



St. Claret College

NAAC A+ Accredited | AICTE Approved | Affiliated to Bangalore University

NURTURING VALUES AND EXCELLENCE

CODE OF CONDUCT FOR EMPLOYEES

Every employee shall be governed by the code of conduct, as specified below, and every such employee shall be liable to the disciplinary action specified in Rule XXIV, for the breach of any provision of the code of conduct.

1. An employee at all times shall maintain absolute integrity and devotion to duty.
2. No employee shall:
 - i. Knowingly or wilfully neglect his duties;
 - ii. propagate communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity;
 - iii. discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background or any one of them;
 - iv. indulge in or encourage, any form of malpractice connected with examination or any other activity;
 - v. show any sustained neglect in correcting class work or home work done by student;
 - vi. while on duty in the Institution, absent himself (except with the previous permission of the head of the Institution) from the Institution;
 - vii. remain absent from the Institution without leave or without the previous permission of the head of the Institution.
 - viii. behave in a manner unbecoming of an employee of a Catholic Educational institutions.
 - ix. accept private tuition other than in accordance with the same conditions that are applicable.
 - x. prepare or publish any book or books commonly known as keys or assist, whether directly or indirectly, in their publication without the permission of the management.
 - xi. enter into any monetary transactions with any student or parent; nor shall he exploit his influence for personal ends;
 - xii. accept, or permit any member of his family or any other person acting on his behalf to accept any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the Institution.

Explanation: (a) The expression 'gift; shall include free transport, boarding or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealings with him in connection with the Institution.

Note: (1) Casual meal, lift or other social hospitality of a casual nature shall not be considered a gift.

(2) On occasions such as weddings, anniversaries, funeral or religious functions when presenting a gift is in conformity with the prevailing religious or social practice, an employee may accept gift if the value thereof does not exceed normal standards;

xiii. practice or incite any student to practice casteism, communalism or untouchability; xiv. cause, or incite any other person to cause any damage to the institution property; xv. behave, or encourage, or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the Institution;

xvi. indulge in any violence, or any conduct which involves moral turpitude;

xvii. organize or attend any meeting during the working hours of the Institution except when he is required or permitted by the head of the Institution to do so;

xviii. indulge in any activities that would be against the interest of the Institution and its management.

xix. such other matters that may be agreed to between the management and the employee.

3. Every employee shall:

i. be punctual in attendance and in respect of his work and also for any other work connected with the duties assigned to him by the head of the Institution.

ii. abide by the rules and regulations of the Institution and also show due respect to a constituted authority.

4. Nothing contained in sub-rule (1) and (2) shall be deemed to take away or abridge the right of an employee:

i. to appear at any examination to improve his/ her qualification;

ii. to become or to continue to be a member of any literacy, scientific or professional organization; and

iii. to make any representation for the redressal of any bonafide grievance subject to the condition that such representation is not made in any bad or indecent language.

5. Besides the above, the employees are to abide by the following:

a. If the job performance of an employee is rated below par by the Principal/ Manager, a suitable warning in writing will be issued. If the performance continues to be of low standard, the managing committee will reassess the performance and they may, if the situation warrants, recommend the dismissal of such employee.

b. Every non-teaching employee holding a supervisory position shall take all possible steps to ensure the integrity, honesty and devotion to duty by all employees under the supervision.

c. Every employee shall dress modestly and decently in accordance with the prevailing social /societal/institutional norms.

d. Personal grievance of the employees may be presented to the management either through email or through a face to face conversation.

e. Smoking, alcoholic drinks, chewing of pan etc., are strictly forbidden on campus

f. Employees shall not accept or engage in any assignments/consultancy/service outside the institution without the express consent of the authorities.

- g. Employees shall disclose personal interest, if any, in any transactions/dealings with college. h. Employees shall not seek favours or ex-gratia services from students/suppliers/contacts of the institution.
- i. Employees shall not use the name of the institution in any personal matters. The institutional letter head shall be used only for official letters/certificates, by individuals authorized for the purpose.
- j. Employees shall not sign any document on behalf of the college, unless authorized.
- k. Employees are discouraged from engaging in arguments, gossip and loose talks with other employees and students.
- l. Employees may raise their personal viewpoints only at appropriate forums; and are not expected to express opinions outside one's own purview and authority.
- m. Employees shall promptly communicate using the college email and respond to communications within reasonable time.
- n. Employees shall maintain confidentiality of classified information.
- o. Employees shall follow the reporting protocols on all official matters
- p. Employees are forbidden from making any racial/faith/gender/caste biased comments.
- q. At all times, employees shall cultivate harmony and team spirit within the department and the institution.
- r. All employees shall integrate and contribute to the realization of the vision and mission of the institution.

6. Code of Conduct for HOD/Coordinator

Head of the Department/Coordinator is responsible

- a. For the efficient functioning of the department with reference to its goals and conduct of the department in a professional manner in line with the values of SCC.
- b. To develop and schedule activities of the department for the academic year and preparation of the departmental calendar. To convene regular faculty meetings at least once a month to assess and review the progress of planned activities and facilitate interaction.
- c. To support the principal in the execution of plans and to report to him at least once in a month, on the functioning of the department and promote appropriate interdepartmental collaboration.
- d. To ensure judicious class/job allocation to the faculty members and to build up team spirit
- e. To ensure that all faculty members complete their roles and responsibilities in a timely manner.
- f. To ensure leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost. To also grant leave to the students of the respective department, in ordinary cases, up to three days, after discerning the genuineness and urgency of the request.
- g. To ensure harmonious working environment; to nurture a healthy academic environment and to assist in resolving differences.
- h. To conduct periodic review of faculty performance individually and suggest remedial measures. Also to recommend opportunities and avenues for developing faculty knowledge and capability.

- i. To encourage regular academic discussions for subject exposure among the faculty inside and outside the department and to facilitate knowledge sharing and updating, and identify and arrange specialist lectures for different subjects in consultation with faculty members.
 - j. To maintain overall student discipline in the department as per the policy and guidelines of the college with due coordination with mentors with regard to attendance, dress code, attitude, conduct and assignment completion.
 - k. To resolve difficulties faced by students, academic and non-academic, in due consultation with the class mentors and to refer essential cases to the Counsellor, with a discrete note of reference.
 - l. To review the question papers for the internal assessment examinations; ensure the submission of question papers on time and to assist in proper conduct of examinations. To ensure the return of the valued CIAE papers to the students within 10 days of the exams and the submission of the marks records to the Exam Committee.
 - m. To conduct pre-examination and post examination reviews with the concerned faculty as regards the quality of questions, answers, and rectification measures to improve the student performance.
 - n. To comply with reporting requirements and submissions as may be specified.
 - o. To finalize the timetable for the ensuing semester immediately on completion of the current semester.
 - p. To review the course plans and staff journals and ensure their timely submission to the Principal/Vice-Principal.
 - q. To plan and conduct fieldtrips, industrial visits, enrichment programmes, outreach programmes, add-on programmes, seminars, workshops, endowment lectures etc., on curriculum, teaching methods, latest happenings in the given field and its scope in the future, with the involvement of staff and students.
 - r. To initiate collaborations and linkages with educational, governmental and nongovernmental organizations.
 - s. To take active role in the recruitment of personnel to the department.
 - t. To ensure the maintenance of records like reports of departmental meetings, functioning of clubs and associations, chronicles, etc.
 - u. To listen to grievances of students and redress them and report to the Student Welfare Officer/ Management, matters those are to be dealt with, at the higher level.
 - v. To identify the slow and advanced learners and design programmes for their improvement
 - w. To communicate with the parents and report the academic progress to them.
 - x. To ensure proper functioning of the Association Activities that are under the respective department.
 - y. To submit to the librarian/library committee the list of books to be purchased.
 - z. To maintain contact with the alumni and see that the alumni files are up-to-date.
7. Code of Conduct for Faculty Member A faculty member is responsible to:

- a. Prepare course plan with detailed unit wise topic break up for the courses handled, as per the guideline, and decide on the prescribed reading /study material. Also maintain academic journal (work diary) on a daily basis with all details including the use of ICT in teaching.
- b. Design the course innovatively as per the syllabus and norms of the University and the College objectives under the leadership of the HOD. Around 20% of the time is to be utilized to update the students on the latest happenings in the field and train them accordingly to face industry.
- c. Share the Personal Mission Statement, Course plan and outcomes and the methodology adopted in teaching the students at the beginning of the academic year.
- d. Update oneself with the latest knowledge and skills available. Attend at least one seminar/workshop and present a paper outside the institution every semester. Publish at least one article in UGC approved journals and have at least one chapter in a book every year.
- e. To encourage quality circles in classroom for their respective subjects.
- f. To complete the syllabus according to the course plan prepared at the beginning of the semester.
- g. To adhere to the university curriculum and to strictly follow the Bangalore University examination pattern in preparing question papers for the CIA examinations.
- h. To discuss with and to explain to the students the syllabus, at the beginning of each semester (its general and specific objectives).
- i. To adopt appropriate methodologies with respect to teaching and evaluation and to incorporate innovative methods in teaching.
- j. To coordinate with the HOD to administer the internal assessment, value the answer papers, enter the marks in the records and return the answer scripts to the students within 10 days from the date of the internal examinations.
- k. To identify the slow learners and provide special guidance and help for their improvement in studies and keep the HOD and class mentors informed. Also arrange for challenging assignments for advanced learners.
- l. To arrange for guest lectures, field visits and seminars whenever feasible and to undertake and help research activities of the department which will greatly help teaching.
- m. To cooperate with the HOD and other faculty members in the efficient running of the department and to work with team spirit for the good of the students and the institution.
- n. After being permitted by the Principal, to inform the HOD about leaves in advance and make alternative arrangements for the classes.
- o. To arrange with the consent of the HOD and make up classes for those not held due to absence.
- p. To set question papers for CIAEs and send them to the HODs in time for the review and submission to the Exam Committee.
- q. To assist the LSDP (Life Skills Development Programme) and PSDP (Professional Skills Development Programme) coordination and conduct of classes.
- r. To be present in the college on significant days of national importance like Independence Day and Republic Day for the common functions.

8. Code of Conduct for Mentors

Each class has one or more mentors. The role of the mentor is to contribute to the total development of the students under one's care and help them to attain their potential. The objectives of mentoring are to lend support, guidance and counsel students. The specific activities of a mentor include helping students to identify and set goals for themselves, helping students select curricular and co-curricular courses, making students aware of the legacy, vision, mission and objectives of the college, the various officials and their roles, the grievance redressal mechanisms, and facilities like Book Bank and Scholarships. Mentors also make students aware of library facilities, remedial programmes, certificate courses, associations like NSS, SAF, CSA, Cultural Club, Sports Club, Student Council, Placement Cell, etc. The mentor serves as a link and an interface for coordination amongst students, faculty, HOD and the Departments.

In order to make the mentoring role effective, the mentor does the following:

- a. Has all the required data of the student in a fixed format in the Mentor's Manual.
- b. Makes a progression chart of the students under one's care from pre-entry level on.
- c. Keeps track of the regularity of the students and takes the necessary corrective measures.
- d. Meets the students under one's care individually and as a group.
- e. Encourages the students to meet him/her, when needed and makes himself/herself available and approachable so that students can discuss anything that impedes their study.
- f. Monitors the attendance of students every fortnight, and involves parents where corrective measures are necessary.
- g. Recommends to the HODs students' request for leave up to three days, discerning the urgency and need of the request.
- h. Identifies students who would require professional guidance and encourages them to meet the counsellor.
- i. Explores the availability of financial help for students from low income families.
- j. Prepares the students for job interviews and also in the area of career management.

III. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

The administrative staff meeting parents/guardians in the institution plays a vital role in the operational functioning of the institution. It takes care of the finance, human resource management, infrastructure development, transportation and maintenance of documents.

The code of conduct for the administrative staff are detailed below:

- a. Should not undertake any other job within the stipulated office hours. They shall not engage in any trade or business within college premises.
- b. Avail leaves with prior intimation of from the Office Manager/Principal to the extent possible. In case of sudden contingencies, information of their absence should be promptly forwarded to the concerned in the college.
- c. Staff members absent without taking prior written permission of the Office Manager/Principal, they shall be liable for cut in casual leave or earned leave as the case may be.

- d. Be punctual and on time daily for the commencement and smooth functioning of college activities.
- e. Submission of all documents related to university/AICTE should be promptly done.
- f. To ensure availability of sufficient human resources for the smooth functioning of the college.
- g. To provide all data to the departments as per the requirement/demand.
- h. Carry out all financial transaction with honesty and integrity.
- i. Maintaining of documents should not falsify the official documents entrusted to them.
- j. Show no discrimination on basis of gender, caste or religion.
- k. Staff should take additional responsibilities if required as assigned by Principal.
- l. They should not engage in remarks or behaviour that might be considered disrespectful to staff, students/parents and guardians.

IV. CODE OF CONDUCT FOR VICE PRINCIPAL

Vice Principal reports directly to the Principal and assume supervision on behalf of or in the absence of the Principal. At the discretion of the Principal, specific responsibilities and latitude of independent action will vary, but they will assist in the administration of the college and provide leadership. Vice Principal assists in the formulation of policies, organizational plans, goals and objectives in order to achieve the educational excellence in the college.

The following are the responsibilities of the Vice Principal:

- a. Works closely with the principal on a daily basis to ensure the smooth overall operation of the institution.
- b. Develops rapport with the students and handles discipline issues.
- c. Resolves conflicts between students, staff, parents or combinations of conflicts between various individuals.
- d. Takes care of the grooming, discipline and attendance of students and staff.
- e. Assists in yearly staff evaluations, in providing guidance to staff and students, and fosters a positive climate in the institution.
- f. Develops emergency response plans for college as required by any agency. Files reports and keeps it updated.
- g. Meets with the Principal to discuss the implementation of college policies and programs.
- h. Meets with faculty, staff, students, parents/guardians as needed.
- i. Assists the Principal in conducting orientation for incoming students and staff.
- j. Prepares and submits all reports, as requested by Principal, in proper writing and/or oral style and structure.
- k. Assists the Principal in writing Professional Growth Plans.
- l. Completes additional assignments as directed by the Principal.

m. Performs other duties which may be assigned by his/her superior(s) under the authority of the university.

n. Assumes the duties and responsibilities of the Principal, in his absence.

o. Other duties of the Vice-Principal shall be those decided by mutual agreement with the Principal

V. CODE OF CONDUCT FOR PRINCIPAL

a. The Principal shall oversee and monitor the administration of the academic programmes and general administration of the institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.

b. The Principal shall plan the budgetary provisions and evaluate the financial audited statements of the institute.

c. The Principal takes all the necessary actions as and when required to maintain discipline in the institute.

d. The Principal forms various college level committees necessary for the development of the institute.

e. The Principal shall encourage faculty to update their knowledge by attending seminars/workshops/conference.

f. The Principal shall encourage faculty to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.

g. The Principal shall provide leadership, direction and co-ordination within the institute

h. The Principal shall periodically review this Code of Conduct. • As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws • Meets or exceeds the institute standards • Any weakness/ error of policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

i. The Principal is responsible for the development of academic programmes of the institute.

j. The Principal shall convene meetings of any of the authorities, bodies or committees, as and when required.

k. The Principal shall ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.

l. The Principal shall ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.

m. The Principal shall ensure that the long-term and short-term development plans of the institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.

n. The Principal shall forward confidential report of all employees of the institute and submit it to the Management.

o. The Principal shall be responsible for the submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.