



HISLOP COLLEGE

Nagpur

CODE OF ETHICS AND PROFESSIONAL CONDUCT

For Principal

The Principal being the Academic and Administrative Head of the institute has got multifaceted roles to play and has to carry these multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. The Principal remains liable to follow certain codes of ethics in his conduct as prescribed by the University Grants Commission (UGC) and to the guidelines framed by the Ministry of Human Resource Development (MHRD) as well as the set of prescripts of the Government of Maharashtra Service Rules.

1. The Principal is to ensure development plans of the College (both long and short term) with respect to the academic programmes are duly processed and implemented through relevant committees and its members.
2. The principal is to check the observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. Administration of the various academic programmes of the College as well the general administration of the College is under the purview of the Principal.
4. The Principal is to corroborate for smooth conduct of curricular, co-curricular and extra-curricular activities of the College
5. Being the head of institution, it is the responsibility if of the Principal to address and resolve all issues concerned with the partners of education and must be impartial and he/she maintain complete transparency.
6. The Principal is to take care that adequate significance is given to the gender sensitivity measures in all the activities of the College.
7. The Principal must uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.



J. H. H. H.
**PRINCIPAL
HISLOP COLLEGE
NAGPUR.**



HISLOP COLLEGE, NAGPUR

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The teachers, administrative and other staff of this College are bound to follow the guidelines provided by UGC for college teachers. Any person adopting teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession.

Teaching Staff Members

1. A teacher needs to be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should inspire students to develop a sense of inquiry in the pursuit of knowledge.
2. The teacher should be directed towards the specific needs of each student and if required, should help the students beyond class hours without accepting any remuneration.
3. It is the duty of the teacher to conform to the ethos of his/her profession and act in a dignified manner keeping in mind that society has entrusted him/her with their children.
4. Every teacher shall, at all times, maintain absolute integrity and devotion to duty being strictly honest and impartial in his official dealings.
5. As a social responsibility, the teacher needs to work to instil a scientific and democratic outlook among his/her students, making them community oriented, patriotic, helping them to have broad minded outlook.
6. Every teacher shall help the College authorities in enforcing and maintaining discipline among students.
7. Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extra-curricular work related to the College as may be assigned to him/her by the college authorities.

8. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.

9. Every teacher shall carry out any work related college or university examination or as required by the Principal as the case may be.

10. Every teachers shall sign the attendance daily at the beginning of the College session namely before 10.00 A.M. shall be present at the place of his/her duty during the prescribed working hours (six hour forty minutes and minimum five hours).

11. No teacher employed in the college shall absent himself/herself from his/her duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week. If the teaching staff members are absent without taking prior written permission of the Principal, they shall be liable for cut in casual leave or earned leave as the case may be.

12. No teacher shall leave the head quarters except with the prior permission from college authority even during leave or vacation. In case leaving station, a teacher shall inform the Principal / Head of the Department or the Registrar, the address and contact details where he would be available during the period of his absence from station.

13. No teacher shall be a signatory to any joint representation addressed to the authorised for redressed of any grievance or any other matter. Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him/her, he/she must forward his case through the proper channel.

14. No teacher employed in a college shall engage directly or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.

15. No teacher employed in a college shall engage himself/herself in any political activity. He/she shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

16. No teacher employed in a college shall bring or attempt to bring any political or other influence on his superior authority in respect of his/her individual service interests.

17. No teacher employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is

prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.

18. No teacher shall resort to unauthorised use of College resources or facilities for personal, commercial, political or other purpose not related to the College.

19. A teacher who gets involved in some criminal proceedings shall immediately inform the College/University irrespective of the fact whether he/she has been released on bail or not.

20. A teacher who is detained in Police custody whether on criminal charge or otherwise for a period of longer than forty eight hours shall not join his duty unless he/she gets written permission from the College be deemed to have been suspended from the date on which he was taken to Police custody.



[Handwritten Signature]
PRINCIPAL
HISLOP COLLEGE
VAGPUR.

FOUNDED IN 1883

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HISLOP COLLEGE, NAGPUR

CODE OF ETHICS AND PROFESSIONAL CONDUCT

For Administrative, support and other Staff

1. Every staff or other person employed in a college shall discharge their duties efficiently and diligently and shall conform to the rules and regulations.
2. It shall be the duty of person employed in a private college to do any work in connection with an examination conducted by the University or any college, which they is required to do by the Principal of the College, as the case may be.
3. No person employed in a college shall absent themselves from their duties without prior permission, In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
4. No person employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work, specific sanction of the college authorities in writing shall be obtained.
5. All Administrative, support and other Staff shall observe the instructions regarding the attendance issued by the college authorities/management. All non-teaching staff members shall sign the attendance at the beginning of the College before 10:00 A.M. and shall be in the work spot for 8 (Eight) hours irrespective of the hours of functioning of the College.
6. No person employed in the college shall absent himself/herself from his/her duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week. If the staff members are absent without taking prior written permission of the Principal, they shall be liable for cut in casual leave or earned leave as the case may be.
7. No person shall leave the headquarters except with the prior permission from college authority even during leave or vacation. In case leaving station, a staff shall inform the Principal / Head of the Department or the Registrar, the address and contact details where he would be available during the period of their absence from station.
8. No person shall be a signatory to any joint representation addressed to the authorised for redressed of any grievance or any other matter. Whenever a teacher wishes to put forth any claim

or seeks redressal of any grievance or of any wrong done to him/her, he/she must forward his case through the proper channel.

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For Students

1. A student upon admission must obtain Identity Card having his/her photograph attested. The student is required to wear the identity card on person whenever he/she is on campus, and present it for inspection on demand. In case the Identity Card is lost, the matter should be immediately reported to the Principal and an application should be made for a duplicate Identity Card as per procedure.
2. Ragging of student is forbidden. Affected students must report all instances of ragging to the Head of the Institution in writing. Anyone found guilty of ragging is liable to be punished as per the directive of the University Grants Commission and Government.
3. Students are required to arrive to class on time and to stay for the entire class period (or until dismissed). No students will absent himself from classes without prior permission of the teacher or the Principal. Students are required to maintain regular attendance (minimum of 75%) for them to be eligible for appearing in the University Examination.
4. The students must treat College property, furniture, library books, etc. with due care.
5. Students are required to respect all people who are present in the College. Students will not use foul or offensive language and will not litter in (or outside) the school premises. Discipline and decorum will be maintained during offline and online classes. Abuse, threat of violence, bullying or taunting of anyone on college premises will not be tolerated.
6. Students are required to read the Notice Boards/Notices in the groups regularly and notices displayed on college website for all important announcements.
7. All students must clear full fees within the notified date and appearing for examination.
8. Students are to organise all activities under the guidance and supervision of the Teacher In-Charge and with prior written permission.

9. Students are to participate in at least two co-curricular and extracurricular activities annually as a part of personality development goal of the institute. Students must maintain correct spirit of sportsmanship while playing sports.

10. Students are expected to wear appropriate and modest clothes. Student are to wear a clean and decent dress when coming to the College.

11. Smoking, chewing tobacco products and playing cards are strictly prohibited inside the college & hostel campus. Individuals indulging in the same shall invite severe punishment/disciplinary action.

12. Students are to respect their peers and remain sensitive to differences among themselves due to physical, cultural, religious and economic considerations.

13. Students using mobile phones other than permitted areas will invite a penalty of Rs. 500/- or Mobile phones being confiscated (Permitted areas are the common rooms, quadrangle, parking and the canteen).

14. Students applying for certificates, testimonials, etc. which requires the Principal's signature on any kind of document or application should first contact the college office and not to the Principal directly.

15. Serious action will be initiated against students who are found to organising, participating or associate themselves with any activity not authorised by the Principal of the college.

16. Matters not covered in the existing conduct code will rest at the absolute discretion of the Principal.

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CODE OF ETHICS AND PROFESSIONAL CONDUCT

Code of Conduct during "Online teaching and learning" (NETIQUETTE)

1. **Identity:** Make sure your identification is clear in all communications.
2. **Speaking:** If you wouldn't say it face to face, don't say it online.
3. **Background:** Don't assume everyone understands where you're coming from.
4. **Privacy:** Respect others' privacy and bandwidth.
5. **Caution:** Remember, if it's on the internet, it's everywhere.

