

POLICY DOCUMENT ON CODE OF ETHICS

Every profession and every institution has its own Code of Ethics. The College has its own policy on professional ethics that goes beyond the respective Codes of Conduct for students, Staff (teaching and non-teaching) and Section-Heads.

OBJECTIVES

- To promote individual and group ethics in the discharge of duties.
- To ensure proper standards in social, peer group and inter group relationships.
- To prevent personal prejudices from interfering with smooth conduct of service delivery.
- To smoothen peer relationships and stakeholder relationships.
- To train employees in professional ethics.

IMPLEMENTATION

1. The new employees are put through an orientation Programme to train them in the JJ work ethic.
2. Staff is trained in right patterns of professional behaviour by enforcing the Code of Conduct for employees in the various rungs of the hierarchy.
3. A spirit of individual, mutual and collective responsibility is nurtured at the departmental, interdepartmental and institutional levels through proper orientation offered by invited experts (such FDP's, are an annual feature).
4. Non-teaching employees are put through in-house training sessions on administrative and filing procedures and also in group dynamics and social behavior.
5. We instill in staff the age old maxim "Only one who obeys is qualified to command". So there is smooth fulfillment of orders.
6. Conversely the senior staff is trained to recognize creativity and innovativeness among the juniors and give due heed to their views on matters of policy.
7. Creativity among students is also duly recognized and nourished.

8. Students and staff who fall short in achievements are discreetly advised and trained through suitable strategies to improve themselves. This is done through peer group activities.
9. Misunderstandings that occasionally arise among staff are promptly settled by suitable intervention and constructive action.
10. There is a scheme for student evaluation, peer evaluation and Head-evaluation of faculty and employees and the findings are put to constructive use in improving standards of service delivery.
11. The emphasis of the institution is on self-improvement as part of institutional improvement. We seek to synchronize individual and institutional aspirations and perceptions

OUTCOME:

Our staff has evolved into a team of top performers through cooperative, creative Endeavour. There has been a very fine degree of healthy competition and healthier cooperation to fulfill individual as well as institutional objectives; and corresponding maximization of achievement in all parameters of quality.

GENERAL CODE OF CONDUCT FOR STUDENTS

TIMINGS:

College timing- 9.30am to 4.30pm.

Clinical timing - 8.00am to 4.00pm.

DRESS CODE:

1. All students shall wear neat, clean and decent dress.
2. Girls shall wear salwar kameez /Chudidhar /Sarees.

Boys shall wear Pant and shirts.
3. Students shall wear shoes while attending the clinical posting.
4. Students found violating the dress code will not be permitted to attend the class. If it is repeated the matter shall be brought to the notice of the Disciplinary committee.

IDENTITY CARD:

1. Every student admitted to the college will have to wear the Identity Card during working hours.
2. Students who has lost their ID card has to obtain a duplicate card by payment of Rs. 100/- after the written request made to the Principal

PUNCTUALITY

1. Students are expected to attend the classes and clinical practices regularly and punctually.
2. Students are expected to follow classroom etiquettes.

STUDENT LEAVE

1. Leave not permitted in the week end and week ahead
2. Prior Leave permission to be obtained from principal through coordinator / HOD
3. If leave availed for emergency/ sick letter to be produced to the coordinator with Parents/ Guardian signature

CONDUCT AND DISCIPLINE

1. As a responsible member of the institute, every student should maintain high standard of discipline, courtesy and behavior both inside and outside the campus.
2. Students are expected to behave politely and in courteous manner towards the staff.
3. Students are strictly forbidden from smoking, consuming drugs, alcohol and intoxicants. Anyone found under the influence of alcohol/intoxicants/drugs will be expelled from the Institute.

4. During the class hours, students are forbidden from loitering along the corridors or roads. Students are required to spend their free hours in the library. Any violation will be viewed seriously.
5. **Mobile phones are strictly banned** in the class rooms/ Campus. If found it will be seized.
6. Students who violate any of the rules and regulations Disciplinary Committee will take the actions.
7. **Ragging is prohibited** inside/ outside the campus.

COLLEGE FUNCTIONS / PROGRAMMES

1. Students are advised to actively participate in all the functions held in the college. As soon as the function gets over, the students should disperse immediately.
2. Students are not allowed to shout, hoot or whistle during the functions

BONAFIED CERTIFICATE

1. Bonafied certificate will be issued to the students on application.
2. Letter/application to be submitted at least three days in advance.

GUIDELINES TO THE PARENTS

1. Parents are requested to extend their full cooperation in all the matters.
2. The parents can meet the Principal from 3.00 to 4.00 pm in week days.
3. They can meet the Head of the Departments/ class coordinator on College hours of any working day.
4. Parents meet is conducted twice in a year. If parents fail to attend the parents meet, decision taken in the meeting have to be acknowledged by them.
5. Parents are requested to give intimation over phone/ email to college for her Son/ daughter' s absenteeism.
6. Only the parents are allowed inside the college premises and not the relatives.

SCHOLARSHIPS

The college will facilitate the students to avail the scholarships based on the eligibility criteria by submitting the documents on time as per the Government guidelines. The details of scholarships as follows,

- First graduate scholarship
- MBC/BC scholarship
- SC/ST scholarship
- Minority scholarship

LIBRARY RULES & REGULATIONS:

Students of ESCON can be benefitted by adhering the following library rules and regulation

All working days: Morning 8.30 am to 05.30 pm

- ❖ **Books issue and return time:** 08.30 am to 09.30 am - 12.30 pm to 01.00 pm - 04.45 pm to 05.30 pm.
- ❖ Maintain silence and avoid unnecessary discussion in library.
- ❖ Both the staff and students should sign the register before entering the library.
- ❖ Note, Own Books are not allowed inside the library. Only papers are allowed to take Notes, get permission from librarian while leaving the library.
- ❖ Books to be returned within the regular of 1 week period.
- ❖ Books will be renewed only once. Next time it should be replaced.
- ❖ Replace books on specified due date, if fails, penalty will be imposed.
- ❖ Reference Books, Question Bank, Syllabus will not to be issued for taking Xerox.
- ❖ Without class co-coordinator permission the students are not allowed during class hours.
- ❖ Loss of borrower book should be reported to the librarian. It should replace with the new one of the same within 15 days.
- ❖ Loss of borrower cards should be reported to the librarian. They will be issued a fresh replacement card on a payment of Rs.50/- per card.

ANTI RAGGING RULES AND REGULATIONS

(UGC regulations for curbing the menace of ragging in higher educational institutions 2009) (Under section 26(1) of the university grants commission act, 1956). The students are therefore directed to strictly desist from any kind of ragging.

FORMS OF RAGGING:

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

PUNISHMENT FOR PARTICIPATION IN/OR ABETMENT OF RAGGING:

Depending on the nature and gravity of the guilt established by the anti- ragging squad, awards, to those found guilty, one or more of the following punishments namely,

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.

6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for period of one to two years.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 25,000/-

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal Should

- Strive for the development of the institution by acknowledging the interest of different areas of the institution
- Follow the hierarchy for channel of communication.
- Take efforts in fulfilling the vision, mission, philosophy of the institution
- Conduct examinations in a fair way.
- Maintain financial transparency in matters related to the institution
- Take steps to develop standard professional behavior among the staff members
- Encourage the faculties to organize and participate in seminars, workshops, symposium and conferences
- Promote research activities and encourage scientific paper publications
- Take efforts to maintain an appropriate educational climate and respect the fundamental rights of staffs and the students
- Treat all staffs equally and avoid discrimination in relation to favoritism, religion, caste, political, economic, social and gender characteristics
- Encourage extracurricular activities among the students to enhance self esteem and team co-operation
- Take necessary steps to minimize/eradicate the incidence of sexual harassment or abuse.

CODE OF CONDUCT FOR THE FACULTIES

- College timing: 9.30am to 4.30pm
- Faculty should follow the hierarchy for channel of communication.
- Faculty should co-ordinate
- Faculty should be punctual and enter the class 5 minutes early to the class.
- Mobile is strictly prohibited during the working hours.
- Faculty should wear Apron while taking class.
- Faculty should maintain diary and report daily to HOD. HOD should give a weekly report to Principal.
- Faculties should avoid taking unnecessary leave and maintain regularity for the smooth functioning of the institution
- Leave can be availed after proper handing over of classes and responsibilities to the alternative staff and will be sanctioned by HOD and approved by principal.
- Faculties should maintain the dignity of the profession
- Faculties should involve themselves as a mentor for students in guiding, handling slow and advanced learners.
- Faculty should maintain uniformity in handling student related matters and issues.
- Faculty should maintain confidentiality in handling students' information, files and registers.

CODE OF CONDUCT FOR SUPPORT STAFF

- Staff should adhere to the rules and regulations of the Institution.
- Staff should maintain confidentiality of Institution's Files and Registers.
- Staff should not develop any emotional relationship with students.
- Staff should be aware of the maintenance activity inside the college campus.
- Leave can be availed after proper handing over, sanctioned by AO and approval from principal. Staff should avoid taking unnecessary leave to avoid disruption in the daily functioning of the institution.
- Staff should be punctual and maintain decorum in the campus.