

7.1.10

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Code of Conduct for Students

1. Damaging college property is a punishable offence.
2. Students are not allowed to collect money to raise any fund in the name of the college without prior permission of the principal.
3. Students must attend the classes regularly and the college may debar a student from appearing end term examination if his/her attendance falls short as per college or university rules. Participation in college extra-curricular activities is compulsory.
4. To ensure cleanliness of college campus, students will not use non-biodegradable materials and will throw wastes in proper place provided for that purpose. They should avoid any activity that causes air, water and land pollution.
5. No student(s) will use any banned intoxicants including pan, pan masala, smoking, alcohol, tobacco, misuse of any other drugs.
6. All students will come to college with clean and decent dress and in uniform. They will come to college in traditional attire on Wednesday(Decided by the government of Nagaland)
7. Students are not allowed to use phone or any other gadgets when the teachers are inside the class. Violators shall be punished by confiscating their gadgets by the principal.
8. Students are not allowed to hold meetings or take part in processions without permission from the administration.
9. Students will not join any terrorist group banned by the college or Centre or State governments.
10. Unauthorized persons are not allowed to carry any weapon, ammunition, explosives, and fireworks within the college campus.
11. Students will not invite media persons to the college campus without permission from the principal. They must be careful while using social media and avoid from giving derogatory remarks against the college fraternity.
12. Without permission students are not allowed to take audio or video records of the lectures delivered in the class nor that of any functions held in the college or related to the college.
13. **Plagiarism:** Plagiarism is an offence. So, nobody will use the data, idea, etc of others' (from sources such as internet, thesis, journal, book, report, etc) without referring to original source. Even if the author takes help from his/her earlier published work, the person should give appropriate citations. So, the students should be careful while submitting any assignment or preparing report and give due acknowledgement of others if any.
14. A student will not sign on behalf of other student(s)/friend(s) on the assignment(s)/report(s) or while filling in the examination/admission forms.
15. **Cheating:** Students found mal-practicing during internal or external examination shall be expelled.
16. **Anti-Ragging:** A student whether senior or junior shall not harass other fellow student(s) mentally, physically or emotionally. A student will not tease another student in the name

of religion, region, private life, differently-abled, caste, colour, etc. If reported, the Anti-Ragging Cell of Yingli College will investigate the complaints and take action.

17. Male students will not harass female students and vice versa, students indulging in bullying or harassment shall be expelled.
18. Failure to adhere to the above rules shall invite penalties like detention, expulsion etc and the college authority has the final say in the code of conduct of the students.

Code of Conduct for the Principal

The development and success of a college largely depend on the head of the institution i.e. Principal and hence he has to play multiple roles and responsibilities for the college. He is the academic and administrative head of the college. He has to follow the code of ethics in his conduct as proclaimed by the University Grant Commission and also the Government of Nagaland.

1. The Principal is highly qualified, resourceful and professionally an able leader. The Government, University and community vested a lot of responsibilities in him. He is the hub of the management of the college.
2. He must possess the knowledge of human relationship. He has to attend training sessions as he may be invited by appropriate authorities.
3. He has to execute and implement the plans and policy of the college.
4. He shall take the responsibility to implement the meeting minutes including IQAC, Governing Body, parent-teacher association, staff, etc.
5. He has to supervise the proper functioning of the college.
6. He will supervise the discipline and check attendance.
7. He will observe the classes and will evaluate the progress of course.
8. He will present himself as the role model for students and teaching staff.
9. He has to maintain his cooperation with his staff, faculty, parents, stakeholders, students, etc.
10. He has to take care of the health, safety and welfare of his teaching and non-teaching staff, students and visitors.
11. He shall encourage his teachers to be highly professional.
12. He will maintain cordial relationship with his staff, teachers, stakeholders, and students irrespective of their caste, creed, race, tribe, sex, language and religion.
13. He shall encourage the teachers to undertake research work and will provide research facilities within the college campus.
14. He shall supervise all extra-curricular activities and encourage the students to take part in state or national level events.
15. He shall explore new avenues for further academic pursuit
16. He shall create a gender free atmosphere within the periphery of the college.

Code of conduct for College Advisory Board:

The Governing body plays an important role for the management and planning of the college for its development.

1. The governing body looks into the mission and vision of the college and works to meet the interest of stakeholders, government, etc.
2. The body monitors the performance of the college to ensure minimum standard of higher education.
3. The body is expected to monitor the college as to whether the college is following the rules laid down by the UGC, Government of Nagaland and the Nagaland University.
4. The body shall monitor the staff position (teaching and non teaching) every year.
5. It shall scrutinize the finance of the college from time to time in order to ensure the accountability and transparency.
6. The meeting agenda and minutes, if any, of governing body should be available, so that students and staff can get access to them.

Code of Conduct for Teachers: Since the college comes under both Government of Nagaland and the University Grant Commission (UGC), so the teachers will follow the Service Rule of Nagaland Government as well as the code of conduct/guideline of UGC. However, Yingli College has adopted the following code of conduct for the teachers:

1. Teachers are expected not to take unnecessary leave when the classes are in full swing so that classes are not disturbed.
2. If needed teachers may discuss the problems of a student with his/her guardian.
3. Teachers should have respect for their colleagues or non-teaching staff, share the responsibility in a collective manner, and refrain from unnecessary allegations against their own colleagues and creating misunderstanding.
4. Private tuitions are discouraged because the practice has a negative impact upon the quality teaching in the college.
5. Teachers must be honest and free from plagiarism while carrying on the quality research work. Every teacher is expected to pursue research work.
6. Teachers must maintain the confidentiality regarding the examinations, on any matters dealing with their colleagues and administration.
7. Besides taking their own assigned classes, teachers are to carry out other responsibilities of the college such as conducting admission, organize or taking part in seminar, workshop, extracurricular activities, etc. Teachers should not forget that the community has entrusted them to educate their children.
8. Teachers are to update their teaching methodology and make use of modern applications/technology besides upgrading their knowledge in their respective fields.
9. No teacher will give extra importance to any student on the basis of caste, creed, religion, gender, economic status, etc.
10. Teachers should encourage students to express their views even though their views may differ from teachers' opinion and they should accept the views as positive criticism.
11. A teacher's aim also should be to develop a sense of curiosity for knowledge among the students.

Code of Conduct for Support Staff

1. Since all the support staff of Yingli College work under the Government of Nagaland, so they should follow the code of conduct of Nagaland Government.

2. Each of the support staff should perform his/her duty that has been assigned to them honestly.
3. They can avail leave with prior permission as per government rules.
4. On duty, no support staff should engage in any other job other than his assigned duty.
5. They should not show any disrespectful behavior to their colleagues, teachers and the students.
6. The support staff should know their respective duties and help the administration to run the college smoothly and in implementing its policies.