

Code of Ethics

FOR STUDENTS

Every student admitted to this College and studying in this college should clearly understand the Rules regarding Admission, Attendance, Discipline, College Examinations, Scholarships and Fee Concessions as specified in the Calendar. Every student of the College shall conduct himself/herself in a disciplined manner both inside and outside the campus. He/she is expected to strictly adhere to the rules and regulations of the college.

1. Ragging is strictly forbidden. Anyone found to be indulging in this uncivilized practice will be summarily dismissed from the institution.
2. Possession and misuse of mobile phones in the college campus is strictly forbidden, if found, it will be confiscated.
3. A minimum of 75% attendance is required to appear for the semester exam.
4. During leisure hours the students are expected to be in the library, Indoor sports complex or AV Hall.
5. During class hours they are strictly forbidden from loitering in the corridors and the campus.
6. Every student is expected to maintain a sense of decency and decorum in his/her dress and hair style as prescribed by the college.
7. Students shall not be absent from classes without genuine reasons endorsed by parents.
8. The student's Welfare Council will consist of members selected by the Principal and a committee on the basis of their conduct, studies and performance in the interview.
9. Parents/Guardians are hereby notified that the authorities or teachers of the college do not organize or lead any unauthorized excursions, trekking picnics, tours or pleasure trips. The Management and College authorities are not responsible for any unauthorized excursion, picnic, tour or pleasure and trekking trips organized by students.
10. Students shall wear the uniform prescribed by the College to be present in the campus.
11. Any misbehaviour on the part of the student shall be severely dealt with.
12. Students drawing graffiti on walls, desks, benches shall be punished with a heavy fine of Rs. 1000/-.
13. Every student must carry with him / her college ID-card every day while attending lectures and appearing for examinations.
14. 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 college.
15. Wearing the Identity Card is a must to enter the Library. At the time of issuing books, the Identity Card must be presented to avail Home Lending facility.

16. If student has lost ID-card, it should be reported immediately to the Office and the librarian with an application.

Physical Education Rules:

The Physical Education Committee shall lay out the general policy regarding the sports and Games activities in the college and decide on matters connected with them. In case of any difference of opinion the decision of the Principal shall be final.

1. Captains for the various games will be nominated by the Physical Director of the College.
2. The selections will be made by the Physical Director in consultation with the members of Physical Education Committee.
3. Teams which do not comply with the instructions of the Physical Education teacher and are very irregular for practice will not participate in any competitions.
4. If the players selected are irregular for practice or if their conduct is not good they will not be permitted to participate in any tournament and such persons may have to pay back the expenses incurred for providing them with uniforms and such other things.
5. All players should come in proper uniform for the various games and sports.
6. In all games and sports the players are required to conduct themselves properly both on and off the fields. Each player is expected to exhibit team spirit.
7. Students who receive the materials from the games room should return them safely to the person who has issued them.
8. The Playground should be kept clean. The materials used for sports and games shall be handled with care.
9. No student is permitted to play outdoor games on the campus during working hours.
10. No student on the rolls of the College is permitted to play in any external team in a particular event without the permission of the Principal.
11. In all matters of discipline Principal's decision will be final.

Library - Rules and Regulations

1. All the Students must wear their full Uniform with collar ID to enter into the Library.
2. Students are required to make their entry in the prescribed Register kept in the entrance of the Library.
3. Lending of 2 books for 7 days to students.
4. In addition to the above One book will be issued under Overnight borrowing facility.
5. Group Study and Discussion is not allowed inside the Reading areas, Reference Sections and Magazine Sections.
6. Personal Books are not allowed inside the Library. In the emergency case students should take the permission of the Librarian or Library staff.

7. Please take care of the library books. Do not spoil the books by marking, scribbling or underlining in the books.
8. Maintain neatness and cleanliness in both Girls and Boys Reading Areas.
9. Girls and Boys should be seated separately in the Library.
10. Keep the Toilets clean.

Code for the Principal

1. The Principal looks after all academic and administrative activities of the College as the Head of the Institution.
2. The Principal chalks out policies and plans to execute vision and mission of the College.
3. Keeps the co-ordination in all the works related to the College.
4. Provides guidance, leadership, direction to the all the stakeholders.
5. Oversees and monitors the administration of the academic programmes along with the general administration of the college.
6. Takes appropriate decision to adapt new technology and methods for effective teaching learning process.
7. Follows and implements the directives issued by Government / Statutory bodies/ U.G.C./Director of Collegiate Education / University and other concerned authorities.
8. Assesses and maintains the Performance Reports of the teaching and non teaching staff of the College.
9. Ensures that the teaching and non teaching staff are following the Code of Conduct of the Institution.
10. Assesses reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/ coordinators/ departments.
11. Guides and motivates the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
12. Provides platforms to the students and mentors them by giving them opportunities to face the challenges of the competitive world through the curricular, co-curricular and extracurricular activities.
13. Encourages the teaching and non teaching staff for their professional development.

The Professional Ethics & Code of Conduct for Non-Teaching Staff

1. Every non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills by updating himself / herself professionally for the proper discharge of duties assigned to him/her.
3. Must maintain punctuality.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and

- counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
 6. Speak respectfully and behave politely with everyone of the college. (The Principal, teachers, Students, visitors, parents etc.)
 7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
 8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
 9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
 10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
 11. Should adhere to the Professional Ethics and Code of Conduct of the Institution.
 12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
 13. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
 14. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
 15. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
 16. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
 17. Avoid conflicts between their professional work and personal interest.
 18. No one shall remain absent from work without prior permission of the Principal or grant of leave.
 19. Any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum shall be reported to the Principal.
 20. Should adopt a humane approach in dealing with students who are physically challenged.
 21. No one shall meet/approach directly to any member of the Management/Governing Body of MGM College for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal of the college.
 22. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
 23. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

The Professional Ethics for the Teachers (As per UGC Notification-2018)

The college is providing the following guidelines of UGC for maintaining the professional ethics for the teachers. These guidelines are adopted from UGC notification (New Delhi, The 18th July, 2018) i.e. UGC regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in higher education, 2018

Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal 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 which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

(i) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.

(ii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.

(iii) Participate in extension, co-curricular and extra-curricular activities including community service.

- (iv) Teachers should respect the right and dignity of the student in expressing his/her opinion; Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student in the assessment of merit.
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (x) Refrain from inciting students against other students, colleagues or administration.
- (xi) Teachers and Colleagues Teachers should treat other members of the profession in the same manner as they themselves wish to be treated. Speak respectfully of other teachers and render assistance for professional betterment.
- (xii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- (xiii) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- (xiv) Teachers should Discharge their professional responsibilities according to the existing rules and adhere to it.
- (xv) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (xvi) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (xvii) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (xviii) Should adhere to the conditions of contract; Give and expect due notice before a change of position is made.

(xix) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(xx) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

(xxi) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

(xxii) Teachers should give respect to the parents/guardians and be available for discussion about the students whenever required.

(xxiii) Teacher should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

(xxiv) Work to improve education in the community and strengthen the community's moral and intellectual life.

(xxv) Teachers should be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

(xxvi) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

(xxvii) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

Code of Conduct / Professional Ethics for the Teachers

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.

2. Maintain their professional knowledge & skills by updating himself/ herself professionally for the proper discharge of duties assigned to him/her.

3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fairly and be committed to the best interest of students of the college.
5. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the semester and perform accordingly.
6. Every teacher should do assessment practices for finding out slow learners & advanced learners and strive adequately for the overall development of the students of the college.
7. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
8. The Teacher should not only confine his/ her activities to the classroom teaching but also involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but also a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
9. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
10. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
11. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.
12. Evaluation of Examination, Practical examination should be done fairly by the teacher.
13. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
14. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found guilty, legal action will be taken against him/her.

15. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
16. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
17. The teacher should maintain the positive relationship with all colleagues & students of the college.
18. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
19. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Institution, Society, and Nation.
20. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
21. The Teacher should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
22. Avoid conflicts between their professional work and personal interest.
23. No teacher should by act or deed, degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
24. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
25. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
26. The teacher should adopt a humane approach in dealing with students who are physically challenged.
27. Be punctual & careful in availing professional opportunities for career development.
28. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance

and other necessary information/etc. They should submit it to the Principal's Office for month wise review.

29. The teacher should not be careless about filling the Academic dairy; every teacher should keep his/her academic dairy updated and get the signature of the Principal.

30. No teacher shall meet/approach directly to any member of the Management/ Governing Body of MGM College for their personal or any issue or matter. He/She should put forward their issue/matter through the Principal to the Management/ Governing Body of the MGM College, in written form.

31. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.

32. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.

33. The teacher shall present punctually to the college for the Prayer.

34. No teacher shall leave the college campus during the duty hours.

35. No teacher shall leave the headquarters without the permission of the Principal.

36. Every teacher should follow the dress code as directed by the Institution.