



St. Bede's College

Shimla -171002

(UGC-NAAC "A+" Grade Re-Accredited)

College with Potential for Excellence

Phone: 0177-2842304, Fax:- 0177-2842498

www.stbedescollege.in, E-mail:- bedescollege@gmail.com

CODE OF PROFESSIONAL ETHICS AND CONDUCT

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal of a college has to shoulder multilateral responsibilities having characteristics of an administrator, patron, adjudicator, protector, supervisor and inspirer. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain code of ethics in her conduct and has to ensure the conduct is maintained at all levels within the college.

Code of conduct for Principal:

- To sustain and uphold the principles of inclusiveness in terms of imparting education in the institution.
- The Principal should ensure that both long-term and short-term development plans and programs of the college, are duly complied and implemented through relevant authorities, committees, bodies, and its members.
- It is the duty of the principal to ensure that the implementation of the acts, ordinances, regulations, statutes, rules and other orders issued by the competent authorities, other regulatory bodies and the Management, are carried out from time to time. In this regard complete transparency and impartiality should be maintained.
- An effort should be made to protect the interest of different sections and functionaries of the institution in a congenial atmosphere in the best interest of the institution.
- Essence of social equality and justice for all the stakeholders irrespective of their caste, colour, creed, race, sex, or religion should be maintained within the framework of Indian Constitution.
- To ensure the welfare of all the stakeholders connected with the institution directly or indirectly.
- All the efforts should be made to explore the new avenues in the pursuit of academic excellence in the institution in an innovative manner.
- It should be endeavoured to maintain proper discipline and behavioural pattern of all the concerned of the institution.
- To encourage and promote extra-curricular activities amongst the students.

CODE OF CONDUCT FOR GOVERNING BODY



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The Governing Body of the college is responsible for ensuring the effective working of the institution and for planning its future development.

- The management shall act according to the strategic vision and mission of the institution, long-term academic plans and ensure that these are adhered to in the best interest of stakeholders, including students, local communities, Government and others.
- Periodical efforts should be made to monitor institutional performance and quality assurance arrangements which should be appropriate and competitive with other institutions.
- Governing bodies should ensure proper compliance according to the statutory requirement of UGC, regulations laid out by the State Government and affiliating University.
- The employment policy should be maintained properly and equal employment opportunity is provided to all without any discrimination.
- The management shall actively monitor that the Institution implements the required support to Minority Groups for student seats and staff positions.

CODE OF CONDUCT FOR TEACHING STAFF

The teachers of this college are subject to the guidelines provided by UGC and State Government, Himachal Pradesh University and Management for college teachers.

A definitive code for the Institution encompasses the following:

- Faculty members should be committed towards the interests of the students and their foremost duty is to educate. This attitude should be to meet the specific needs of each and every student. He/she should be completely dedicated and conscientious to help the students beyond the call of hours without any lucrative desire.
- Each of them should perform their duties sincerely, diligently and as well as with accountability.
- Proper punctuality should be maintained in order to ensure the smooth functioning of college activities.
- The teacher should deal with each and every student psycho-analytically and create congenial educational atmosphere without any discrimination, partiality and vindictive attitude.
- The teacher should aim at developing interest and ability of sense in every student.
- As a part of social responsibility, the teacher should instil a scientific and democratic outlook among his/her students, making them socially oriented, patriotic and open minded.
- Teacher should make all the endeavours to introspect his/her skill to further transfer or develop the same in the students under their patronage.



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- A teacher must apart from teaching, pursue research for continuous progress and development of their subject by involving themselves in seminars, workshops and other platforms.
- Developing new teaching practices and strategies especially the use of ICT.
- The teachers will have to carry out all the educational responsibilities of the college such as conducting admissions, college seminars so on and so forth. She/he should make all efforts for the holistic development and a congenial relationship with the students through their active participation and involvement in the extra-curricular activities.
- Teachers must maintain ethical responsibilities as per the statutory certifications, licenses and other allied qualifications.
- There should not be any compromise in so far as the research work is concerned. The teachers should put in their best efforts to improve the quality of their research to translate it into practical reality.
- There should be honesty in maintaining professionalism without involving in private practices to avoid negative impact on the quality of education in the college.
- Proper confidentiality should be exercised in all the matters of examination as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- Teachers should be respectful and cooperative towards their counterparts and share with them responsibilities in a collaborative manner.
- A teachers should abstain from indulging in political motivations as the same may ruin the sanctity and progress of the institution.
- They should not indulge themselves in any unlawful activity which hampers the functioning of the college.
- They should be responsible for the proper use and maintenance of college equipments and furniture.
- No intoxication should be done during office hours.
- The teachers should extend the same respect and treatment to the non-teaching staff of their institution.
- Teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college. Leave is a legal entitlement of an employee but not a prerogative. It is a conditional right and may be granted for a casual purpose or planned activity with prior intimation.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The college has put forward its code of ethics for the non-teaching staff :



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- The non-teaching staff should acquaint and adhere themselves with the policies of the college strictly.
- Each of them should perform their duties sincerely, diligently and as well as with accountability.
- Prior intimation should be given for any kind of leave. In case of any emergency, information of their absence should be promptly forwarded to the college authority.
- The staff should not, on any account, undertake any other job within the stipulated office hours. Neither they shall engage themselves in any trade or business within college premises.
- They should not indulge themselves in any unlawful activity which hampers the functioning of the college.
- They should not pass any derogative remarks or comment which might be disrespectful to their colleagues, teaching staff or students.
- Proper punctuality should be maintained in order to ensure the smooth functioning of college activities.
- They should be responsible for the proper use and maintenance of college equipments and furniture.
- No intoxication should be done during office hours.
- The support staff is expected to maintain secrecy of the institution and should not leak, mutilate any information concerning examination and other related matters.
- They should exercise proper honesty and integrity in discharge of their functions.
- The non-teaching staff members are not allowed to take long leave as it will affect the whole working of the institution.

CODE OF CONDUCT FOR COLLEGE STUDENTS

Discipline is a distinctive feature of the institution. Disregard of rules and regulations of the college are dealt firmly. Discipline is to be maintained at all levels - regularity for the assemblies, punctuality and regularity for the classes, maintaining silence in the corridors and in areas where classes are held. It is mandatory for students to have 75% (minimum) attendance as stipulated by the university and college authorities. Any action likely to tarnish the good name of the college will be regarded as a breach of college discipline. The students have to maintain a respectful attitude towards the authorities, elders, teachers and their own peers.

INSTRUCTIONS FOR STUDENTS/ PARENTS/ GUARDIANS

Students/Parents/Guardians should acquaint themselves thoroughly with the following rules:



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- The admission form should be complete in all respects in legible, block letters and submitted along with the relevant certificates Online.
- A student will not be admitted to class unless she produces the admission slip duly attested by the Principal.
- Fees is to be paid through online mode/demand draft.
- Non-payment of fees for 2 months may cause a student's name to be struck off the rolls of the institution. If the student is readmitted, admission fee will be charged again.
- Lectures attended by a student whose name is struck off the rolls, on account of non-payment of fees, will not be counted for the period she is off the rolls.
- Use of Mobile phones in the classrooms is strictly prohibited.
- Students are expected to attend their classes regularly. The university rules require a student to have a minimum of 75% attendance, failing which the student will not be permitted to sit for the university examinations.
- Names of the students absent without informing for more than four consecutive classes will be struck off the rolls. Re-admission may be granted at the discretion of the Principal.

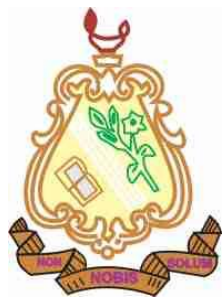
ANTI-RAGGING CELL

Ragging is Strictly Banned in the Institution. Ragging is a criminal conspiracy, unlawful assembly and rioting. Public nuisance is created during ragging

The following could be the possible penalty for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the Court of Law.

Rules against ragging:

- Cancellation of admission.
- Suspension from attending classes, as decided by the committee.
- Withholding, withdrawing scholarship/ fellowship and any other benefits.
- Debarring from appearing in any test, examination or any other evaluation process.
- Withholding results.
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.



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- Suspension or expulsion from the hostel and the college and consequent debarring from admission to any other institution.
- Fine up to Rs. 25,000/-.
- Rigorous imprisonment up to three years.
- All students to fill online anti-ragging form on aman.org and send the scanned copy to the college along with other admission documents.

GRIEVANCE AND REDRESSAL MECHANISM

The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Principal of the College on a prescribed form and should clearly state in writing the reason(s) for the complaint/appeal. The appeal will be placed before the Grievance Redressal Committee (GRC), chaired by the College Principal, comprising:

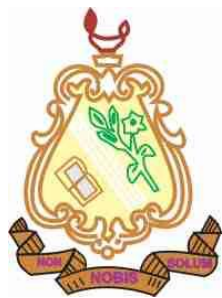
(1) For cases pertaining to the major subject (core or elective courses): the Head of the Department, course teacher and a senior teacher of the department.

(2) For cases pertaining to the Electives, the Head of the department (of the Major), course teacher, and a senior teacher of the department of the subject.

LEAVE RULES

- Students are expected to attend their classes regularly.
- They are expected to attend punctually all the examinations and tests of various types in the subjects they study. The parents and students will hold responsibility to abide by the university requirements.
- All leave applications must be duly countersigned by the Principal/Parent/Guardian/Hostel Superintendent/Teacher before the student avail of the leave. Leave slips should be submitted within a week of absence.
- Students, even if they are on leave, must see to it that their fees are paid and that the library books they have borrowed are returned on time.
- Names of the students absent without informing for more than four consecutive classes will be struck off the rolls. Re- admission may be granted at the discretion of the Principal.

CODE OF CONDUCT FOR HOSTEL STUDENTS



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ANTI-RAGGING CUM GRIEVANCE REDRESSAL CELL

The college has an Anti-Ragging, Grievance Redressal Cell and Internal Complaint Committee with the following rules and regulations of the Supreme Court of India. Ragging is a criminal conspiracy. Public nuisance is created during ragging, there is violation of decency and morals through ragging. Injury to body, causing hurt or grievous hurt, wrongful restraint, wrongful confinement, use of criminal force, assault as well as sexual offences or even unnatural offences, extortion, criminal trespass, criminal intimidation and attempts to commit any or all of the above mentioned offences against the victim shall not be tolerated by the College.

Penalty for Ragging

The following could be the possible penalty for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee of the college or the Court of Law.

- Cancellation of admission.
- Suspension from attending classes, as decided by the committee.
- Withholding, withdrawing scholarship/fellowship and any other benefits.
- Debarring from appearing in any test, examination or any other evaluation process.
- Withholding results.
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- Suspension or expulsion from the hostel and the college and consequent debarring from admission to any other institution.
- Fine of up to Rs. 25,000/.
- Rigorous imprisonment of up to three years.

RULES OF ADMISSION

- Students seeking admission to the hostel shall submit their application in the prescribed form. They should apply for admission to the hostel along with the college application.
- Admission to the hostel will be renewed every year subject to the student's academic and personal record in hostel and in the college.



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- Parents would be responsible for their ward's attendance for a minimum of 75 percent. The parents should ensure that their wards attain a minimum of 75% attendance.
- No leave of absence will be granted during the academic year except under exceptional circumstances.
- If a student proves troublesome in the hostel, after repeated corrections, she may be asked to leave at a short notice.
- Only those students desiring to stay in the hostel for the complete session are granted admission to the hostel at the beginning of the year.
- No married student will be admitted to the hostel.
- Rooms allotted are liable to be changed at the discretion of the allotting authority.
- Students are expected to bring with them all items listed in the hostel prospectus.
- No re-admission for those students whose behaviour and performance are not found satisfactory during the session.

VISITORS

- Visitors and non-resident students are not allowed inside the hostel.
- Visiting hours are on Saturdays (2.00 p.m. to 5.00 p.m.) and on Sundays (1.00 p.m. to 5.00 p.m.). On week days, visitors are not allowed. Students should take prior permission to meet their visitors and the visitors will meet the Principal/Warden first.
- Name of the local guardian will be registered with the college office on a given form. The student will be allowed a day pass with these registered guardians. Over night stay is allowed only with parents.
- Students will not be allowed to receive visitors and phone calls during class hours.

HOME VISIT AND OUTING

- Students will be allowed to go home only on long holidays. If they return late, a letter from the parent/guardian is a must.
- The student will make the entry at the gate book when going out. On her return, she should note the time of her return at the gate book and report in person to the Sister-in-charge of the Hostel.
- Students should report to their respective sisters-in-charge (warden) while they enter and exit the hostel. Students are expected to report their return from home between 6.00 a.m. to 5.00 p.m.



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- Prior permission of the Sister-in-charge of the block/Warden is to be obtained for leaving the college/hostel premises.
- Outings are not allowed during working days.
- Students will not be permitted to go for a night out with anybody except their parents with due permission of the Sister-in-charge of the Hostel.
- Hostellers should reach the hostel by 5.00 p.m. after the weekend outing.
- A record will be kept of those who come back to the hostel later than the appointed time. Three warnings will be given to such students and then serious action will be taken.
- Students should refrain from taking lifts from strangers to ensure their own safety.

GENERAL BEHAVIOUR AND DISCIPLINE

- Prompt obedience to bells and daily time table will ensure order and discipline in the Hostel.
- Silence should be observed during the compulsory study hours that is 5.00 p.m. to 6.00 p.m. and 8.00 p.m. to 9.00 p.m. daily.
- Loud talking in the residential quarters is not allowed and complete silence should be observed from 9.30 p.m. onwards.
- No student will be allowed to visit other blocks/rooms without permission of the Sister-in-charge/Warden after 9.30 p.m.
- Beds should be made before breakfast. Counterpanes must be folded before going to bed. Curtains, counterpanes, etc. should be kept clean.
- Students are not allowed to stick posters on walls and cupboards nor scribble on furniture.
- When a student is sick, the nurse should be informed. Bed rest will be allowed only if the nurse advises so. No medicine should be retained by the student without the prior permission of the nurse.
- Boarders should not visit the hostel during college hours, that is, 9.00 a.m. to 12.30 p.m.
- Ragging in any form which causes physical or mental harm to the students is strictly prohibited inside and outside the campus. Students involved in such disorderly acts are liable for punishment as per the Government order.
- Damage or destruction done to any hostel property or article shall be paid for by the student.



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- Leave note: Any student who due to ill health or other reasons is unable to attend any class should submit a leave note to the Principal's office signed by the parent and the Sister-in-charge/Warden.
- Students are advised not to keep expensive jewellery or large amounts of cash in their rooms. Money may be deposited with the Sister-in-charge/Warden.
- The use of any electrical appliance in the hostel is not permitted.
- All the blocks in the hostel will be closed at 7.00 p.m.
- Lights are switched off at 10.30 p.m. on normal days and extra hours will be given on exam days. The charging points for mobiles and other gadgets will be switched off by 9.30 p.m.
- Members of the Hostel Committee are responsible for silence and the general observance of the hostel rules. Hostellers are expected to co-operate with them in maintaining the discipline, peace and harmony of the hostel.
- Students are advised not to keep expensive mobiles and are not allowed to hold conversations after 10.30 p.m.
- A record will be kept of those who go out without permission and those who come back to the hostel later than the appointed time (5.00 p.m.). Three warnings will be given to such students and then serious action will be taken.
- The students should get their application signed by the Sister-in-charge between 8.00-9.00 a.m. and 4.30-5.30 p.m.
- Parents should send an email to the college email address (give the email. id.) seeking permission to send their ward home.
- Only those persons authorized by written permission from parents may take the students out during the day.
- Day scholars are not allowed in the hostel rooms.
- Students should bathe strictly during the time that is allotted to them.

DINING ROOM RULES

- Resident students have their meals at fixed times, in the dining room.
- Students are strictly forbidden to remove any cutlery or crockery or other utensils from the college dining room. Action will be taken if this is disregarded.
- Good, wholesome food is carefully prepared in a well equipped kitchen. Care is taken to have variety and effort is made to suit the tastes of all.
- No reduction is made for incidental broken period, or for isolated meals.



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- Complaints regarding the quality in the preparation of the food may be given in writing to the Manager/Superior/Respective Authority.
- No student should go out of the hostel or into the dining room dressed in night clothes.
- Hair should be tied neatly before coming for meals.
- Food should not be carried out of the dining room.
- The college also has a canteen on its premises. The services will be open from 10.00 a.m. to 4.00 p.m.
- It is mandatory to be present for all meals.