

CODE OF CONDUCT POLICY

(For Staff and Students)



Udayanath Autonomous College of Science and Technology

Adaspur, Cuttack

Udayanath (Autonomous) College of Science and Technology, Adaspur, Cuttack is an institution committed to excellence in teaching, learning, research, Sports, extension activities, social work, Extracurricular activities, and community engagement. The College has designed the following Code of Conduct to provide fair procedures relevant to all the Staff and students of all UG and PG courses of all the departments of the College.

The Code sets out the key principles of good conduct and practice for the teaching faculties, non-teaching faculties, and students in Udayanath (Autonomous) College of Science and Technology, Adaspur, Cuttack. All the faculties and students are to obey the code of conduct as laid down by the Institution.

The Code is intended to encourage the staff to adopt an informed approach to their teaching and its ambiance and to reflect on the good and correct practices as professional teachers. Staff shall endeavor to be role models and act within the community to enhance the prestige of the profession and the Institution. This also helps to create discipline among the students, improving their interest in learning, increasing their capacity for decision-making, and respecting elders and society to make them a better person.

FACULTY RELATED RULES & REGULATIONS

1. CODE OF ETHICS FOR TEACHERS:

In perfection of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statements about their qualifications and competencies,
- Contribute to the development and promotion of sound educational policy,
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates respectfully, working with them in a very friendly environment.

- Assist newcomers to the profession, help them to learn things, and also accept the new generation's ideas for the betterment of students' progress and institutional development.
- Respect confidential information on colleagues unless speak out if the behavior of a colleague is seriously in breach of this code.
- To unprejudiced all students irrespective of religion, caste, creed, sex, economic and social status.

2. RESPONSIBILITY AND ACCOUNTABILITY

- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus on time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Teachers should be good counselors and Facilitators. They should help, guide,
- encourage, and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value-based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example for the students.
- Teachers should carry out other academic, co-curricular, and organizational activities that may be assigned to them from time to time.

3. DRESS CODE: FACULTY:

Following is the dress code for the faculty of the Institute:

Gentlemen: Shirt tucked in formal pants with full shoes.

Ladies: Saree/ Salwar suits with Dupatta

4. ID CARD:

- It is mandatory for students and staff to display ID cards at all times when they are on campus.

- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of the student, the ID card must be returned to the student concerned on the spot.

5. COMMUNICATING WITH PARENTS:

- There must be a Parent-teacher meeting at the commencing of each year.
- Parents shall be invited to the campus only on the recommendation of the College Disciplinary Committee.

6. STUDENTS - LATE COMING:

- Students should not be denied admission into the classrooms / Labs when they report late for classes. However, such students shall automatically lose attendance for those classes.
- Cases of indiscipline, misbehavior, or insubordination should be dealt with at the HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

7. TAKING ATTENDANCE:

- Staff members must take attendance within the first 5 minutes of starting the period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Troublemakers in the classrooms must be reported to the HOD/Principal / Director for further action.
- Students violating the dress code must not be allowed to attend lecture classes, laboratories, and Libraries. Faculty members must report such cases to the Admin. Office for cancellation of attendance for that day.

8. CURRICULUM DAIRY:

Every teacher must maintain a course diary for each subject offered during the semester/year.

It shall have the following details:

- Syllabus
- Lesson Plan
- Lecture notes for each period

9. CLASS ADJUSTMENT BEFORE GOING ON LEAVE:

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

10. INSTRUCTIONS TO INVIGILATORS:

- Report to the Chief Superintendent at least 30 minutes before the commencement of the Examination. Collect the seating arrangement, and examination stationery and be present at the respective hall at least 15 minutes before the commencement of examination.
- The candidates should be present in the examination halls before the commencement of the examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate does not carry any material except a Hall ticket, ID card, and non-programmable calculator into the examination halls.
- Programmable Calculators, Cell Phones, and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of the examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warnings.

11. NORMS FOR CONDUCTING PRACTICAL EXAMINATIONS:

- Practical examinations have to be conducted in the respective Laboratories.
- Both the examiners (Internal and External) have to assess the students for practical. Internal examiners have to brief the external examiners regarding the allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets indicating the marks awarded for each component of the practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

12. DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

- HOD is responsible for conducting all academic programs of the Department as per the norms of the affiliating University. In pursuance of the above objective, he/she is required.
- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programs.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.

13. SPECIFIC DUTIES OF HOD:

- Head of the Department Should ensure that all classes are held as per the timetable and make alternate arrangements for the class work of teachers absent on that day. Should recommend disciplinary action against those availing leave without prior arrangement for classwork.
- Should verify the student attendance registers every weekend to check for proper marking of attendance and implementation of lecture plans.
- Should go around the classrooms and laboratories to ensure the decorum and discipline as per time-table.

- Should convene meetings of Faculty at equal intervals to review Academic and departmental activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department to widen the horizons of knowledge.
- Should monitor students' development and problems through feedback and counseling.
- Should motivate students to participate in extracurricular activities for personality development.

14. DUTIES OF DEMONSTRATOR /LAB ASSISTANT:

- Any unexpected breakdowns of Lab Machines / Equipment must be reported immediately to the teaching staff in charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of the Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to the Lab –Charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of “first aid facilities & firefighting equipment”.
- Ensure that the lab instrument is in proper working condition & then allow the students to do the Job.
- The charge should take necessary steps to procure additional equipment / other materials required through HOD.

15. DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

15.1 GENERAL ADMINISTRATION

- There are many statutory committees like the Management Committee, Finance Committee, Academic Council, Board of Studies, etc. The work relating to these bodies includes,
- Issue notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
- Keeping a record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Institution.

15.2 COLLABORATION WITH OTHER INSTITUTIONS

- All correspondences and pursuing actions relating to collaboration dealing with other Institutions.
- Keeping all records relating to collaboration and following it up with the HODs of the Department.
- Looking after all other related activities about collaborations.

15.3 BUDGET, ACCOUNTS, AND FINANCE RELATED ACTIVITIES BY THE

Budget preparation

- Budget is an important instrument for the control of expenditure and financial management of the College. The duties and responsibilities of administrative staff include,
- Calling for budget details both for consumables and non-consumables from the Departments of the Institution.
- Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- Calling for budget modification if any from the Departments, compiling, securing approval for the revised budget, and communicating back to Departments.
- Keeping books of accounts such as ledger, subsidiary books, cash books, etc. per the approved procedure/manual.

- Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow, and balance sheet.
- Receipt of semester fees and other fees from the students accounting for them and attending to all other issues relating to that.
- Accounting of caution deposit of students and refund/adjustment as the case may be.

15.4 SALARY AND WAGES

- Preparation of all pay bills, arrears bills, and supplementary bills of all employees, withdrawal, and disbursement to the concerned person as per the established procedure.
- Maintenance of accounts about statutory deductions like provident fund etc.
- Preparation of all remuneration bills and disbursement for teaching, consultancy work, remuneration for approved courses conducted, and other incentives-related payments to the faculty and staff.
- Dealing with all matters relating to an income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns issuing of tax deduction certificate, etc.

15.5 PERSONNEL-RELATED ACTIVITIES (Establishment/Administration Section)

Recruitment of staff

- Working out staff requirements comprising faculty, technical, and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- Maintenance of the establishment list category-wise and taking action to fill up the position on approval from the authority concerned.
- Issuing of advertisements, receiving applications, and short-listing candidates by test/experience, etc. by the Department and putting up the short-listed candidates to the appropriate selection committees constituted for interview and selection.
- Issuing of appointment orders to the selected candidates after approval by the competent authority.

- Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- Arranging for special reviews for career advancement/promotion by the committee constituted and issuing orders thereafter.
- Maintenance of all service records of all employees and periodic updating.
- Issue of certificates such as service certificates, experience certificates, etc., after obtaining approval from the authority concerned.

15.6 ACADEMIC-RELATED MATTERS

- Processing proposals received from the Heads of Departments and others for starting new academic programs in the University.
- Securing the approval of the examination committee due to examination in the concerned Board of Studies and Academic Council of the Institution.
- Maintenance of all information relating to every student pursuing a program in the Institution in proper form and retrieving them as and when necessary.
- All matters relating to secure scholarships for students, who apply to various agencies awarding scholarships.
- Distribution of cash awards, prizes, etc., to students who secure ranks in the examination.

15.7 STORES AND PURCHASE

The duties and responsibilities under this item shall include,

- Though Departments take action to purchase both consumable and non-consumable items, the administration must ensure that they follow the purchase procedure as prescribed by the Institution.
- Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- Checking the short-listed comparative statement and the evaluation sheet with remarks for accuracy, and missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.

- Printing/purchasing, stocking, and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.
- Maintenance of stock register and arranging for annual stock verification in all the Departments of the College.
- Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- Bills after verification be passed by the Accounts Section pass bills after due verification for passing and issue of cheque.

16. APPLICABILITY AND VIOLATIONS

- The members should bring to the attention of the appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the College and will not jeopardize one's position or employment.
- Proved violations will result in suitable disciplinary action including termination from employment of the College. Legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

17. RELATIONSHIP WITH FACULTY MEMBERS

- As the technical and administrative staff are expected to work closely with the faculty of the College in day-to-day activities, the staff should
- Respect the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop friendly and cooperative relationships with the faculty members.
- Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable the development of proper relationships.
- Provide full cooperation and support to the faculty members for the development of the laboratory/workshop and in the maintenance/calibration of equipment.

18. RELATIONSHIP WITH COLLEAGUES

- Extend cooperation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

19. RELATIONSHIP WITH MANAGEMENT

- A member is expected to develop proper rapport with the Principal of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
- Perform all professional activities through proper channels.
- Not to discuss with unauthorized individuals about professional and other information about the College.
- Look for promotion/elevation only on grounds of competence/performance.
- Not to expect appointment or promotion out of turn, based on favoritism or against professional interest/ethics.
- Co-operate wholeheartedly with the authorities of the College in the fulfillment of the mission and goals of the Institution by professionally performing his/her role.
- Avoid condemnation of authorities, behavior through anonymous communication to outsiders/newspapers, and conversational conflicts that harm the interest of the college.
- Every member is required to conduct the Institution's transaction with utmost honesty, integrity, and fairness.
- Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.

20. REPRESENTATION AND GRIEVANCE REDRESSAL

- A staff member should make the representation of any suspected infringement or violations of applicable rules and regulations through proper

channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior the individual may go to a higher level of management within his/her department.

- Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- The affected member should address his/her problem through the channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

21. MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.

- A staff member shall not indulge in any adverse criticism of the College and its officers using any article, broadcast, or any other document or statement.
- A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- Use of cell phones by students in the Institution campus during working hours is discouraged.
- Notwithstanding rules and regulations and code of conduct specified in this document, all staff should follow the various rules and regulations framed, and instructions issued by the Institution from time to time in true letter and spirit.

CODE OF CONDUCT FOR THE STUDENTS

Conduct Relating to Academic Integrity

- Students are expected to actively participate in the learning process and acquire a minimum 75% attendance in all the courses offered in a semester.
- Students should be in their respective classes on time.
- Students must complete assignments, tests, compositions, and other classroom activities arranged by the faculty for evaluation, on time.
- Students must practice academic honesty in the preparation and participation in all the components of the Mid-Semester Test, End-Semester Test, and Semester Examination.
- Students must schedule any academic discussion with the teaching faculty during office hours.

Conduct Relating to the classroom

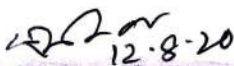
- Students should come in college uniforms for an academic environment. Students must wear their identity cards on campus.
- Students must not bring a camera, mobiles to the college. They must switch off the mobile phones in the classrooms.
- Students must not engage in photographing, audiotaping, or videotaping the activities of the class without the permission of the professor. They should not be involved in inappropriate use of digital technology.
- Students should keep their classrooms clean.
- Students must treat all their classmates and staff, both male and female, with dignity and respect.

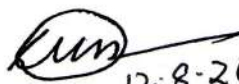
Conduct Relating to Outside the Classroom

- Students are required to interact ethically with other students, teaching staff and support staff in areas such as a library, laboratories, canteen, and other spaces in the College.
- Students must not be involved in Ragging.

- Students must not create excessive noise that disturbs the activities of classes, the College office, or other academic, cultural, social, or sporting activities of the College.
- Students must not engage in gender discrimination or any form of sexual harassment or misconduct.
- Students must attend all the academic and cultural programs of the College with discipline
- Students are expected to exhibit disciplined behavior during Field visits, and educational tours.
- Students must use all the facilities and the property of the College with much care and responsibility.
- Students should not engage in any form of defamation of any staff or student. They must not post any derogatory comments on social media about the college or any individual in the College.
- Students must not possess alcohol, drugs, or weapons on campus.
- Students must not use the name, logo, resources, or the reputation of the College for private gain or the gain of a third party, or private business or commercial purposes, without prior permission of the college.
- Any student of the College aggrieved by any acts of misconduct or harassment can approach the Head of the department or Principal of the College.

Additional code of conduct or if any changes may be amended or modified at any time.


12-8-20
IQAC Coordinator
U.N. (Auto) College of
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