



# **CODE OF CONDUCT HANDBOOK**

**2020-21**

**St. Andrew's College of Arts, Science and  
Commerce**

(Affiliated to University of Mumbai)

St. Dominic Road, Bandra (W)

Mumbai 400050

## **INDEX**

<b>Chapter</b>	<b>Contents</b>	<b>Page</b>
<b>1.</b>	<b>Conduct for Students</b>	<b>3</b>
	<b>(A) Conduct</b>	
	<b>1.1 Discipline</b>	<b>4</b>
	<b>1.2 I-Card</b>	<b>6</b>
	<b>1.3 Human Values</b>	<b>7</b>
	<b>1.4 Dress Code</b>	<b>10</b>
	<b>1.5 Mobile Phones</b>	<b>10</b>
	<b>1.6 Ragging</b>	<b>11</b>
	<b>1.7 Attendance</b>	<b>13</b>
	<b>1.8 Examination</b>	<b>15</b>
	<b>(B) Academic Integrity</b>	<b>25</b>
	<b>(C) Redressal of Grievances of Students</b>	<b>29</b>
	<b>(D) Gender Discrimination and Allied Harassment</b>	<b>31</b>
<b>2.</b>	<b>Conduct for Teachers</b>	<b>35</b>
<b>3.</b>	<b>Conduct for Non-Teaching Staff</b>	<b>48</b>
<b>4.</b>	<b>Conduct for Principal</b>	<b>51</b>
<b>5.</b>	<b>Conduct for Management</b>	<b>56</b>

# **CHAPTER 1**

## **Conduct for Students**

### **Professionalism and General Conduct**

The College holds itself to high standards of professionalism and personal conduct on the part of its staff. St. Andrew's staff shall serve as positive role models for students in conduct, presentation and communication. When students need to be exposed to religious customs, festivals or practices as part of their education about society and its diversity, these will be taught with neutrality and academic objectivity.

Students are expected to conduct themselves in a manner worthy of an educated Indian citizen. Such conduct is based on respect for the dignity and right of individuals, respect for public and personal property, and personal and academic honesty. Students are responsible to the Principal for their conduct in College.

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that:

1. The student shall be regular in the classes and must complete his / her studies in the institute.

2. In the event, the student is forced to discontinue studies for any legitimate reason; he/she may be relieved from the Institution subject to the written consent of the College authority.

3. In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked. The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the College property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.

## **(A) Conduct**

### **1.1 Discipline**

1. The student must observe and strictly follow the disciplinary rules and regulations of the institute.

2. The student should follow the Academic Calendar as per the instructions of the Principal.

3. Any act of indiscipline or misbehaviour by any student will attract severe punishment.

4. Damage to institute and campus property due to negligence/lack of care would attract punishment and compensation for loss caused.

5. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the College campus free from plastic and other litter.
6. Students have to park their two wheelers in the parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park their cars in the campus of the institute.
7. No person shall be invited to address or entertain the students of the College, without the prior written permission of College authorities.
8. Students are prohibited from indulging in anti-Institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
9. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
10. All educational tours or industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents / guardian of the students' and with the written consent of the Management.
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of

the authorities, students shall not bring outsiders into the College.

12. Any case of criminal activity or violation of law and order in the College campus will be reported to the police.

## **(A) Conduct**

### **1.2 I-Card**

1. Every student must carry with him / her College and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her identity card and library card for home lending, from the library at the beginning of the year.

2. I-Card will be available a week after he / she produces his / her identity card size photographs along with admission receipt.

3. The student should collect his / her I- Card within 15 days from the date of admission.

4. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.

5. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.

6. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

## **(A) Conduct**

### **1.3 Human Values**

We expect students to be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative to your Teachers and peers on various academic and non- academic activities. Reach out to everyone in need in love and kindness.

**Various forms of misconduct students should refrain from, include but not limited to are:**

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability.
2. Intentionally damaging or destroying institute's property or property of other students and / or Faculty members and Support staff.
3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Participating in activities including:
  - i. Organizing meetings and processions without permission from the Institution.

- ii. Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India.
- iii. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
- iv. Unauthorized possession or use of harmful chemicals and banned drugs.
- v. Smoking within the College campus.
- vi. Possessing, consuming, distributing, selling of alcohol in the institute; and /or throwing empty bottles on the campus of the institute.
- vii. Parking a vehicle in the College premises.
- viii. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
- ix. Pilfering or unauthorized access to the resources of others.
- x. Misdemeanour and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the institute.
- xi. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the institute.

5. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons



on to the campus without the permission of the institute authorities.

6. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.

7. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.

8. Students are expected to be careful and responsible and exercise restraints while using social media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the institute.

9. Stealing or damaging of Institution's computers and / or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of teaching / support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.

10. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.

11. Making video / audio recording, taking photographs, or streaming audio/video of any person in a location causing

thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

## **(A) Conduct**

### **1.4 Dress Code**

We believe in inculcating a sense of reverence, discipline and professionalism among the students by observing a dress code, for we believe that the College is a 'Temple of Learning'. Visitors and students are required to follow our dress code in the College campus.

1. Dress code for boys- caps, half pants, bermudas, sleeveless T-shirts and three-fourth pants are not allowed.
2. Dress code for girls- caps, half pants, bermudas, skin tight dresses, short dresses or short skirts, sleeveless, short tops, pedal pushers and three fourth pants are not allowed.

## **(A) Conduct**

### **1.5 Mobile Phones**

1. Students should switch off their mobile phones while in the Classroom, Laboratory, Library or any other location that has been notified.

2. Use of the mobile phone is strictly prohibited in the exam hall during exams. the College will not be responsible for loss or theft of bags, wallets, mobiles, I-pads, laptops or other such devices or any valuables. If students bring them to College it is at their own risk.

## **(A) Conduct**

### **1.6 Ragging**

Ragging within or outside of any educational Institution is prohibited.

The Maharashtra Prohibition of Ragging, Act 1999

1. "Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any Educational Institution and includes--

a. Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; OR

b. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do. Action will be taken against students indulging or abetting Ragging as per the directions of the Supreme Court of India and Maharashtra Act N0 XXXIII of 1999

The Maharashtra Prohibition of Ragging Act, 1999.

(As modified up to the 29th August 2012)

1. Cancellation of admission and also debarred from taking admission in any Institution in India.
2. Suspension from attending classes.
3. Withholding/Withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarred from representing the Institution in any regional, national or international meet, tournament, youth festival.
7. Suspension / expulsion from the Institution.
8. Collective punishment if larger numbers of students are involved in the act of ragging.
9. An FIR filed without any exception with local police station.
10. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational Institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

11. Any student convicted of an offence under section 4 shall be dismissed from the educational Institution and such student shall not be admitted in any other educational Institution for a period of five years from the date of order of such dismissal.
  
12. Whenever any student or, as the case may be, the parent or guardian, or a Teacher of an educational Institution complains, in writing, of ragging to the head of the educational Institution, the head of that educational Institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational Institution is situated, for further action.
  
13. If the Head of the Educational Institution fails or neglects to take action in the manner specified above when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

**(A) Conduct**

**1.7 Attendance**

Attendance norms for students to follow.

Attendance for Learners as Per Ordinance 6086 of University of Mumbai (For students' reference)

1. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a programme of his/her enrolment only if he/she fulfils at least 75% of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc. wherein short and/or long excursions/field visits/study tours organised by the College and supervised by Teachers as envisaged in the syllabus shall be credited to his/her attendance for the total number of periods which are otherwise delivered on the day/s. Further, it is mandatory for every learner to have minimum 50% attendance for each course and average attendance has to be 75%.

2. The same ratio shall be applied for computing the attendance of learners by crediting the number of periods which are missed while participating in an extracurricular /co-curricular activity / competition / camp / workshop / convention / symposium / seminar, where the learner is officially representing the College / University / District / State / Country with the permission of the Principal / Director / Head of the College / Institute / University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, shall be deemed to have been attended by the said learner.

3. The Principal/Director/Head of the concerned College /Institute / Department of the University shall be the competent authority to condone the absence of any learner further up to additional 25% if deemed fit and on recommendation of the Attendance Committee of the College/Institute/Department of the University wherein it is mandatory on the committee to do natural justice by giving a personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent which generally shall be limited to his/her own sickness, sickness of parent, death of parent, supported by valid evidence, documentary or otherwise.

## **(A) Conduct**

### **1.8 Examination**

#### **(I) Before the Examination**

##### **1. Forms:**

- (i) Students should adhere to schedules set out for filling forms, payment of fees and submission of required documents.
  
- (ii) Forms will not be accepted on any day/date, other than the allotted day/dates.

##### **2. Timetables:**

- (i) Examination timetables are displayed on notice boards and the College website at least one week to one month before the examination.

(ii) Students should check the College website and/or notice boards regularly for the most up-to-date timetables.

### **3. Timing and breaks:**

(i) Students must be in the exam room at least 15 minutes before the designated start time.

(ii) Students arriving more than 30 minutes late will not be permitted to sit for the examination.

(iii) Students arriving within the first 30 minutes of an examination will not receive any additional time to complete the examination.

(iv) Students are not allowed to leave the venue within the first hour and last 10 minutes of the examination.

(v) Once any examinee has left the room, no further latecomers will be admitted to the examination.

(vi) Students will not be permitted to return once they leave the room unless they have been accompanied by an invigilator/peon.

(vii) In case of emergency only one student will be permitted to leave the examination hall accompanied by a peon/invigilator.

### **4. What students should bring/is allowed in the examination hall:**

#### **4.1. Identity Card / Hall Ticket:**



(i) ID Card and / hall ticket is compulsory. Students are obliged to provide valid proof of identity and registration such as a student ID card and hall ticket.

(ii) If a student cannot produce valid proof of ID, or if the invigilator has reasonable doubts regarding the student's identity, the student will be permitted to take the examination on the condition that a valid proof of ID will be presented to the examiner as soon as possible once the examination is completed.

(iii) A remark will be made on the examination paper and attendance sheet that the student did not have an ID card or hall ticket.

(iv) The student's examination will not be assessed until his/her identity has been verified.

#### **4.2. Stationery:**

(i) Students must ensure they have the appropriate stationery for each examination. The College is not responsible for the provision of pens, pencils, rulers etc.

(ii) Stationery must be in a clear pencil case or bag.

(iii) Students must bring their own calculator to the examination, where its use is permitted. The College does not supply calculators for examinations.

- Calculators that incorporate an alphabetic input are not permitted.

- Calculators must not be pre-programmed and the memory must be clear.
- Sharing of calculators is not permitted.
- Students are not permitted to use their mobile phone as a calculator.
- Possession of mobile phones will be treated as unfair means.

**5. What students should not bring/is not allowed in the examination hall:**

- (i) Mobile phones / books / bags / cell phones are not allowed in the examination hall.
- (ii) Students may only bring a clear bottle of water to the examination.
- (iii) Food/snacks are not permitted, unless students have a specific medical condition which has been certified by a medical practitioner.
- (iv) Writing boards are not permitted.

**(II) During the Examination**

**(A) General rules:**

- (i) Students must leave their bags, personal items, including books and cell phones (switched off) in the area designated by the invigilator. The College (office and invigilators) does not take any responsibility for loss or damage of items carried by students to the examination.

- (ii) Students should take their respective seats 10 minutes before the start of the examination.
- (iii) Any type of piece of paper near the student's seat or below the desk must be removed by the student before start of the examination.
- (iv) Talking will not be allowed in the examination hall. In case the student does not co-operate the student will be expelled from the examination hall.
- (v) All students must follow the instructions issued by the invigilator.
- (vi) The invigilator will follow the bells specific to the examination and announce commencement and completion of the examination. The invigilator will also announce the last 10 minutes of the examination.
- (vii) Students must read all instructions on the answer booklets before the start of the examination and instructions on the question paper at the start of the examination.
- (viii) Students should fill in the details required on the answer sheet. They should ensure that they write their seat number correctly and clearly on the answer book and the attendance sheet.
- (ix) They should also enter the correct date, programme, course title and sign the answer booklet.

- (x) Students should ensure that they sign the attendance sheet.
- (xi) Students should not get up from their seats and are only permitted to communicate with the invigilator, if absolutely necessary by means of raising their hand.
- (xii) If students wish to leave the examination before the specified finish time, they must raise their hand and wait until the invigilator has collected their examination paper.
- (xiii) Students should return all unused stationery to the invigilator before/whilst submitting the paper.
- (xiv) Students should not share any stationery with other students.
- (xv) Students are not allowed to write, highlight, underline or make notes on blank answer booklets before the examination or on the question paper unless otherwise stated.

**(B) Examination misconduct and unfair means**

Misconduct and use of unfair means in examinations includes but is not limited to the following:

- (i) All verbal and non-verbal communication between students.
- (ii) All verbal and non-verbal and electronic communication between the student and anyone else.

- (iii) Copying from another student.
- (iv) Introducing any written or printed materials into the examination.
- (v) Using any electronically stored information.
- (vi) Possession of hand-written /printed /photocopied material.
- (vii) Any matter pertaining to the examination written on the person's body or apparel.
- (viii) Any matter pertaining to the examination written on the desk or bench of the concerned student.
- (ix) Possession of mobile phones, smart watches or any other electronic devices.
- (x) Matter written on rulers, erasers, calculators, pencil cases, hall tickets, question papers etc.
- (xi) Tearing pages from the answer booklet or supplement.
- (xii) Exchange of pens / pencils / drawing instruments / calculators, data tables, question papers, supplements etc. without permission of the invigilator.

- Any action by a student who is in breach of these regulations, will be subject to disciplinary action as per Ordinance 5050 of University of Mumbai.
- In cases of malpractice, the junior and senior supervisor will fill in the report in the given format detailing the circumstances.
- Students misbehaviour with faculty members will be reported to Unfair Means Committee.
- Any written/printed matter recovered from the candidate should be signed by the candidate with the date. If the candidate refuses to do so, this should be reported to the Unfair Means Committee in writing.

### **(III) At the end of the Examination**

- (i) It is the responsibility of the student to ensure the front cover of the answer book is complete in all respects. They should also ensure that the invigilator has signed their answer booklets and supplements.
- (ii) All supplements / any loose sheets (e.g., maps) should be tied with main answer booklet unless instructed otherwise. All supplements and loose sheets even if blank should have the student's seat number written on it.
- (iii) All students must remain in their seats and not talk until their papers have been collected and they are formally dismissed by the invigilator.

- (iv) Students must leave the examination room quietly.

## **On-Line Examinations**

Students are expected to the rules for online examinations in the same way as with off-line examinations. However, given the different nature of examinations there are specific rules and regulations that should be adhered to as, when and where applicable.

### **(I) Before Examinations**

#### **Equipment/Devices:**

For taking final and/or mid-term exams online, students should be equipped with a device desktop / laptop with a webcam, microphone, speaker and a stable internet connection.

### **(II) During Examinations (Closed Book Examinations)**

- (i) Take all examinations without any external assistance.
- (ii) Try to make sure that no one disturbs them while they are sitting the examination.
- (iii) Allow the College, upon request to monitor their surroundings before and during the exam, using the devices available to them (computer, tablet or smartphone).
- (iv) It is forbidden to attempt a paper in the name of another student or have another person attempt the paper in your name.

(v) It is forbidden to ask for assistance from another person during an examination.

(vi) It is forbidden to use any device or other form of assistance (books / notes / course materials) during an exam, with the exception of devices explicitly authorized by the instructor.

### **(III) During Examinations (Open Book Examinations)**

(i) Open book examination means students are permitted to:  
(a) refer to their own course and revision notes; and  
(b) access offline or online resources, for example textbooks or online journals.

(ii) Take all exams without any external assistance.

(iii) Try to make sure that no one disturbs them while they are sitting the examination.

(iv) Allow the College, upon request to monitor their surroundings before and during the exam, using the devices available to them (computer, tablet or smartphone).

(v) It is forbidden to attempt a paper in the name of another student or have another person attempt the paper in your name.

(vi) It is forbidden to ask for assistance from another person during an examination.



(vii) Students should indicate clearly all material they have quoted from other sources, including any diagrams, charts, tables or graphs.

(viii) Students are expected to make some mention of the source material which forms a major part of the answer.

(ix) Students should paraphrase adequately all material in their own words.

#### **(IV) After Examinations (On Line Examinations)**

If it is found that students have not followed or deliberately broken any of the above-mentioned rules, they would be liable for disciplinary action as per Ordinance 5050 or any action deemed fit by the College Principal.

### **(B) Academic Integrity**

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The policy on Academic Integrity, forms an integral part of the Code which applies to all students of the Institution to which they should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity.

**The Principles of Academic Integrity require that a student should:**

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledge all contributors to a given piece of work.
3. Make sure that all assignments in a course are submitted by his/her own.
4. Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
5. Have right to pursue their educational goals without interference

**6. Violations of this policy include, but are not limited to:**

- (a) **Plagiarism:** Plagiarism means the use of materials, ideas, figures, codes or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- i. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- ii. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data.
- iii. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programmes, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- iv. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- v. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- vi. Paraphrasing or changing an author's words or style without citation.

(b) **Cheating:** Cheating includes, but is not limited to:

- i. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- ii. Allowing or facilitating copying, or writing a report or impersonating someone else for an examination.
- iii. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- iv. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- v. Creating sources, or citations that do not exist.
- vi. Altering previously evaluated and re-submitting the work for re-evaluation.
- vii. Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

**(c) Conflict of Interest:**

- (i) A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as

teaching, research, publication, working on committees, research funding and consultancy.

- (ii) It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.
- (iii) Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.
- (iv) To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

### **(C) Redressal of Grievances of Students**

A complaint from an aggrieved student relating to a College shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC).

“Grievance” means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

1. Admission contrary to merit determined in accordance with the declared admission policy of the Institution.
2. Irregularity in the process under the declared admission policy of the Institution.
3. Refusal to admit in accordance with the declared admission policy of the Institution.
4. Non-publication of prospectus by the Institution, in accordance with the provisions of these regulations.
5. Publication by the Institution of any information in the prospectus, which is false or misleading, and not based on facts.
6. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such Institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or programme of study which such student does not intend to pursue.
7. Demand of money in excess of that specified to be charged in the declared admission policy of the Institution.
8. Violation, by the Institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students.

9. Non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such Institution, or under the conditions, if any, prescribed by the Commission.
10. Delay by the Institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the Institution, or in such calendar prescribed by the Commission.
11. Failure by the Institution to provide student amenities as set out in the prospectus, or is required to be extended by the Institution under any provisions of law for the time being in force.
12. Non-transparent or unfair practices adopted by the Institution for the evaluation of students;
13. Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
14. Complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities.
15. Denial of quality education as promised at the time of admission or required to be provided; and

16. Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

**Procedure for Redressal of Grievances by Student Grievance Redressal Committee:**

1. The College has an online portal where any aggrieved student may submit an application seeking redressal of grievance.

2. On receipt of an online complaint, the Institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.

3. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the Institution and the aggrieved student.

4. An aggrieved student may appear either in person or authorize a representative to present the case.

5. In considering the grievances before it, the CSGRC shall follow principles of natural justice.

6. The Committee shall send its report with recommendations, if any, to the Vice-Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.



## **(D) Gender Discrimination and Allied Harassment**

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Institution has a zero-tolerance policy toward sexual harassment, and has a robust mechanism for redressal of issues related to sexual harassment. Students should note that sexual misconduct or harassment encompasses a range of conduct.

**'Sexual Harassment'** may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature and includes:

- (i) Physical contact and advances;
- (ii) A demand or request for sexual favours;
- (iii) Sexually coloured remarks;
- (iv) Showing pornography;
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (vi) The following circumstances, amongst others, if it occurs or is present in relation or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:
  - a. Implied or explicit promise of preferential or detrimental treatment in employment; or

- b. Implied or explicit threat of detrimental treatment about present or future employment status; or
- c. Interference with work or creating an intimidating or offensive or hostile work environment; or
- d. Humiliating treatment likely to affect health or safety.

**Workplace** includes all offices and Institutions and any social, official or other functions attended in the course of work, where the conduct or comments may have an adverse impact on the workplace or workplace relations.

**Redressal Body:** An appropriate complaint mechanism in the form of “Internal Complaints Committee (ICC)”, with at least one-half of the members (in addition to the Presiding Officer) being women, to be constituted for time-bound redressal of the complaint made by the victim.

## **CHAPTER 2**

### **Conduct for Teachers**

The Teachers of this College should follow the code of conduct in addition to the guidelines provided by UGC for College Teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals 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 must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the Teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

#### **(A) Professional Values**

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
2. Respect the right and dignity of the student in expressing his/her opinion. The Teacher should accept constructive criticism.

3. He should develop an educational environment. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status. There should not be any partiality or vindictive attitude towards any of them.

4. His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

5. Inculcate among students scientific, progressive and rational outlook, respect for physical labour and ideals of democracy, patriotism and peace.

6. Above all a Teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

7. Recognize the difference in aptitude and capabilities among students and strive to meet their individual requirements.

8. Encourage students to improve their achievements/goals, develop their personalities and at the same time contribute to community welfare.

9. Respect the dignity of students and refrain from behaving in a vindictive manner towards any of them for any reason.

10. Pay attention to only the attainment of the student in the assessment of merit.

11. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
12. Aid students to develop an understanding of our national heritage and national goals.
13. Refrain from inciting students against other students, colleagues, administration or Management.
14. Be impartial in assessment of a student and not grant excess marks or deliberately over mark, under mark or victimize a student on any grounds.
15. Ensure that the students are comfortable coming to College.
16. Ensure that the Students re emotionally and socially secure.
17. The Teacher shall not practice or incite any student to practice casteism, communalism, and untouchability; or cause to incite any other person or to cause any damage to the property of the College either moveable or immoveable.
18. The Teacher will not behave or encourage or incite any student, Teacher or any other member of the College to behave in a disorderly manner in the premises of the College or outside in connection with any matter connected with College.

19. Ensure that they do not award corporal punishment to any pupil. No rude gestures, remarks, words should be used with any of the students.

20. Refrain from indulging in any act amounting to child abuse.

21. The Teacher should not accept friend requests from current pupils, or ex-pupils under the age of 18 or “follow” students on her personal social media accounts. Notify the parents if a child sends a friend request.

### **(B) Professional Development and Practices**

1. It may be conceded that learning has no end. It is imperative that a Teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.

2. A Teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject.

3. He should involve himself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.

4. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.

5. The Teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, College seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

**(C) Professional Integrity**

1. Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

2. Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

3. There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of College teaching.

4. The Teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

**(D) Professional Collaboration**

1. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

2. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

3. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

4. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational Institution. This is more so as the Institution is located in a vulnerable border area.

5. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow Teachers. The Institution should hold joint meetings before upholding any decision regarding the College

6. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

7. Despite the commuting distance, the Teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the College.

**(E) Sexual Contact with Students**

All sexual relationships including consensual sexual relationships with students, including students who have reached the age of consent, is prohibited. Any attempts at intimacy on the



part of any student should be reported to the College Management immediately.

**(F) Conduct outside the College**

1. Teachers shall not consume any intoxicating drink or drugs or be under the influence of a controlled substance, including alcohol etc in any public place or appear in a state of intoxication.

2. Any such act which may be considered as violating these Rules will render the employee liable for action/termination as deemed fit by the Management.

3. Should not engage in any activity that would bring the College in disrepute or affect or lower the fair name, image or reputation of the College.

4. The Protection of Children from Sexual Offences (POCSO) Act, 2012 provides a robust legal framework for the protection of Students below the age of 18 from offences of sexual assault, sexual harassment, pornography, while safeguarding the interest of the student at every stage.

5. If any Teacher has apprehension that a child is likely to be sexually assaulted/harassed or has knowledge that a child has been sexually assaulted / harassed, the Teacher shall immediately inform the Principal who in turn shall provide such information to, the Special Juvenile Police Unit, or the local police.

6. The Teacher, who fails to report the same shall be punished with imprisonment of either description which may extend to six months or with fine or with both.

**Sexual assault means:** Whoever, with sexual intent touches the vagina, penis, anus or breast of the child or makes the child touch the vagina, penis, anus or breast of such person or any other person, or does any other act with sexual intent which involves physical contact without penetration is said to commit sexual assault. Sexual assault can be Penetrative or non-Penetrative.

**Sexual Harassment:**

1. A person is said to commit sexual harassment upon a child when such person with sexual intent.

2. Utters any word or makes any sound, or makes any gesture or exhibits any object or part of body with the intention that such word or sound shall be heard, or such gesture or object or part of body shall be seen by the child; or

3. Makes a child exhibit his body or any part of his body so as it is seen by such person or any other person; or

4. Shows any object to a child in any form or media for pornographic purposes; or

5. Repeatedly or constantly follows or watches or contacts a child either directly or through electronic, digital or any other means; or

6. Threatens to use, in any form of media, a real or fabricated depiction through electronic, film or digital or any other mode, of any part of the body of the child or the involvement of the child in a sexual act; or

7. Entices a child for pornographic purposes or gives gratification therefore.

### **Corporal Punishment:**

Corporal punishment is defined as “any form of physical punishment that involves the deliberate infliction of pain as retribution for an offence, or for the purpose of disciplining or reforming a wrongdoer”. St. Andrew’s has a zero-tolerance policy and corporal punishment is prohibited by law and shall not be used in St. Andrew’s College.

### **Reasonable Restraint:**

There are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm. Such acts shall not be construed to constitute corporal punishment. However, they should immediately be reported to the Management.

Stringent action will be taken against Teachers who are found indulging in unfair disciplinary measures.

The Institution expects the Teacher to follow a dress code which helps them to work comfortably and at the same time project a professional image to the students, parents, colleagues and the community. Hence, it is essential that the Teachers take pride in

their appearance and maintain proper dress code and general appearance during the working hours. Teachers are expected to dress neatly and, in a manner, consistent with the duties being discharged by them.

**Male Teachers:**

All employees are expected to abide by the dress code policy during regular working days, annual function and all formal events and while representing the Institution/Management. Hair must be well trimmed and combed. Long hair and fashionable haircuts (layered/spiked/tattooed) are strictly prohibited. Nails must be well trimmed all the time. Attire should be restricted to business formals such as, business suits, trousers, formal shirts and belt. Tie is optional. Shoes should be well polished. Torn and worn-out shoes, slippers, sports shoes, sneakers, gum boots, floaters and other informal footwear are strictly prohibited. Body piercing (except ears) and visible tattoos are strictly prohibited.

**Female Teachers:**

Attire should be restricted to formals such as business suits, formal shirts and trousers, traditional Indian sarees, salwar suits and kurtis. Denim, tee shirts, informal shirts, trousers and jackets, polo necks, short tops, sleeveless tops and kurtis are strictly prohibited. Body piercing (except nose and ears) and visible tattoos are prohibited. Wearing flashy jewellery should be avoided. Well maintained shoes or sandals are permissible. Torn and worn-out footwear, slippers, floaters, sports shoes, sneakers, and other informal footwear are strictly prohibited.

**Gifts:**

The Teachers should neither demand nor accept any gifts from the parents, students or guests. The Teacher shall not accept, permit any member of her family or any other person acting on her behalf to accept any gift including free transport, boarding, lodging, or any other service or any pecuniary advantage from student, parent /guardian or any other person, who may come into her contact in the capacity of she being a Teacher in the College.

The Teacher will not enter into any monetary transactions with any student or his parents/ guardians and shall not misuse her position as a Teacher for her personal gains and shall not conduct herself in such a manner that she may have to incur a debt beyond her means.

**Intellectual Property /Confidentiality**

That a substantial amount of technical, strategic and competitive information ("sensitive information") about the Institution will be made known/available and will become known/available to the Teacher during her employment. That all such sensitive information, whether oral, written or otherwise, that is shared with her during the course of her tenure shall be treated as confidential by her. The Teacher is forbidden from disclosing the said sensitive information so obtained by her to any third person, firm, or Institution either directly or indirectly.

All intellectual property including but not limited to study material, course work, charts, statistical data, methods of study, audio visual aids, documents and various forms, format,

processes, policies defined, all data, be it creative or administrative or academic developed, created and executed as a learning strategy in College, in any form, created by the Teacher during the course of her employment will be the property of the Management and the Teacher will be required to take all the steps which may become legally necessary to invest this right in favour of the Institution.

### **Social Media**

“Social media” refers to any digital mode of communication including but not limited to online communities like blogs, chat rooms, Quora, reddit, wikis, microblogs, message boards online forums and social networking sites, like Facebook, Twitter, WhatsApp, Snapchat, LinkedIn.

“Electronic media” refers to any electronic mode of communication including but not limited to emails and newsletters.

1. Teachers should desist from commenting or interacting or sharing any details of the College or its events etc with the students and parents of the student on TV channels or the print media or “social media” or “electronic media” except with prior written permission of the Management.
2. The interaction with the students /parents should only be either through official email of the College or digital platform specifically sanctioned by the Management.

3. The Teacher agrees that sensitive information such as Institution's affairs or work, activities of the establishment, technical, strategic, competitive information etc, whether oral, written or otherwise, that is generated /shared with her during the course of her tenure will not be disclosed either directly or indirectly on the “social media” or “electronic media” and also TV channels /print media.

4. The Teacher should not share their contact details/social media accounts with students and also service providers like canteen staff - security staff and housekeeping staff, unless their written work profile includes supervising / co- ordinating with the Teacher.

5. The Teacher should use the tightest privacy settings possible.

6. The Teachers are prone/vulnerable to malicious and defamatory comments including threats and abuse from parents or pupils, and to allegations of grooming and other forms of online abuse etc. The Teachers should not respond to any such allegations concerning their conduct/duties discharged in the College but must immediately report the same to the Principal for necessary legal action.

7. Teachers should desist from using the internet connections of the office/institute for surfing the world wide web for personal work, personal use or personal pleasure or accessing or sending personal e mails.

## **CHAPTER 3**

### **Conduct for Non-Teaching Staff (Support Staff)**

The support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

#### **(A) Professional Conduct:**

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within College premises.
5. They should not hamper the functioning of the College by engaging themselves in political or anti-secular activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.



## **(B) Workplace Conduct**

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of College activities.
2. They should also be responsible for the proper use and maintenance of College equipment and furniture.
3. No support staff should be under the influence of drugs or alcohol during office hours.
4. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
6. The support staff should show no discrimination on basis of gender, caste or religion.

## **(C) Professional Relationship**

1. Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is

expected that they behave in a helpful, friendly and patient manner towards the students.

2. The support staff should give due respect to the decisions made by the College authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an Institution depends upon mutual goodwill and trust.

3. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

4. The support staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the Institution. They should thus interact patiently and politely.

## **CHAPTER 4**

### **Conduct for Principal**

The chair of the Principal of a College has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) to the extent the same are not inconsistent or at variance with the minority rights.

These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, are detailed hereunder and are applicable to the extent the same are not inconsistent or at variance with the minority rights:

The chair of the Principal of a College has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of

Human Resource Development (MHRD) to the extent the same are not inconsistent or at variance with the minority rights.

These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, are detailed hereunder and are applicable to the extent the same are not inconsistent or at variance with the minority rights:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the Institution.
2. To protect the collective interest of different sections of the Institution so that each and all can perform freely and give their highest for the Institution building.
3. That subject to the minority rights to institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution and minority rights.

5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of College campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the Institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the

Institution and thus maintain campus-serenity required for academics.

11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the Institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the Institution.
14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the Institution and thus to nourish and enhance their capabilities.
15. As the academic head of the Institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
16. The Principal should encourage the faculty members of the Institution to take up research projects, publish

research papers, arrange for regular seminars and participate in conference / symposium / workshop / seminars

## **CHAPTER 5**

### **Conduct for Management (Governing Body)**

The Governing Body of the College is responsible for ensuring the effective Management of the Institution and for planning its future development.

1. The Governing Body should act to approve the mission and strategic vision of the Institution, long-term academic plans
2. The Governing Body is formed to monitor Institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other Institutions.
3. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their Institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
4. That subject to the minority rights the Governing Body should as far as possible ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. That subject to the minority rights the governing body should actively monitor that the Institution implements the requirements of State and National Governments for



reservations of seats and staff positions and provide required support to minority groups.