

ST. ANN'S COLLEGE OF EDUCATION
(Autonomous)
Accredited by NAAC with 'A' Grade: 3rd Cycle
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Policy Document:
Code of Conduct

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Code of Conduct Policy

1. Policy Statement

The College strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

2. Objectives

The purpose of this document is to provide the code of conduct and ethics for the College's student teachers. All students are expected to be aware of this code and abide by it to enable the College to meet its own clearly stated objectives, standards and performance targets within a supportive environment.

3. Responsibility

Management, Principal. Faculty and related Committees

4. Code of Conduct

Discipline, both in personal and professional matters, is essential for the success of a Student Teacher. Orderly behavior on campus will improve one's self-esteem and will help in having good inter-personal relations. The high level of discipline consistent with the superior standards of the Centers of Excellence in Higher Education shall be maintained on the campus. The following guidelines on conduct will help in maintaining discipline on campus and they shall be adhered to by all.

Rules and Guidelines

Every student teacher must:

- a. follow courteous behavior, an essential ingredient of professional competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action;
- b. practice and promote integrity, sincerity and self-discipline at all times;
- c. promote the concept of 'dignity of labor' and help in keeping the college premises neat and clean
- d. wear the ID cards while on campus;
- e. be regular and punctual;

- f. keep mobile phones switched off during class hours unless permitted for class work by the concerned lecturer.
- g. not leave the College premises or receive visitors during college hours without prior permission.
- h. not loiter in the corridors or on the campus during class hours. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities;
- i. use their time fruitfully in a planned way to complete various tasks;
- j. Not be habitually negligent of college work. Absence from internal examination, non- submission of assignments, frequent absence from classes, etc., will be reported to the parents or guardians and if not corrected, may lead to discontinuance from the program;
- k. bring any grievance and personal problems to the notice of the assigned mentor of the College authority;
- l. not attend or organize any meeting in the College or in its premises or collecting money for any purpose without the permission of the Management;
- m. not engage in political activity in any form, under any banner in the campus.
- n. use college property with care. Willful damages to property and equipment will have to be compensated for. Pasting of posters and notices on walls or disfiguring the building and campus, in any form are forbidden.

5. Breach of Code of Conduct

Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by the Principal or her nominee or a relevant Committee. Based on the preliminary investigation the following actions could be taken:

- a. dismiss a complaint;
- b. impose any penalty permitted by the rules of the College;
- c. refer the complaint to the Principal/College Council accompanied by a written report for further decision;
- d. issue a caution which shall not be recorded on the student's record;
- e. issue a reprimand which shall be noted against the student's record in the registry and which shall include a formal written warning that treatment of any future misconduct within twelve months will take

such reprimand in to account; and

- f. Refer the matter to the police or other authorities.

6. Appeal

- a. The student has a right of appeal against the decision of the nominee/committee.
- b. A student may appeal, in writing, to the Principal against the decision of the nominee/Committee.
- c. The decision of the Principal/will be final in this regard.

7. Prevention of Ragging

7.1. Prohibited by Law

Ragging, in any form is prohibited by law. The College imposes anti-ragging laws in accordance with the Central Legislation. The instruments that apply are:

- a. Indian Penal Code
- b. UGC Regulation on curbing the menace of ragging in higher education institution 2009.
- c. SACOE specific regulations.

7.2 Anti-Ragging Committee and Anti-Ragging Squad

In compliance with the UGC regulations the College anti-ragging Committee and anti-ragging Squad comprising of college representatives have been constituted to prevent the menace of ragging. The squad conducts frequent patrolling in the common areas of the campus and maintains vigil to prevent the occurrence of ragging. The squad will also have the responsibility to investigate incidence of ragging, if any.

7.3 Rules and guidelines

Students shall not indulge in any of the following activities, which are treated as ragging:

- a. Any act that prevents, disrupts or disturbs the regular academic activity of a student.
- b. Exploiting the service of a junior student by a senior student or a group of senior students.
- c. Any act of financial extortion or forceful expenditure

burden put on a junior student including fund-raising for organizations.

- d. Any act of physical abuse including all variants of it: annoying, playing, practical jokes, sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts or gestures.
- e. Any act of abuse by spoken words, emails, SMS or any other means.
- f. Any word or act that causes hurt to the dignity of the individual.
- g. Entering without permission any class other than the one assigned to a student.
- h. Forcing a student to boycott class without their consent to participate in strike, demonstration, dharna, etc.

8. Reporting Cases of Ragging

The complaints or information with regard to ragging could be oral or written and even from third parties. The burden/responsibility of proving innocence resides with the accused. Complaints can be lodged with the Principal, Mentors, College Representatives or any of the members of the Anti-Ragging Committee. All complaints/information received shall be kept strictly confidential. In the event of a student being booked in a criminal offence and being suspended from the College, she will be re-instated only after her obtaining clearance certificate from the concerned authority.

9. Sexual Harassment

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

10. Professional Ethics and Academic integrity

As an institution with a vision to imbibe right attitudes, values, ideals and ideologies in students, the College gives importance to professional ethics and is committed to fostering a vibrant learning environment based on the principles of social commitment. The College ensures students are well versed with the concept of academic integrity encompassing honesty, responsibility and awareness relating to ethical standards for the conduct of academic work. Students are oriented to the rules and regulations regulating intellectual property. Students are made aware that academic work, the ideas

and contributions of others must be appropriately referenced and acknowledged. It is expected that the students adhere to the ethical standards.

Rules and Guidelines

The students must:

- a. properly acknowledge and cite the use of the ideas, results, material or words of others;
- b. make sure that all work submitted in a course or other academic activity is her own and produced without the aid of impermissible materials or means;
- c. obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with her interpretation or conclusions; and
- d. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.