

R.C.M Science College, Khallikote

Ganjam, Odisha

Code of Professional Ethics and Conduct (2022-23)

Core Values of the College

- Mutual trust, team work, empowerment., gender neutrality ,social Inclusiveness , academic excellence, easy sharing of knowledge, skills and resources to create a vibrant society.
- We appreciate, respect and promote the perspectives, rights and dignity of each individual.

Code of Conduct for Teaching Staff

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed by Dept.of Higher Education, Govt .of odisha Acts, Statutes, Ordinances and Service Rules.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principal ship of the Head of the Institution.

- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.

- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal just and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

Code of Conduct for Non-Teaching/Administrative Staff

- Code of Conduct for non-teaching staff is mainly governed by Dept.of Higher Education, Govt. of Odisha Acts, Statutes, Ordinances and Service Rules.
- The normal working period for those in the category of non-teaching staff shall be from 9.30 to 4.30 p.m. with one-hour lunch break on all working days.

- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

Code of Conduct for Students

- Students are expected to adhere to the timetable for attending lectures/tutorials/practicals and other extra-curricular activities.
- The University rules require a student to have a minimum of 75% of the total lectures, tutorials and practicals delivered separately, failing which the student will not be permitted to sit for the University Examination.

- All Sports students playing at any level (state, national or international) must have minimum required attendance as per University rules.
- Students attendance in the following College Functions is very much required: Founders Day Celebrations, Annual Cultural Festival, PTSA Meeting, Sports Day, NCC Day for NCC Students, NSS Day for NSS Students, the Annual Function and other College events.
- Students are expected to obtain clearance from the College before the University examination on the basis of the attendance record and participation in the activities of the college.
- Students must wear prescribed uniform and carry their Identity card inside the campus.
- Students must help to keep the campus neat and clean.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- Students are expected to read notices/circulars displayed on the notice board.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of college premises or items of property on the campus.


- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.

CODE OF CONDUCT FOR PARENTS

- A code of conduct is prescribed for the students explicitly. Parents are supposed to go through the same and ensure that the students follow the code of conduct scrupulously. This code of conduct is available on the website of the Institute.
- It is imperative that the students attend all the academic and related activities at the Institute from the day of opening to the last day of each semester during the academic year. Parents should ensure that the students maintain attendance as per University norms.
- Parents should note that the students must do timely and proper submission of the internal assessment activities else his/her term will not be granted.
- Any reported or observed objectionable conduct by any student, within or outside the premises of the Institute, will make him / her liable for strict disciplinary action.
- Parents should ensure the well behaviour of the students so as to enhance their own image as well as reputation of the Institute.
- Any direct/indirect involvement or encouragement by your ward leading to ragging or related activity may result in expelling the student from the institute.

- Parents should take follow up with Teacher Guardian (TG)/Class Teacher/HOD regarding academic and overall progress of their ward.
- Parents are obliged to attend the Parents-Teacher meetings organized by the department/Institute for observing progress of their wards and discussing the difficulties, if any.

Parents should take approval from authorities of the Institutes while sharing any information about the Institute with the outside bodies.


PRINCIPAL
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