



CCYM'S HASHU ADVANI COLLEGE OF SPECIAL EDUCATION

CODE OF CONDUCT – JAN 2019 (Valid for 3 years)

APPLICABLE TO STAFF / STUDENTS / VISITORS

**A: Decorum and professional environment:**

1. Think about quality education and student centric strategies tried or untried earlier. Obtain approval and work towards implementation. Experiment with teaching and assessment process. Draw and share conclusions with others.
2. Teaching of each faculty will be supervised periodically for positive and pro active feedback.
3. Program coordinators are expected to take feedback from students on performance of the visiting faculty. Same can be used in deciding visiting faculty for the next semester. Visiting faculty to be involved only when essential and not towards easing the workload.
4. Maintain professional environment. Use respectful language. Keep volume down while talking. Maintain the dignity of all with special attention to subordinates/ students/ RTT students and parents.
5. If anybody (staff, students, visitors) is found with such misbehavior then try to pacify that person during the heat of the moment and bring it to the notice of the principal.
6. Do not undertake private or personal work during college hours including use of social media of personal nature.
7. Maintain daily diary/ task list/ daily planner which is accessible to others either in your absence or in emergency.
8. Take good care of the office stationery and belongings. Need for repair / replacement to be informed to management at the earliest.
9. Politely remind students about deadlines related to fees and ensure display of circular related to fees. Program coordinators can take pending fee status from admin staff.
10. Interaction with admin staff about PF/ IT/ Salary/ Leave record/ Increment etc can be done after 2.30 pm.
11. Do not bring/send visitors to principal rooms without prior notice.
12. When coming to the Principal for discussion related to any student/s, request students to wait outside and do not bring the student along with you.
13. Do not leave any items/ papers/ file/ CD/ Pen-drive unattended either on principal's table or common meeting table in room No.402.
14. When any photocopy needs attestation of the principal, please get the original documents. Also put appropriate stamp before coming for signature.
15. Do not let circulars/ files remain pending on your table for more than a week.

16. Keep the volume of your mobile ring tone low. Use mobile phone predominately for official purpose do not carry mobile phones to lecture hall. Tell students the rules related to mobile phones clearly and ensure its consistent.
17. Do not entertain phone calls from students after 7 pm and messages after 9 pm unless an emergency. Communicate these points and other mobile / social media etiquettes to students clearly.
18. Discourage students coming to faculty room frequently.
19. Be warm to all students. Do not get friendly, emotionally involved in any students. Do not have and indicate favourism.
20. Maintain cordial yet professional relation with colleagues avoiding stressed relation or being on non-talking terms. Communication is an essential part of coordinated academic services. It should be treated essential and not desirable.
21. Being an academic organization, "tobacco" "pan" "cigarette" are strictly prohibited.
22. Be sensitive and politically correct in terms of life skills, attitude, and cross over issues like gender sensitivity, diversity and inclusion, conservation of resources etc.
23. If any staff undertakes personal (oral or written) communication with any office that matter to the college (University, JD, RCI etc) the principal should be informed about it.
24. Internal complaints for the purpose of information and update can be oral. Complaints where action is expected, has to be in writing delivered to principal directly or through feedback box.
25. Follow protocol of who reports to whom including students. Use mentoring system seriously restricting unnecessary communication with students.
26. Maintain space in your PC professionally by labeling folders and files appropriately. Keep your desk top de-cluttered.

### **B : Leave and attendance**

1. Each staff member may have different in-time and out-time as per the teaching schedule. However the on -campus and the off- campus and the total timings prescribed by the UGC and UoM need to be adhered to strictly. CCYM has the rights to change the time or to ask staff to put in more time on any of the days - including the holiday in order to complete time-bound work. Fulfillment of off-campus timings may be ensured by the reporting officer and / or Principal.
2. University leave rules are applicable for college staff. No leave is the right of the staff. Most of the time, ensure that the leave is preapproved and others are aware of it well in advance.
3. Maintain your own leave record appropriately without depending on the Central Administrative record which is updated every quarter of the year.
4. Maintain attendance muster carefully and regularly. Mention symbols like CL, ½ CL, OD etc with pencil. Principal or in-charge to put A when a staff member does not report within 15 minutes of scheduled time. This A is purely for internal purpose and may mean leave, concessions, late muster or OD.
5. Maintain movement register while going out for outdoor duty and take principal's signature at least ones in three months.

6. Incoming and outgoing time of each staff is decided in the beginning of each semester. Same is displayed on the notice board and indicated in biometry record.
7. Late mark will be marked on the muster for the delay for 15 minutes. Three late marks in a month will be considered as half day CL.
8. Option is kept open for the staff to complete the quota of number of hours per day by staying back late (maximum 90 mins) for the days when they come in late due to unavoidable situation. This will help maintaining the overall number of hours which are reviewed by JD office at the time of salary release.
9. Each staff can avail 1 concession per month for approximately 2 hrs for any personal work or illness.
10. On the basis of 'first come first served', at a time leave of 3 persons will be approved. Emergency leave as per principal's/ in-charge's decision.
11. No staff will avail more than 7 days absence per month including Saturday, Sunday, CL and public holiday except medical leave and EL.
12. Leave card to be maintained by each staff member and half pay/full pay option to be made clear to admin staff before salary bill is submitted.
13. Leave would not be approved on the opening and closing days of the semester and on 1<sup>st</sup> July, 15<sup>th</sup> August, 26<sup>th</sup> January and 1<sup>st</sup> May.
14. Staff working on holiday for full day (or at least 4 hours) can obtain compensatory off with prior permission of principal/ in-charge. Comp off cannot be accumulated more than three and needs to be availed within a period of a two months.

**C: Exam Related: (over and above the university regulations)**

1. Maintain purity and sanity of exam system for Internal or external exams. Students must seat far away from each-others leaving their study material outside the exam hall. Maintain restrictions on mobile phones during the exam period. Program coordinators are responsible for this for IA and superintendent for the external exam.
2. Document question papers and answer papers of IA properly for three years.
3. If the college is the center for the exam then ALL staff needs to be present in college even if it is vacation period. Planned leave can be availed as per the need of the exam duties.
4. Ensure display of time table and other exam related signage at the time of the exam.
5. Restrict entry to the office area at the time of question paper download. Exam superintendent is held responsible for it if anybody except the staff on exam duty is found in the office room.
6. Computers in 510 are set up for OSM work. Use infrastructure of that room responsibly.
7. Exam related documents like questions papers, attendance, IA are kept in the office cupboard. All have access to the same however it is responsibility of each one of us to keep it back after the use.
8. Soft copy of internal assessment of each semester has to be saved in PDF form in Dr Gayatri Sirur's hard disk. All to ensure following the system carefully before the semester exam gets over.

9. Academic submission of the candidates has to be preserved at least for 3 years.
10. This need to be labeled appropriately and kept in the academic records cupboards in 407. Program coordinators are expected to get this done.
11. Following the principle of transparency, display IA marks, attendance status, forthcoming events etc. on student notice boards regularly.

**D: Cleanliness and Maintenance:**

1. Each one is responsible for cleanliness of our work station and PC. Dusting needs to be done personally without waiting for the house keeping staff.
2. Cleanliness committee would take care of general cleanliness. However, all are expected to be alert and supportive in maintaining cleanliness.
3. Use washroom and wash basin area just the way we use our residential basin area. Use your own personal napkin, handkerchief or hand towel to keep the area dry and clean. Role model and encourage students to do the same.

**E: Energy and natural resources Policy:**

HACSE strongly believe in conserving and minimum optimum utilization of natural resources. Please be aware, implement and be role models for students.

1. No unnecessarily running fans / tube-lights/ ACs / PCs / LCDs would be tolerated. Program coordinators are expected to motivate CRs repeatedly to pay special attention that electricity and water is not wasted.
2. For conservation of resources and as healthy habit, avoid and encourage students to use elevators.
3. All staff and students are to follow waste management system carefully and support the existing policy of separating wet, dry and e waste appropriately.
4. HACSE is a plastic free campus. Plastic bottles / carry bags / file –folders / submission covers are not allowed.
5. The plants in the college and the in the compound is a national valuable property and it is everyones duty to preserve these.
6. HACSE, intends to systematically move towards paperless governance. Use minimum prints. Follow e governance and paperless practices. When in need take light prints and back to back prints. Avoid unnecessary printing of documents. Reuse old papers for rough work. Avoid wasting papers during internal exams.
7. Use e mails as official communication. Circulars of the college to be issued through soft copies.
8. Avoid prints of downloaded materials

**F: General Norms:**

1. Each one of you belong to some committees of the college. Complete that work on time. Keep record. Update higher authorities. Coordinate well among team members. Initiate work rather than waiting for instructions.

2. Norms related to college image and branding to be followed by all which may include using logo, font etc consistently. Using e mail id with haccs in it. Adding CCYM'S before college name during internal or external formal communication is also mandatory.
3. Maintaining activities / records / practices from NAAC perspectives are encouraged.
4. Maintain appropriate record of your non routine activities for entering into CR towards end of the year.
5. Ensure publications, attending workshop / seminar, delivering lectures at different centers and taking up individual intervention cases for academic growth.
6. Renew RCI registration on time.
7. Staff need to inform college about changed details like address / phone number etc
8. 2 emergency numbers to be submitted to the office for the display in admin office.
9. Update notice boards as per the need which includes removing obsolete display material.