

## **Code of Conduct**

### **Rules, Regulations and Guidelines for Composition of Various Committees**

1. Teachers and students both will be the member of various committees.
2. Selection of teachers is made by the principal, head and in charge of IQAC on the basis of his qualities his skills and interest.
3. Tenure of a teacher representative in any community will be minimum one year and maximum three years.
4. Student representative will hold the position for current academic session.
5. No remove nutrition will be paid do the member of for the work of these committees.
6. If any member of the committee is not willing to work in the community he or she can resign from the membership by informing the head.
7. If work of any member is not satisfactory, head of the department has powers to terminate the member.

### **Powers and Functions of Admission Committees**

#### **Functions of admission committee:**

1. Admission list is sent by the university which conduct state level entrance test for B.Ed. admission. Members of the admissions committee will check and verify the documents of the students related to admission.
2. If there is any document which is incomplete, members of the committee are required to guide the students towards completion of the document.
3. Guide the students regarding admission, Policies and process.

4. In charge of the admission committee will issue the fee slip to the students.
5. After deposition of the fee in bank, committee will get the deposit slip from the students.
6. Committee will issue admission slip to the admitted students.
7. Admission committee will issue the identity card and library card to the students.
8. Admission committee will guide the students regarding induction meeting, starting of classes and other rules and regulations of the department.

**Powers of Admission Committee:**

1. Admission committee has power to verify the documents of students if the committee is not satisfied regarding the reliability and validity of the documents.
2. If committee is not satisfied with the documents of the candidate, it can check the admission immediately.
3. Committee can demand any document which is necessary for the admission or related to the admission.
4. Committee can check the admission, if behavior of any student is not found satisfactory regarding discipline and can inform to the Vice-Chancellor of the respective university.
5. Admission committee will decide the date, venue and other activity of induction- meeting.

**Powers and Functions of Anti Ragging/ Discipline/ Proctorial Board**

**Functions:**

1. To make necessary rules and regulations to prohibit ragging in the college campus.
2. To acquaint the students with the rules and regulations of the committee.
3. To verify the identity card of the students.
4. At the time of admission and examination committee will remain vigilant and search the Students thoroughly.
5. To avoid the smoking, drinking and keeping arms by the students.
6. To bear the problems of the girls and boys separately and make arrangements to solve their problems.
7. To visit the campus especially library, toilets, GCR & BCR time to time.
8. To give suggestions to principal and head towards maintaining discipline in the campus.

**Powers:**

1. Committee can inquire any student in the college campus and can verify his or her identity cards.
2. Committee can suspend any student from the college campus if he or she is found in-disciplined.
3. Committee can't call the guardians off the in-disciplined students.
4. If any student is found to involve ranging or any other in-disciplined activity, committee can punish or rusticate the student.
5. Committee can recommend the principal to rusticate any student if he or she is not disciplined.
6. Community can make small secret cell of the students to collect the information regarding discipline.
7. Committee can investigate the problems raised by any student.

**Powers and Functions of Cultural Committee**

### **Functions:**

1. To form rules and regulations for cultural programs.
2. To prepare annual calendar for Cultural programs.
3. To select students for cultural programs.
4. To train the students for cultural programs.
5. To organize cultural programs on national festivals as per annual calendar.
6. To discuss the shortcomings of the programs held and to take necessary action for the improvement.

### **Powers:**

1. To recommend the purchase of necessary equipments required in cultural programs.
2. To spell out the students from the programs who is not performing well.
3. To select the invitees for cultural programs and to invite the various stakeholders in cultural programs.
4. To select the judges for competitive cultural programs.
5. To recommend the chief guest and guest of honor for the program.
6. To decide the prize/certificate etc. four winners and runners of the program.
7. To make protest community for competitive cultural programs.
8. To make arrangements to promote good performance.

## **Powers and Functions of Research Committee**

### **Functions of research committee:**

1. Research Committee will organize seminars, symposia and workshops on the emerging issues topics.
2. Committee will suggest taking membership of various national as well as international journals.

3. Committee will have link with national level academic forum for encouraging research activities.
4. There is a compulsory dissertation in M.Ed., so this committee will prepare guidelines for the students to select the topic for dissertation.
5. Committee will appoint the guide for guiding dissertations of M.Ed. students by using lottery method.
6. Committee will organize sessions for guidance of dissertations.
7. Committee will guide the students for Viva- voce of dissertation.
8. Committee will follow the rules and regulations laid down by UGC regarding, PhD entrance test course, workshop, guide selection, synopsis preparation etc.

**Powers of research committee:**

1. This committee will be authorized to take decision regarding organization of seminars/ symposia workshop etc.
2. Committee will subscribe various national and international journals.
3. Committee will be authorized to make linkage with national level academic forum.
4. Committee will manage all the activities regarding M.Ed. dissertations and PhD degrees.

**Guidelines of Academic Linkage**

1. Collaboration at district level are made for performing academic activities such as seminar/ symposium/ workshop etc.
2. Expenditure on activity is shared by both the institutions in equal ratio.
3. Students and teachers of both the institution participate without any fee.
4. Organizing committee consist members of both the institution.

5. Organizing committee make decisions for venue and type of event and other necessary decisions regarding activity.

### **Guidelines for Consultancy Services**

1. Consultancy services are provided at the departmental level.
2. Institution has formed guidance and counseling cell for providing guidance to the students.
3. Guidance counseling cell provides consultancy regarding educational, social, personal and vocational problems.
4. Consultancy services are provided free of cost.
5. Minimum two members sit for consultancy i.e. one male and other female.
6. External expert is called whenever needed.

### **Guidance Regarding Extension Activities**

1. Cultural committee performs the responsibility of extension activities with the help of students.
2. Extension activities are two types-
  - Social awareness
  - Social assistance
3. For social awareness students perform extension activities such as literacy awareness, health and hygiene awareness environmental awareness, voting right awareness and other social problems.
4. For social assistance we provide assistance regarding flood relief,, blood donation, books and other necessary amenities for poor students.

### **Guidelines for Grievance Redressal Cell**

1. The institution has constituted a grievous redressal cell which consists four members.
2. One complaint box has been placed in the department.
3. Students or staff member can drop their complaint or suggestions in the complaint box.
4. It is not compulsory to write his or her name on the complaint.
5. We open the complaint box daily and collect all the complaints and suggestions of student and staff.
6. Meeting of grievance redressal cell held on every Friday in which all the complaints are discussed and decisions are taken regarding complaints properly.
7. Recommendations of the cell are sent to Head of the department.
8. Head of the department consult with members of the cell and principal, if necessary, and take final decisions accordingly.
9. As for final decision, decisions are implemented immediately.
10. Implemented decisions are conveyed through notice board.
11. Any student or staff member can approach to the Head regarding implemented decision within six days.

### **Guidelines for Publication Unit**

1. There is a publication unit namely 'Mumukshu publication' in the college.
2. The college publishes buy annual journal namely 'Mumukshu Jjournal of Humanities' with the ISSN number 0976-5085 regularly.
3. The college involves research papers and articles for the publication in the journal through email and website of the journal.
4. Collected research papers and articles are sent to the editorial board.
5. The editorial board sent the articles to the board of referees for review.

6. Referees suggest the improvement in the papers and sent these papers to the editorial board for revision.
7. Revised papers are sent for publication.
8. Journal is printed by external agency.

## **Rules of Recruitment of Faculty and Staff**

(A) Selection process for cell finance faculty is as per the guidelines of MJP Rohilkhand University, Bareilly-

1. The college notifies the vacancies through advertisement in local and national newspapers.
2. Candidates who fulfill the eligibility criteria laid down by UGC and NCTE, are shortlisted by the institution.
3. The institution applies to the university for the selection committee. University appoints subject experts for the selection.
4. Selection committee consists minimum two members one is subject expert and other is Head of the department.
5. Eligible candidates are interviewed by the selection committee in the university campus.
6. Recommendations of selection committee are sent for approval to the registrar of university.
7. After approval, selected candidates join the institution.

### **Selection process:**

(B) Permanent faculty is selected by UP higher education services Commission and placed by directorate of higher education, Uttar Pradesh.

### **Selection of staff:**

#### **A. Temporary staff**



1. Vacancies are advertised in national and local newspapers.
2. Easily candidates as per requirement are called for interview.
3. Management committee constitutes a selection committee which consists minimum four members-
  - i. Managing committee representative.
  - ii. Principal
  - iii. Head of department
  - iv. Expert (appointed by managing committee) as per requirement of the post
4. Recommendations of selection committee are sent to the secretary, management committee for approval.
5. Approved candidates join the institution

***B. Permanent staff***

1. Vacancies are advertised in national and local newspapers
2. Eligible candidates are shortlisted from the list
3. Managing committee constitutes a selection committee as per government norms, which contains following members-
  - I. Managing committee representative
  - II. Principal
  - III. Government nominee/employment officer
  - IV. University representative
  - V. SC/ST representative
  - VI. OBC representative
4. Eligible candidates are interviewed by the selection committee.
5. Recommendations of selection committee are sent to the registrar of university for approval.
6. Selected candidates join the institution.

## **Rules and Regulations for Library**

1. There is a Central Library in the college where books related to all courses are available.
2. There is a separate departmental library in teacher education department for B.Ed. and M.Ed. students.
3. There is a fixed day for every department in the Central Library but in the departmental library we issue and return the books every day during the library hours.
4. Books are purchased after the consultation of concerned teacher and library through purchase committee.
5. Books are accessible in the Central Library.
6. Four books for 14 days are issued to the students.
7. Books can be reissued to the students as per their demand.
8. Students who do not follow the rules and regulations regarding return of books, or find at the rate Rs.1 per day.
9. If the student damages the book, he or she will bring a new book in the place of damaged book.
10. Books can be photocopied by the students by paying nominal fee of 50 paise per copy.
11. Students have facility to consult e-library.
12. An account of every teacher is opened in the library.
13. Maximum eight books can be issued to a teacher at a time.
14. He or she can retain the books for 30 days.
15. Books can be reissued to the teacher as per their demand.

- 16.If a teacher does not return the book on the time or damages the book, he or she will have to follow the rules and regulations laid down for the students.
- 17.If a teacher is retired or transferred or resigns the job he or she should take and no dues from the library.
- 18.Students should take no dues from the library before the main examination, but they can sit and use the library for study purpose.
- 19.If a student wants to retain the book for the examination, he or she should deposit the price of that book. After the examination the price money is returned to the students.
- 20.Library is opened between 10:00 AM to 6:00 PM everyday

### **Purchase procedure**

1. Purchase committee invites requirement from the departments.
2. Concerning person of the department gives requirement to the head of the department.
3. Head forwards the requirement to the principal or Finance Committee, with his recommendation, for approval.
4. After the approval of the principal or finance community, purchase community is being held.
5. Purchase community invites quotation or recommends direct purchase as per the need and demand.
6. Purchase committee prepares comparative chart of quotations on the basis of supplying conditions and rates and finalize the purchase.
7. Purchase committee place the order for purchase.

### **Financial norms**

The institution has appointed a Finance Committee which follows the financial norms laid down by UGC, university and state government.

**Criteria for Facilitating Professional Development Program for the Faculty**

Criteria for professional development of faculty is decided by UGC. Managing committee and principal follow the guidelines issued by UGC. Teachers are given duty leave for attending professional development programs.