



GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL

S. KULA WOMEN'S COLLEGE
Kongkhampat, Nambol, Manipur- 795134
Affiliated to Manipur University

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A "College with Potential for Excellence"

awarded by the UGC

CODE OF CONDUCT

No. SKWC-1/1/2021-COC/1: The code of conduct serves to establish expectations of the students and employees in the college. The guidelines in the code of conduct is in tune with the overall mission and objectives of the college. Therefore, the code ensures the safety and protection of students, teachers, and the college authority. It establishes the atmosphere of the college to allow it to achieve its mission.

CODE OF CONDUCT FOR STUDENTS:

1. Students of the College should maintain discipline and behave decently and pay respect to all the elders and the college staff. They should maintain a healthy practice in all respects.
2. No students will be allowed to sit outside the Class Room i.e., verandah, College Yard, etc. During the off time they should sit in the Common Room, Reading Room, Multi-Gym etc.
3. Students should come with neat and clean College Uniforms. Without proper uniforms no students will be allowed to enter in the class room.
4. Students should always bring their Identity Card and Progress Report Card in the College.
5. Two Library Cards will be issued to each and every student and only two books will be issued against the Library Cards at a time.
6. A Library Book can be borrowed for 25 days only. After 25 days a fine of Rs. 10/- will be charged per book per day.
7. All the Students of the College should opt one of the items of games and sports compulsorily. Classes will be held on games and sports once in a weak for every class.
8. All the students are obliged to take parts in all the extra-curricular activities of the College as a part of their civic training.
9. No students will be allowed to enter in the College campus after 10.00 a.m. and leave before 3.30 p.m.



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10. No persons including Parents/Guardians will be allowed to see the students during the College hour without prior permission of the Principal.
11. Students should attend at least 75% of attendance of the minimum number 180 teaching days in an academic year, otherwise they should not be allowed to appear in the final Examination conducted by the Manipur University.
12. Students and guardian should abide by the Rules and Regulations of the College.
13. Violation of any one of the above Rules and Regulations will be punishable, which may be in the form of imposition of fine or expulsion from the College etc. as per decision of the Management.
14. The decision of the Principal/ Higher Authority will be binding and final and, in any case, no complain will be entertained.
15. Students seeking Transfer Certificate should clear one-year fees and life membership fee of old students Association (Alumni Association).

CODE OF CONDUCT FOR TEACHERS:

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College from time to time.
2. Every Teacher shall update his/her knowledge and skills for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from the Principal /higher authority. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the Institute authorities shall be produced within a week.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission from the higher authority of the College.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of the College or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.



10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. Teacher(s) may raise their grievances through the Grievance Redressal Cell. The Principal/higher authority will provide an opportunity to the teacher for presenting his/her case through a personal hearing before taking a final decision. The decision of the Principal/Higher authority will be final and binding and will not be subject to any appeal to any individual or forum.

CODE OF CONDUCT FOR NON-TEACHING STAFFS/ SUPPORT STAFF:


1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. Every staff should take care of the college property and assets. Keeping the college campus neat and clean should be top priority at all times.
3. No Staff employed in the Institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the Institute authorities shall be produced within a week.
4. No Staff employed in the Institute shall engage directly or indirectly in any trade or business.
5. No staff employed in the Institute shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
6. No staff employed in a Institute shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.
7. No staff employed in the Institute shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the college and the Government.
8. Every staff shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.



CODE OF CONDUCT FOR PRINCIPAL:

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. The Principal as the Principal executive and Academic Head of the Institute, shall be responsible for:

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University/ Institute for academic competence of Faculty Members.
4. Assisting in planning and implementation of extension and outreach programmes conducted by the college for the benefit of surrounding community.
5. Admission of students, maintenance of disciplines of the Institute. All powers relating to discipline and disciplinary action in relation to the students of a College shall vest in the Principal of the College.
6. Receipts, expenditure and maintenance of true and correct accounts.
7. The overall administration of the College, the library and Hostel.
8. Correspondence relating to the administration of the Institute.
9. Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural, students' welfare activities of the Institute and Recognized Institution and maintenance of records.
10. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
11. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of institute/ recognized Institution.
12. Overall supervision of the University Examinations.
13. Observance of provisions of Accounts code.
14. Maintenance of Self-Assessment Reports of teachers and their service Books.


(Dr. W. Robindro Singh)
Principal,
S. Kula Women's College,
Nambol, Manipur.
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