on the library notice board and the next day the correct answer should be flashed. Practice of regular column like 'Quiz of the Day', 'Thought of the Day' 'Weekly Text Books' should be flashed. A list of books on 'Personality Development & Great Personalities' should be flashed on the library notice board.
- 3.8** The principal and the librarian together should make effort to provide the availability of the College Library to the students after official hours. They should also make it certain

that the professors & students get help from the librarian and they are regular to the library in any case.

- 3.9** The librarian should offer utmost guidance to the students to complete their project works. The librarian should provide help in finding the subjective text-books as well as other sources. They should keep a list of relevant subject text books with the help of the subject professors of the concerned departments of the college.
- 3.10** The 'Book Reading Club' in the college plays a very vital role in creating interest in the students for reading text books and learning more about the subjects. The librarian should be an important member of this club as a convener and should initiate methods to enhance interest of the students to read books.

## **Appendix Two**

### **Self Analysis of the Principal**

#### **Proforma of Self-Evaluation for Self Analysis**

- Do I regularly study the Higher Education Website?
- Have I studied & started working according to the proposals for quality?
- Have I assigned the duties for Quality Development to the Professors in the institution as per their interests?
- Have I formed a separate committee for quality development in the institution?
- How do I monitor the work responsibility assigned to the professors?
- How much interest do I possess to provide orientation to the teachers in the direction of inter intellectual knowledge?
- What initiative have I taken to create an academic environment in organizing lectures by intellectual speakers?
- How much interest did I take to create "Pratibha Bank" as per the directions in the 'Drishtipatra'. (Insight view)?
- Are there provisions of daily Newspapers in the College Library? What are the provisions made available for the students to read them?
- To what extent did I fulfill for a provision of reading & Motivation space in the college library to be created as per the DrishtiPatra (Insight view)?
- What provisions are made in to providing extra academic guidance to weak students which is one of the objectives of the college?

- What psychological methods did I adopt to provide guidance to students under depression?
- Am I sensitive towards physically challenged students? Have I adopted any scheme for their personality development?
- What innovative methods did I adopt to improve language skills of the students?
- Does the College organizes general knowledge competitions?
- Did I take, interest to keep 'Question Bank' which is required to organize a general knowledge competition?
- Did I comprehend the concept of 'Five coloured pages diary' and how did I motivate the students to use this diary?
- How did I accept the challenge to activate the literary committees & how do I promote literary activities such as debate, speech, essay writing and other academic competitions?
- What methods do I adopt to promote and create awareness among students about various scholarship schemes in the college?
- I should remember the names and faces of those students who are an 'Asset' to the college. What are my expectations from them?
- What preliminary steps did I adopt to promote students for competitive exams and also to guide them for proper preparation for exams?
- Did I ponder and think to eradicate language errors in written skills especially applications that students produce in the college?
- Does the college publish an 'Annual magazine' and 'News letters'? If not what steps did I take to initiate it?
- Is there a provision of clean drinking water in the college?
- Is there a provision of regular cleaning of the water tanks in the college?
- Do I take a regular round of the College premises?
- If I am a Principal of the lead College, am I connected to the other colleges of the city?
- If I am a Principal of the Lead College do I resolve problems of the officiating principals within time?
- What efforts do I make to make the classrooms more productive and benefiting for students?
- What initiative do I take to create interest in the Librarian to issue books from the library?
- What measures do I take to eradicate dirt/garbage, indiscipline, noise and unrest in the college?

- Have I offered a proposal about, 'Pracharya Ki Vivek Nidhi' to the college Janbhagidari Commiittee?
- If I am a Principal of an Autonomous College did I complete establishment procedure of government funding ('Shashi Nikay')?
- Am I working in accordance to the Govt. schemes?
- Am I present in the office during the office hours in the college?
- Is my College officiated to code 2F and 12B of the U.G.C.?
- Do I relieve my teachers to be present as invited subject experts to important institutions?

## **Staff**

### **What should a Librarian, Sport Teacher, Head Clark/Accountant?**

#### **a. Quality: Duty of a librarian**

1. A librarian must take personal interest to issue text-books to students.
2. A librarian should take interest to bring relevant text-books in the library so that good quality texts can be made available for students as well as teachers.
3. Librarian should solve the problems related to study materials specially for those students who come to college for far-off places and are from financially poor background so that they can prepare themselves for the examination.
4. Librarian should be available in person in the library so that students may interact with in person.
5. Librarian should actively conduct events like book reading in order to maintain an academic environment in the college.

#### **b. Quality: Duty of a sports officer**

1. Sports officer engage free periods and provide information to students regards games/food/yoga.
2. The academic time-table should be prepared class-wise giving a particular slot for sports activities so that students who participate in sports activities do not miss their subject classes.
3. A 'sports talent club' should be set up/established to provide extra practice and coaching to excel students who are good in sports.
4. Allotted duties must be completed with commitment and the relevant records must be kept updated.

#### **C. Quality: Duty of Head Clerk/Accountant:**

1. Display the names and duration of leave of officers/employees who have availed leave.
2. A substitute of the concerned employee/officer on leave should be proposed with the concern of the Principal of excellent student/Professor/Asst.Professor/Sports Officer/Librarian/NCC under Officer/NSS students group leader/Office employee should be assigned a responsibility as an arrangement in order to avoid any inconvenience during that duration.
3. A constant watch from time-to-time should be kept in order to maintain the cleanliness of the toilets and to keep it odour-free the cleanliness staff should be directed.
4. A cleanliness & Breakage complaint register should be maintained as a provision for any person to make an entry regarding the problems and such complaints must be immediately attended to.
5. Arrangements to provide clear drinking water and timely cleanings of the drinking water tanks and water purifiers must be recorded.
6. Issues raised during the 'Jan Sunvayi meet 'Common complaints' lodged should be immediately irradiated with unanimous legal actions.
7. Information related to R.T.I. should be reciprocated within the stipulate time duration.
8. The Cash-Book should be kept updated timely.
9. All the records must be kept complete and updated for any casual inspections.
10. A regular internal audit of the college accounts should be completed with specific time period.
11. To make arrangements for the monthly meetings of Jan Bhagidari Committee Legal Committee, Organizing committee and Common meeting (Staff council)
12. To complete all the pending issues with a stipulated time period so that there is no unrest and grievance in the institution.
13. Proper duty should be assigned to a responsible employee to be present till late hours during the Vidhaan Sabha Sessions.
14. The duties assigned by the Principal should be completed with sincerity and commitment and all the relevant records should be property kept complete and updated.

## **Students Charter**

- 4.1** The students charter is a Document containing the Rights and duties of the students pursuing Higher Education. It is mandatory for every student who are admitted to abide by the rules & regulation of laid down by the relevant College and University. The rules and regulation are subject to change periodically and these changes are useful. It is the duty of the students to have an updated information of these rules.
- 4.2** If the students favour's are effected due to lack of these information they shall be fully responsible for the repercussions. The students must comprehend the usefulness of the subject choice before taking admission to subject-course. Generally students are offered admission to the subject course they prefer but in case the seat allotment is occupied to the limitation he/she has to accept the course in the vacant seats of the courses available.
- 4.3** In no case is the admission fee refundable and would also get the preference of subject change. If the concerned case is too important then the above criteria would be dealt as per norms of the University but the final decision the institution's head (Principal) is acceptable.
- 4.4** The admission form allotted by the institution is acceptable, no other format will be entertained. Admission will be granted only if the applicant fulfills the eligibility criteria given in the application form the directions laid down by the department of Higher Education to be strictly followed. Only the department of Higher Education possesses the right to elaborate these criteria.
- 4.5** The admission granted to students in the first semester is purely provisional bases. Only those admission forms will be acceptable which are signed & recommended by the admission committee. The decision of admission committee is final in the process of recommendation in case of (eligibility) dispute of any stage in the process of admission.
- 4.6** Applicant shall be considered valid only if he/she submits all the required essentials till the due date. The admission shall stand cancelled if the applicant fails to submit the documents within the stipulated time. Hence it is totally the responsibility of the applicant to secure his/her admission within time.

- 4.7** Only a valid student is admissible to participate in events like-Sports, N.S.S., Student's counselling, Youth Festival etc. Apart from these events, the basis of formation of the students council committee is done on the discreet of the validity of the student. If any students fails to submit his/her documents and requirements to the college or admission committee in that case the right to grant of validity to that student is safe for consideration rests with the authority (Principal) of the institution.
- 4.8** Any connection of the students with any political parties shall be considered controversial and strick actions shall be taken against the concerned as per rules.
- 4.9** It is important for the students to keep in mind that they are pursuing their studies in the college along with self development. Hence if in any case a student is registered / acknowledged to be involved in any anti-social activities he/she will be subject to legal actions.
- 4.10** The students should always pay attention to the fact that the college/Institution is basically/originally a place for teaching and learning. They college premises should be a place of academic decorum and a place to shape a constructive future and hence perform all their activities and programmes in accordance the students should not in any situation damage the college property.
- 4.11** It is the responsibility of every student to maintain a harmonius and peaceful environment in the college premises. They must not cause any harm or disrespect to any student in the college and involve in any disputes.
- 4.12** Ragging is fully prohibited. If any student is reported to be involved in such activities he/she shall be a subject to immediate legal action against the concerned.
- 4.13** The students of the college are expected to stay away & abstain from any kind of addiction such as chewing of tobacco, tobacco products, smoking or consumption of any other drugs. If any student is reported of consumption or bringing any such items in the periphery will be a subject to immediate legal action against the concerned.
- 4.14** Every student admitted in the college is provided with an 'admit card' and it is compulsory for the student to carry the same every day to the college. If a student fails to follow this instruction and is found without, an admit card during the college hours shall be penalized with fine.

- 4.15** It is compulsory for every student to sit in their relevant class-room and must harmoniously coordinate during the teaching. The student must not cause of indiscipline in the classroom. He/she should not harm the dignity of any teacher or the principal. It is very important for every student to be disciplined and also to motivate other students to be disciplined. If any student is reported to involved in type of indisciplinary activity he/she would be subjected to punishment as per rules and norms & also be penalized with fine or if his crime is certified or acknowledge he/she would be suspended/terminated from the college.
- 4.16** A student who remains absent from the classes for long duration or is irregular to classes without any intimation would be barred to appear for the relevant examination due to lack of attendance percentage as per the fixed norms.
- 4.17** If a student fails to submit or attend the scheduled CCE he/she may be announced as a failure candidate.
- 4.18** Only those students who labour in the harvest season in wheat and soyabean fields should be provided guidance to complete and submit their CCE's and must be assigned home assignment to compensate their loss due to absence.
- 4.19** The medium of teaching in colleges is commonly in Hindi. But as per tradition or subject wise format the medium may be English. Similarly the students who submit their assignments for CCE's or appear for their annual/semester examination are independent to attempt their answer in Hindi or English as per the demand of the relevant subject.
- 4.20** It is important for all the students to participate in all the literacy & cultural activities. The students who have a potential of creative writing should submit their composition for the annual magazine and also provide assistance in the editorial work. The teachers should provide guidance to such students conveners. The students also have a significant role in the editing of the Newsletter published in the college.
- 4.21** Those students who lack the talent of creative writing, should join the 'Book Reading Club' in the college library. He/She should be issued a text book on a monthly basis and at the month end the librarian should organize a group discussion or mutual discussion for the students.

- 4.22** The students should carry and use the 'Five Coloured Diary'. The teachers may check any student about the diary from time to time to know how the student is maintaining it.
- 4.23** The semester pattern and the continuous comprehensive evaluation is a process to quality enhancement. It demands continuous study and practice from the students. The students should maintain and collect the notes and other materials related to the relevant subjects. The students are expected to be aware of and prepared for 'Surprise Test' of the subjective teacher as it is criteria in the CCE pattern.
- 4.24** It is compulsory for the students to attend the 'Zero' and 'Bridge' classes conducted during the commencement of academic session. The students should benefit from all the schemes of the government and to accomplish overall personality development.
- 4.25** As per requirement the students can meet the Principal in person and submit, their suggestion. There is a provision of 'Suggestion Box' near the Principal's chamber. The students can drop their written suggestions in the relevant box to seek solutions of their problems.
- 4.26** The students should place their trust on the teachers and the Principal of the college that they will safe guard their rights and will in no way do injustice to any students. There is a provision for the perusal of CCE marks of the students after the fulfillment of the required fee.
- 4.27** The students should avail the provisions and facilities provided in the college and should also provide a regular feedback regarding the upkeep & maintenance of these facilities.
- 4.28** The students should cooperate in achieving the objectives of the college and should actively participate in all the relevant activities of the same.
- 4.29** The objective of Higher Education is not just learning but is considered as a continuous process to life long learning. Hence students should acquire the value of commitment and eligibility to upkeep the process of life-long learning.
- 4.30** All the students should comprehend / gain the knowledge of teaching and learning schemes and to benefit themselves by this system.

- 4.31** The students should portray themselves in a manner so that the college feels priced of them as the students. The students should stay connected to their institution as former (pass-out) students (Alumini) to bring pride to the institution.