

GOVERNMENT J. THANKIMA COLLEGE CODE OF CONDUCT, 2020

PREAMBLE:

Government J. Thankima College is striving for academic excellence, and progress in Education. The Education is conducted in alignment with our national needs and priorities and ensures that our mission, objectives make contributions to students' all-round development and societal needs. The College is committed to maintain, endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability.

The purposes in that spirit, this Code are a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.

A. FOR ADMINISTRATOR:

Educational administration is a system for maximising the efficiency and effectiveness of a college's workforce and materials in order to deliver effective and well-organized teaching and learning. The administration of educational institutions is critical to their smooth operation.

As members of Government J. Thankima College community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and extension practices:-

1. The administrator of the institution should give effective and administrative leadership.
2. The principles of decentralization and participatory management should have been applied.
3. The administrator should ensure that social inclusion is properly represented.
4. The administrator shall carry out his or her lawful duties and obligations to the government and institution with integrity and commitment.
5. The administrator is responsible for staff and student's well-being.
6. The administrator must stick to the mobilisation strategy and make the best use of the funds available.
7. The administrator while performing his or her duties should respect the rights of his or her colleagues and students.
8. The administrator must carry out his responsibilities in a non- discriminatory manner.
9. Financial openness and delivery should be maintained by the administrator.
10. The administrator should make the utmost efforts to develop the institution in versatile manner.
11. The administrator is responsible for maintaining a positive educational environment.
12. The administrator should prioritise the institute's interests over personal interests.
13. The administrator should guarantee that the college's long- and short-term development plans for academic programmes are properly processed and implemented by the appropriate committees and members.
14. The administrator is responsible for ensuring that the university authorities, other regulatory agencies, and management follow the acts, statutes, ordinances, regulations, rules, and other orders issued from time to time.
15. As administrator is responsible for addressing and resolving all matters concerning the students.
16. The administrator is responsible for ensuring that gender sensitivity measures are given sufficient weight in all of the college's activities.
17. In terms of disciplinary measures, the administrator has the authority to take any necessary actions in accordance with the regulatory authority's directives. In this sense, he/she should take impartial acts and ensure complete transparency.

18. The administrator is responsible for the seamless running of the college's curriculum, co-curricular and extra-curricular activities.

B. FOR TEACHERS:

Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence. This Code of Conduct applies to the teaching members of the College. The Code of Conduct for Teachers may be read as under:

1. Shall abide by the institute's policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
2. Shall be in time to the institute. Shall be regular and punctual to the classes, and Class should be well structured, interactive and involving student cohort.
3. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit.
4. Mentorship shall be fulfilled in order to enhance student's academic performance.
5. Do not show partiality or hold grudges towards students/colleagues.
6. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
7. Shall be a springboard for the student's academic success, personal growth and placement.
8. Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.
9. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
10. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
11. Make the College a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
12. Protect the confidential, proprietary, and private information generated by the College or acquired in the course of an individual's association with the College; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the College.
13. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
14. Maintain active membership of professional organizations and strive to improve education and profession through them.
15. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
16. Participate in extension, co-curricular and extra-curricular activities including community service.
17. Respect the right and dignity of the student in expressing his/her opinion, and deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
18. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

C. FOR ALL EMPLOYEES:

The term employee includes non-teaching staff and other staff which come under this purview. The following code of conduct applies to all of the employees mentioned below:

- 1) Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability

- 2) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- 3) An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should reflect good values and integrity.
- 4) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- 5) All staff of the College shall maintain confidentiality and protect the confidential, proprietary, and private information generated by the College or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the College.
- 6) Honour non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.
- 7) All staffs of the college are expected to promptly attend the meetings conducted by the college.
- 8) All employees of the College are expected to refrain from any form of intoxicants, substances etc. An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college premises.
- 9) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- 10) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation is not permitted.
- 11) Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel.

D. FOR STUDENTS:

The Institution expects students of Government J. Thankima College to uphold standards and culture of conduct that showcase intellectual openness, integrity, respect, and accountability in their day-to-day decisions, actions, and interactions. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

- 1) Students of the College shall read, understand and comply with the College policies and take responsibility for actions.
- 2) Students shall abide by the College policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.
- 3) The college observes five working days from Monday to Friday as per office hours fixed by the State Government. All the students are expected to be present in the class well -within time.
- 4) Students are required to attend at least a minimum percentage as determined by the MZU in attendance, failing which students will not be permitted to appear in the University Examination as per MZU Ordinance.
- 5) Students shall comply with all dress standards and policies of the college. They are required to wear proper attire and practice good business etiquettes. They shall wear the college T-Shirt on Tuesday and Friday, and during internal and University examinations respectively.
- 6) It is the duty of every student to check the notice board every day. Non-compliance based on the plea that the Notice was not read would not be accepted.
- 7) College premises must be kept clean and free of waste papers and rubbish etc. Students shall use the litter bins provided for the purpose. Toilets must be kept clean. Class Representatives are expected to assign at least five students from their respective classes for

Sweeping Duty every working day and must take active part in the Cleanliness Programme organized by the College.

- 8) All leave applications (Regular & Medical) shall be submitted in time, for sanction by the appropriate authority. Application for medical leave shall be accompanied by valid medical certificates.
- 9) Consumption of intoxicants / psychotropic substances in any form and smoking are strictly prohibited: Smoking, use of illegal drugs, alcohol, any form of substance is not permitted in the campus. Gambling or unauthorized games in the campus are strictly prohibited.
- 10) Theft or unauthorized possession of campus property or property of other students, faculty member or visitors on campus premises shall attract appropriate actions. If any student found any object not belonging to them must be submitted to the Principal's office.
- 11) Tampering with campus telephone, computers, access codes or falsely using telephone is prohibited. This includes accessing the answering machines or voice mail of another student, faculty member on campus.
- 12) Disfiguring and damaging the College property is strictly prohibited.
- 13) No programme shall be arranged by the students in the College campus without prior permission of the Principal.
- 14) Students are not permitted to use mobile phones and other electronic devices while the classes are in progress.
- 15) Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- 16) The Principal has the authority to fine, suspend or expel a student from the College in the interest of the College.

E. MISCELLANEOUS

- 1) **Sexual Harassment:** Sexual Harassment of any form will not be tolerated. For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise as:
 - a. Physical contact and advances;
 - b. Demand or request for sexual favours;
 - c. Sexually coloured remarks;
 - d. Showing any pornography; or
 - e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.
- 2) **Non-Discriminatory:** Direct or indirect discrimination should not occur, for instance, when a person, or a group of people, are treated less favourably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.
- 3) **Ragging/Bullying:** The College acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.

- 4) **Confidentiality:** Anyone who has access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.
- 5) **Financial Reporting:** All College accounts, financial reports, tax returns, expense must be accurate, clear and complete.

Sd/-
Principal
Govt. J. Thankima College
Aizal, Mizoram