



CODE OF CONDUCT

A Code of Conduct Policy for students and teachers in a college aims to foster a positive, respectful, and safe academic environment. Here's a general outline of what such a policy might include:

Code of Conduct Policy for Students and Teachers

1. Purpose

The purpose of this Code of Conduct is to establish clear guidelines for acceptable behavior for students and teachers, ensuring an inclusive, respectful, and supportive academic environment.

2. Scope

This policy applies to all students and faculty members while on college premises, during college-related events, and in virtual or off-campus interactions related to the college.

3. Guidelines for Students

Respect and Inclusivity:

Show respect for fellow students, faculty, and staff. Embrace diversity and avoid discrimination or harassment based on race, gender, religion, disability, or other personal characteristics.

Use inclusive language and treat everyone with dignity.

Academic Integrity:

Follow principles of honesty and integrity in academic work. Cheating, plagiarism, and other forms of academic dishonesty are strictly prohibited.

Submit original work and give appropriate credit for sources.

Behavioral Expectations:

Abide by all college rules and regulations. Disruptive behavior, including physical or verbal abuse, vandalism, or possession of illegal substances, is not allowed.

Be punctual and regular in attendance and adhere to deadlines for assignments and exams.



Digital Conduct:

Use college resources, including internet and digital platforms, responsibly and respectfully. Cyberbullying, sharing inappropriate content, or unauthorized use of devices is prohibited.

Maintain privacy and avoid sharing others' personal information without consent.

4. Guidelines for Teachers

Professionalism and Fairness:

Demonstrate professional conduct in interactions with students and colleagues. Avoid any bias or favoritism in academic assessments and assignments.

Provide constructive feedback and adhere to established grading policies.

Respect for Diversity:

Promote an inclusive learning environment by respecting students' varied backgrounds, perspectives, and learning needs.

Address any form of discrimination or harassment proactively and sensitively.

Commitment to Student Development:

Foster students' growth and curiosity by creating engaging and accessible learning opportunities.

Be available to discuss students' concerns and support their academic development responsibly.

Confidentiality:

Respect students' privacy by maintaining confidentiality of personal or sensitive information.

Use student information only for legitimate educational purposes and follow data protection policies.

5. Disciplinary Measures

For Students:

Minor infractions may result in warnings, counseling, or restorative actions.

Severe breaches, such as harassment or academic dishonesty, may lead to probation, suspension, or expulsion.



For Teachers:

Violations may lead to warnings, mandatory professional development, or reassignment of duties.

Severe misconduct, such as discrimination or harassment, may lead to suspension or termination.

6. Reporting and Resolution

Reporting Mechanism:

Any student or faculty member can report violations confidentially to designated college authorities.

Investigation:

Complaints are investigated impartially and promptly, with opportunities for all parties to present their cases.

Resolution:

Resolutions aim to educate and rehabilitate, but may involve disciplinary action if necessary to uphold the standards of the college.

1.1 MANAGEMENT AND STAFF

THE MANAGEMENT

Chairman – Archbishop, Diocesan Society of Sagar

Principal - Appointed by the Governing

Body

Vice-Principal - Appointed by the

Governing Body

Financial Administrator: Appointed by the Governing Body

THE STAFF



The Staff is of two kinds: teaching and non-teaching. While the teaching staff means those who are actively involved in teaching, non-teaching staff includes office staff (secretary and clerks) accountants, librarians, lab attendants, computer technicians, guards, peons, drivers etc.

THE TEACHERS

A person who chooses teaching as a career assumes the obligation to conduct himself/herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in his/her work and conduct, setting an example which will command the respect of the students, the parents and his/her colleagues. Hence,

1. Every teacher shall, by precept and example, instil in the minds of the students entrusted to his/her care love of the motherland and respect for law and order.
2. Every teacher shall organize and promote all the college / school activities with a view to fostering a feeling of universal brotherhood and tolerance for all religions among the pupils.
3. No teacher shall be a member of any political party or carry on activities either overtly or covertly in support of any such party in the college / school campus, and to see that his/ her students also are not involved in the same in the college / school campus or outside.
4. No teacher shall be a member of the State or Central Legislature. He/she must resign his/her job before standing for election as a candidate.
5. Every teacher shall co-operate with and secure the cooperation of other teachers in all activities which aim at the improvement of the moral, mental and physical wellbeing of the students.
6. Every teacher should be empathetic, impartial and helpful to all students, particularly to the slow learners.
7. Every teacher must be a learner throughout his/her life, not only to enrich his/her own life but also of those who are placed in his/her care.
8. Every teacher should be temperate and sober in his/her habits. He/she should



scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the college / school.

9. Every teacher should have an exemplary moral character. His/her dealings with the members of the other sex in the college / school or outside of it should not be such as would cause reflection on his / her character or bring discredit to the college / school.
10. No teacher shall indulge in or encourage any form of malpractice connected with examinations, admissions or other college / school activities.
11. No teacher should undertake private tuition or private employment or otherwise engage himself/herself in any business. Any teacher violating these instructions will be liable to disciplinary action.
12. Teachers should be clean, neat and dignified in their dressing while on duty. He/she should on no account be dressed in such a way as to be provocative or be an object of distraction or ridicule at the hands of his/her students/colleagues.
13. Every teacher should be punctual in attendance, in respect of his/her class work and for any work connected with the duties assigned to him/her by the Principal.
14. Every teacher should abide by the rules and regulations of the college / school and show due respect to the constituted authority, diligently carrying out instructions issued to him/her by the superior authority.
15. Every teacher shall avoid monetary contacts with the students and parents and refrain from exploiting college / school influence for personal ends.
16. No teacher shall engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
17. No teacher shall apply for an assignment or job outside the college / school directly except through proper channel. All such applications shall be sent through the Principal and in the case of the Principal's absence or refusal, may approach the Education Commission for the same.



18. No teacher shall represent his/her grievances, if any, except through proper channel. He/she shall not exert pressure or influence of any person in respect of any matter pertaining to his/her service in the college / school.
19. No teacher shall, except with the sanction of the Principal, ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever.
20. In carrying out his/her duties, the teacher must strictly follow the instructions of the Principal. He/she shall carry out his / her duty with utmost dedication with a view to doing maximum good to the children under his/ her care.
21. The Indian Constitution confers on management of certain rights to preserve their spirit of service and religious traditions in freedom. All associated with these minority institutions must share the same vision and motivation. It is the duty of both the management and the staff to foster the culture and values of these Institutions.
22. A teacher shall deliver the lessons only after thorough preparation and with appropriate teaching aids. Otherwise, it shall be deemed as neglect of duty. Any sign of negligence renders the teacher liable for appropriate reformatory action by the Management and any teacher who is incapable of maintaining discipline shall be considered inefficient and may be relieved from service following the prescribed procedure.
23. Correction of students' work, i.e., class work, homework, compositions, test and examination scripts and maintenance of relevant registers, etc., is an integral part of a teacher's work and unless it is done thoroughly and within the stipulated time a teacher shall be deemed to not be fulfilling his/her duties.
24. A teacher shall do remedial teaching as and when required by the Principal without expecting any remuneration.
25. Every teacher is required to be present within the college / school premises before the commencement of the morning assembly and sign the attendance register as per the schedule of the college / school.
26. It is the duty of science teachers to organize and maintain the laboratories. No



science lesson shall be deemed to be complete unless appropriate experiments, models etc. are shown to the students. They shall furnish a list of requirements of apparatuses and consumables to the Principal at the very beginning of the academic year. The teachers are also to plan and prepare the experiments etc. in advance so as to be ready for the class.

27. Social Studies / Social Science / Social Work teachers can do justice to the subjects only if suitable aids are used while teaching. Teachers are required to organize, accompany the students for field trips, exposure visits, rural campus wherever applicable.
28. Be it Science or Mathematics, or any other subject, concept formation (understanding of various concepts, principles, theories, formulas, etc.) is of paramount importance as one cannot build on a weak foundation. Hence every teacher shall teach with clarity of thought and expression, and evaluate the teaching-learning process using the methods learnt during their professional training as directed by the Principal.
29. A teacher should keep in mind that creativity, experimentation, critical thinking, keen sense of observation, improvisation etc. are the hallmarks of a good teacher not only the ability to motivate and inspire the taught.
30. The teachers are to use the reference section of the college / school library regularly.
31. The teachers' duty also includes organizing and conducting of co-curricular activities, college / school function, competitions etc. as proposed by the Principal.
32. Every teacher is to consider the work connected with examinations and tests as an integral part of his/her duty. Any slackness in the work of invigilation is a serious offence against his/her duty. If a teacher is found helping the students in the examinations or tests, or neglecting to take proper steps to correct malpractice, it will be deemed as a serious and deliberate lapse which will invite punitive measures.
33. Teachers are to maintain cordial and co-operative relationship with the management and among themselves. Any difference of opinion or dispute of



any kind shall be resolved through dialogue with the person concerned and in a proper manner.

34. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift, including free transport, boarding, lodging or other services or any other advantage of that type, from any student, parent or any person with whom he/she has come into contact with by virtue of his/her position in the college / school.
35. The Management reserves the right to transfer an employee from one college / school of the Management to another without any prejudice to his/her remuneration.

THE NON - TEACHING STAFF

1. The above rules of conduct of teachers will also apply, in general, to the Non-teaching members of the staff as well.
2. The non-teaching staff is a non-vacation staff and has an eight-hour duty and should be available after college / school hours and even on holidays.
3. No staff can earn leave during vacations unless his/her services are utilized fully like on any normal working day.
4. If the service of an employee is required to complete the pending work during vacations, it shall not be construed as additional or extra work and such service cannot be treated for the purpose of earning leave.
5. Every employee shall put in a minimum of 8 hours of work daily.

THE CLERKS AND ACCOUNTANTS

The Clerks/secretary/accountants will be responsible to the Principal for the following:

1. In his/her capacity as in-charge of the college / school office, he/ she shall organize the college / school office work efficiently and effectively by maintaining all files and correspondence records.
2. To keep an account of leave of college / school staff, office stores and equipments.



3. To maintain Scholar's registers, service books, staff attendance register, acquaintance register etc.
4. In general, he/she will be responsible to assist the Principal, Vice Principal in carrying out the administrative duties of the college / school.

The accountant will be responsible to the Principal / Financial Administrator for the following:

7. To maintain college / school ledgers and financial documents.
8. To collect and deposit in bank college / school fees and prepare all documents connected with collection, deposition and accounting of college / school fees.
9. To prepare fee summaries and monthly fee reconciliation statements, pay and allowances bill for college / school staff. A copy of the same must be submitted to the Principal as well.

THE LIBRARIAN/LAB ASSISTANT

The following are the responsibilities of the Librarian / Lab Assistant

1. He/she should be first and foremost courteous and helpful and ensure that there are adequate arrangements in the library/laboratory.
2. The librarian should maintain proper records for all the books received in the library in the accession register and should see that all the books are allotted accession numbers and class numbers. They should be stamped with a college / school and library seal on the decided pages.
3. The librarian should see that no book is lost or stolen from the library or tampered with. If books are lost or damaged, he/she is liable to make good the loss/damage.
4. The lab assistant issues / receives back apparatuses and maintains proper account of the same.
5. The lab assistant should avail and arrange materials required for practical work for the students.



6. He/she may be assigned other duties by the Principal if he/ she is free from library work / Lab Work.

LEAVE WITHOUT PAYMENT (LWP)

1. Under exceptional circumstances, leave without pay may be granted by the Principal at his discretion.
2. Leave without pay does not carry any pay or allowance and does not count for increment unless otherwise specified contributions to saving funds will remain suspended for the period.

2 STUDENTS

By the very fact of joining St Mary's, students agree to observe the rules and regulations of the college, and thereby each student accepts the responsibility to uphold the standards of the college whether on or off the campus. Bearing in mind that the action of any member of a community directly or indirectly affects all other members, the college expects its members, to observe the rules and regulations as set forth in the prospectus and handbook.

To facilitate and ensure a conducive learning environment we would like to enforce the following code of conduct. Serious action will be taken against breach of conduct.

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Director
(Fr. Selvichan John)
