

**HAND BOOK OF CODE OF CONDUCT FOR STUDENTS AND
TEACHERS, MANUALS & BROUCHERS ON HUMAN VALUES &
PROFESSIONAL ETHICS OF PARADIP COLLEGE, PARADIP**

- 1- All students should consider the college as the temple of learning and come to the college with a mind and motivation to learn.
- 2- All bonafide students of the college must carry their college identity cards with them.
- 3- Ragging in the college campus is strictly prohibited. Any student found to have indulged in such activity or found guilty or abetting ragging should be seriously punished as per the law or the guidelines of Govt./UGC etc. If the situation so warrants, the culprit will be rusticated from the college.
- 4- Utter discipline should be maintained in the College campus, Class Room, Reading Room, Library as well as Examination Hall.
- 5- The students should not unnecessarily loiter in the college corridor/college campus but spend their leisure time in Reading Room, library etc.
- 6- In the event of shortfall of attendance and poor academic result in the Examination, the students will be detained and will not be allowed to fill up their forms for semester Examinations.
- 7- Smoking and consumption of alcohol in the college premises or entering the college under intoxication of alcohol is strictly prohibited
- 8- All students must pay respect and show due courtesy to all the teachers and employees.
- 9- Any criticism and negative comment on any teacher or employee is undesirable and not allowed and it is considered as an offence on the part of the students.
- 10- No student is allowed to make groups and groupism in any form without prior permission of the authority is illegal. Hence it is punishable.
- 11- No student should collect money or contribution for Picnic, Seminar, Study Tour or any other person without any prior permission of the principal.
- 12- Any kind of students participation outside the college is subject to the written permission of the principal
- 13- No student should disfigure the wall or damage any property of the college. Such will lead to penalty as will be decided by the authority.
- 14- The students are solely responsible for the loss of their bags, books and other belongings.
- 15- No student is allowed to indulge in any unfair or illegal activity in the college campus.

- 16- Every student must take the notice of the college notice board to know every details of activity and participate in them. In case they are deprived of participation, neither any teacher in charge nor the authority will be responsible for it. All students scholarships are payable to them as per govt. guidelines.
- 17- Use of mobile phones inside the class room/ inside the Examination Hall is strictly prohibited. No one is allowed to carry mobile phones during examination hours.
- 18- Bikes or four wheelers of the students inside the college campus are strictly prohibited.

Code of conduct for Teacher & non-teachers

01. All teachers should maintain integrity, honesty and punctuality. They should be decent & well-mannered in their dealings with the authority, colleagues, students as well as public.
02. Unless otherwise stated specifically in terms of appointment, every teacher is a full-time teacher of the institute and may be called upon to perform such duties as may be assigned to him or her by the college authority beyond the office hours and on holidays or Sundays in case of urgency, since all are having their Head Quarters there at Paradip.
03. A teacher must maintain the minimum working hours as prescribed by Govt. Department of Higher Education. No teacher shall be absent from duty without prior permission of the Principal. For leaving Head Quarter during vacation or any other situation, the permission of the college authority is mandatory. All leave applications of a teacher should be routed through HOD of Department concerned.
04. No teacher should take part in politics or be associated with any political party or organization which conducts any political activity.
05. No teacher shall make any statement or write through media which has effect of any adverse criticism of any policy or action of the institute.
06. No teacher is allowed to engage himself in private tuition or trade or business or undertake any employment outside his official assignments.
07. No teacher should have any criminal record nor any criminal proceeding(s) initiated against him in the court of law. In such case immediate information should be furnished to the authority.
08. No teacher who has a spouse living, shall contract another marriage without obtaining the permission of Governing Body. Violation of this rule will lead to removal from the service of the institution.

09. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority.
10. A teacher who commits any offence or acts detrimental to the interest of the institution is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision to the G.B. and the decision of G.B is final.
11. Every teacher shall adhere to the mission and vision of the college.
12. Staff members shall follow the directions and instructions properly given by the DHE(O)/Deptt. of Higher Education, RDE (O) etc.
13. Cultivate good etiquette.
14. Teach students the importance of thanking for good of others, Charity and humanity in life.
15. Respect your fellow workers.
16. Keep your cell phones in silent mode to avoid disturbing others sitting around you. No teacher should carry mobiles phones to Examination Halls during examination hours.
17. Learn to admit your mistakes.
18. Don't ask for personal favour from your subordinates.
19. Maintain spirit of brotherhood & cultivate scientific temper & rationality.
20. All teachers should try to be tech-savvy for interest of the institution.
21. All teachers should prepare well and conduct effective classes for the interest of the students.

S ✓
5.11.20
Principal
Paradip College, Paradip
PARADIP COLLEGE