



CODE OF CONDUCT
A HANDBOOK

(Governing Body, Principal Administration, Teaching, Non-Teaching Staff & Students)

Bhilai Mahila Mahavidyalaya

BHILAI MAHILA MAHAVIDYALAYA,
HOSPITAL SECTOR, BHILAI



From Principal's Desk

An Introduction

A Hand Book of Code of Conduct of the college was prepared and published by the college IQAC for the Principal, Governing Body & Administration, Teaching and Non - Teaching staff & Students in 2019 and is available in the library, in IQAC and in the Principal's office along with its softcopy being uploaded on the college website. A code of conduct committee was also formed in every session.

The responsibility of the committee is to ensure that all stakeholders are well informed about its contents and follow it meticulously. The newcomers are informed about it through the college prospectus before they seek admission and through their induction programme and interactive sessions once they become a part of the institution.

The office bearers of the student's union are also involved in the dispersion of the code of conduct committee so that they ensure that each and every student is acquainted with the code of conduct ethics and follow it sincerely.

The committee ensures that the teaching, non-teaching staff, and students are fully aware of the code of conduct and ethics attached with it and act accordingly.

YEARWISE COMMITTEE FOR THE CONSTITUTION & MONITORING CODE OF CONDUCT IS AS UNDER:

Year	Principal	Professor Incharge	All HOD's as Members
2016-2017	Dr. Z. Hasan	Dr. S. Mene	<ul style="list-style-type: none"> • Dr. S.M. Mohan • Mrs. Anita Narula • Dr. Nisha Shukla • Mrs. Manju Agrawal • Dr. Sudha Agrawal • Mrs. P.C. Claudius • Dr. Asha Rani Das • Dr. Bharti Verma • Dr. Bhawna Pandey • Dr. Salma Md. Shafi • President of the Student Union • Secretary of the Student Union
2017-2018	Dr. Z. Hasan	Dr. S. Mene	<ul style="list-style-type: none"> • Dr. S.M. Mohan • Mrs. Anita Narula • Dr. Nisha Shukla • Dr. Sudha Agrawal • Dr. MadhulikaShrivastava • Mrs. P.C. Claudius • Dr. Asha Rani Das • Dr. Bharti Verma • Dr. Bhawna Pandey • Dr. Salma Md. Shafi • President of the Student Union • Secretary of the Student Union
2018-2019	Dr. Z. Hasan	Dr. S.M. Mohan	<ul style="list-style-type: none"> • Mrs. Anita Narula • Dr. Nisha Shukla • Dr. Sudha Agrawal • Dr. MadhulikaShrivastava • Mrs. P.C. Claudius • Dr. Asha Rani Das • Dr. Bharti Verma • Dr. Bhawna Pandey • Dr. P. Pandey • Dr. Salma Md. Shafi • President of the Student Union • Secretary of the Student Union

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2019-2020	Dr. Z. Hasan	Dr. S.M. Mohan	<ul style="list-style-type: none"> • Mrs. Anita Narula • Dr. Nisha Shukla • Dr. MadhulikaShrivastava • Mrs. P.C. Claudius • Dr. Asha Rani Das • Dr. Bharti Verma • Dr. Bhawna Pandey • Dr. P. Pandey • Dr. Salma Md. Shafi • Dr. Anupama Shrivastava • President of the Student Union • Secretary of the Student Union
2020-2021	Dr. S.M. Mohan	Dr. S.G. Rao	<ul style="list-style-type: none"> • Mrs. Anita Narula • Dr. Nisha Shukla • Dr. MadhulikaShrivastava • Mrs. P.C. Claudius • Dr. Asha Rani Das • Dr.B.Verma • Dr.B,Pandey • Dr.Pratiksha Pandey • Dr.Salma Md.Shafi • Dr. A.Srivastava • President of the Student Union • Secretary of the Student Union

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Code of Conduct for Governing Body:

- The Governing Body sanctions and accepts the matters proposed and passed through the Administration and Staff Council of the college.
- Lay down the rules for admission in according to the reservation policy of the state Govt. & Hemchand Yadav University, Durg policy.
- It has right of appointing administrative staff and teaching faculty.
- Governing body must have neutral and unbiased behaviour for all its stakeholders.

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Code of Conduct for Principal:

- Principal is the head of the Institution. She should always be honest, fair, supportive, and law-abiding. She should look after all the administrative and academic activities of the Institute.
- She should follow all the rules and regulations provided by the State Higher Education Department and the Hemchand Yadav University, Durg.
- She should feel pride in working for the institution & Should promote democratic values on the campus and make the campus an emancipatory space.
- Should ensure that the staff and students are aware of the rules, policies, and procedures laid down by the institution.
- She should have neutral and unbiased behaviour toward students and staff, and be fair in her interactions with the staff and students.
- The Principal should motivate the teachers to take up research projects publish research papers and participate in seminars, workshops, and conferences
- Should encourage all concerned to be enthusiastic to nurture and materialize their capabilities. She should conduct various co-curricular and extracurricular activities for the betterment of the students.
- She should be hospitable to all the higher authorities and stakeholders.
- She should maintain discipline in the conduct and behaviour of all employees.

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Code of Conduct for Administrative Staff:

- He/ She should be punctual and loyal to the institute.
- He/ She should uphold the secrecy of information available with them for the best interest of the college.
- He/ She should be hospitable to all the higher authorities and stake holders of the institute.
- He/ She should be conscious towards the energy conservations, waste management and green initiatives.
- HE/ She should strictly follow the documented process for any administrative activity.

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Policy for Teacher Ethic and Conduct: This policy is made to understand that is mandatory for teachers to follow it. Every teacher should be: -

- Dedicated towards the education of their students and give personal attention to every individual.
- Hard working and committed and always prepared to solve their doubt and problems without expecting any additional monetary benefits
- Sporting enough to accept healthy criticism for their student
- Should give equal treatment to all students irrespective of their caste, religion and financial status.
- Should inculcate a sense of curiosity and thirst for knowledge in their student
- Should be dignified in their conduct and approach towards their student

Professional Enhancement

- Learning is an ongoing process teacher should keep themselves updated in their respect fields and upgrade themselves as per the latest advancements and the needs of the day for which they should attend seminars, conferences, workshops and refresher courses and participate in deferent activities and competitions.
- Teacher Should keep away from private coaching and taking tuition Confidentiality should be maintained as and when required
- They should abide by the rules laid by the management and avoid political indulgence
- They should be regular touch with the parents to inform them about the conduct and performance of their wards.
- They should maintain punctuality and avoid taking frequent and long leave unless it is very essential
- Teacher should perform all duties assigned by the Principal time-to-time.

Duties and Responsibilities

- Teachers should perform their duties sincerely as assigned by their HODs. Syllabus should be completed well on time.
- The mentor-mentee system should be followed and the teacher should prove good counselor to their student
- Teacher should help, guide and encourage the students as and when required.
- Teacher should be prepared to take extra classes if need be
- Sober and simple dress code should be followed in order to maintain dignity. The approach of the teaching staff should be amicable towards their colleagues and non-teaching staff.

Policy for Non-Teaching Ethics and Conduct:

- The non-teaching staff should maintain punctuality and report to their duty on time
Lab attendants should keep their labs clean.
- Loss or breakage of any lab equipment's should be reported to the HOD well in time.
Stock register should be well maintained
- Non-teaching staff should not leave the college during working hours without prior permission
- Non-teaching staff should not indulge in political or anti-social activities
Non-teaching staff should not indulge in taking a part time job
- Non-teaching staff should maintain confidentiality in matters related to exams
They should give respect to the decision taken by the college authority.

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Policy for Students Ethics and Conduct

- Campus should be kept clean.
- No loitering around corridors while lectures are on.
- All students should carry their valid identity cards.
- Total silence to be observed in the library.
- Vehicles should be parked in the proper parking areas.
- Students should be in the habit of reading the Notice Boards and be updated with the instructions and information displayed for their benefit.
- Students should deposit the lost property found in the office and the owners should claim the same with proper identification at the earliest.
- Mobile phones are not allowed in the campus. Students found using mobile phones will be fined and the phone will be confiscated for 8 days.
- Proper dress code should be maintained by the students while in the college premises.
- Students should not bring expensive items, mobiles and heavy cash to the college. They will themselves be responsible for the safety of their possessions.

Punishments for violation of policy of student's ethics and conduct

These may begin with a warning, monetary penalty, disciplinary action, suspension, expulsion or ineligibility for readmission depending upon the seriousness of the offence. An anti-ragging and sexual harassment committee is also formed to attend to the complaints regarding sexual harassment and ragging. Any student found guilty of the above complaints are liable to:

- Suspension for attending classes
- Debarred from appearing in test
- with holding results
- Cancellation of admission
- Expulsion from the institution



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