

PAVANATMA COLLEGE, MURICKASSERY

**CODE OF CONDUCT**  
**(Appendix to Pavanatma**  
**Quality Manual, PQM)**

## PREFACE

This code of conduct is a set of rules outlining the norms, rules, and responsibilities or proper practices of all stakeholders of the college. Also known as Appendix to Pavanatma Quality Manual (PQM), this code of ethics sets out the general principles that will guide the behavior of all the stakeholders of Pavanatma. The purpose of this code of ethics is to set out the ethical premises under which all decisions related to this college should be made.

This code of ethics works on the so-called golden rule, which is “to do unto others that which we would like done unto ourselves”. Whenever employees or members of the college are faced with difficult situations or ethical dilemmas, the code of ethics is expected to come to their rescue and give them a clear indication of the best course of action.

## INDEX

Sl No	Topic	Page no
1	Code of conduct for Governing Body	4
2	Code of conduct for Principal	4
3	Code of conduct for Faculty Members	5
4	Code of conduct for Students	6
5	Code of conduct for Non- teaching staff	7
6	Code of conduct for Support staff	8

## **Code of conduct for Governing Body**

1. The governing body should approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
2. The body is formed to monitor institutional performance and quality assurance arrangements.
3. Governing body should 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. The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. 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.
6. The governing body should evolve methods of assessment of students performance, the conduct of examinations and notification of results
7. The governing body should institute scholarships, studentships, medals, prizes and certificates.

## **Code of conduct for Principal**

1. The Principal should implement the policies approved by the highest decision making body of the college and shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council as the academic and administrative head of the institution
2. The Principal should uphold ethos of inclusiveness in terms of imparting education in the institution.

3. The Principal should 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.
4. The Principal should 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.
5. The Principal should maintain an unbiased gender-free atmosphere in the College so that all the stakeholders enjoy equal opportunities.
6. The Principal should generate required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ultimately eradicated.
7. The Principal should initiate and propagate the spirit of welfare and to build mutual confidence within all the sections of human resources attached directly or indirectly with the College
8. The Principal should create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
9. The Principal should 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.

### **Code of conduct for Faculty Members**

1. All faculty members of the college should be good counselors and facilitators for the students. He /she should take steps for the physical, mental and intellectual development of students.
2. All faculty members of the college should develop an educational environment within the campus. Equal treatment should be given to all students irrespective of religion, caste, and creed, and sex, economic and social status.
3. All faculty members of the college should take initiatives for the personal development of students by looking after their interest and welfare.

4. All faculty members of the college should be a role model for inculcating the values and virtues among the students.
5. All faculty members of the college should be impartial and assess the students only on merit / performance basis.
6. All faculty members of the college should have affectionate and friendly attitude and respect towards all the students.
7. All faculty members of the college should abstain from accepting fees, gifts etc. for providing guidance or coaching to the students.
8. All faculty members of the college should maintain closer liaison with the parents/guardians and should monitor the progress and share information about the students with the parents/guardian for the progress of the students.
9. All faculty members of the college should be to inspire the students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
10. As part of social responsibility all faculty members should instill a scientific and democratic outlook among his students.
11. Should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities.
12. All faculty members of the college should discharge their responsibilities in accordance with the established rules outlined by the higher authorities.
13. All faculty members of the college should give the same respect and treatment to the non-teaching staff as they do to their fellow teachers.

## **Code of Conduct for Students**

1. Should not furnish any false information to any College official, faculty member, or office.
2. Should behave well with Teaching and Non-Teaching staff of the college.
3. To maintain the discipline the students must wear proper uniform in the college.
4. Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed.

5. Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.
6. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred.
7. Use or possession of drugs, alcohol or other intoxicating substances is banned.
8. Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the College and/or unreasonably infringes on the rights of other members of the College community is prohibited.
9. Cheating on exams and other acts of dishonesty in class that may violate or spoil the academic atmosphere is not allowed.
10. False claims about representing the student's presidium or any other student's body in the college are not allowed. Any misappropriation of College funds is prohibited.

### **Code of Conduct for Nonteaching Staff**

1. All nonteaching staff of the college should be loyal to the College by punctual and reliable in all duties.
2. All nonteaching staff of the college should show personal integrity by being honest in words and actions.
3. All nonteaching staff of the college should exhibit personal dignity by treating students by care and kindness.
4. All nonteaching staff of the college should be supportive and cooperate with other staff members
5. All nonteaching staff of the college should show professional responsibility by meeting the required standards for every assigned task.
6. All nonteaching staff of the college should show mutual respect, trust and confidentiality to their colleagues.

7. All nonteaching staff of the college should be committed to the wellbeing of individuals, the wider community and the common good of all people.
8. He / she must respect and maintain the hierarchy in the Administration.
9. All nonteaching staff of the college should not use unauthorized persons to perform official duties.

### **Code of Conduct for Support Staff**

1. All support staff of the college should display the highest possible standards of professional behavior that is required in an educational establishment
2. All support staff of the college should seek to co-operate with their colleagues, providing support, help and guidance as required
3. All support staff of the college should not use their position in the institute for private advantage or gain.
4. All support staff of the college should avoid words and deeds that might bring the institute into disrepute.
5. All support staff of the college should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
6. All support staff of the college should attend their place of work punctually in accordance with their conditions of service.