

## **Asian Educational Institute, Patiala**

### **Code of Conduct**

(Policy Document)

In order to maintain and promote the reputation of the college for academic excellence and integrity, the College Management has framed the code of conduct for: (a) Management; (b) Principal; (c) Teaching and Non-Teaching Staff; and (d) Students.

#### ***Code of conduct for the Management***

- a) Provide effective academic and administrative leadership to the institution.
- b) Decentralization and participative management in institutional practices.
- c) Fulfill their lawful duties and obligations towards government with integrity and loyalty.
- d) Ensure welfare of students and staff.
- e) Strictly follow strategy of mobilization and optimal use of funds.
- f) Respect the rights of staff and students.
- g) Maintain financial transparency and delivery.
- h) Make utmost efforts to develop the institution in a versatile manner.
- i) Keep the interest of institution above personal.
- j) Take responsible action to maintain educational quality

#### ***Code of conduct for the Principal***

- a) Implement the University/Government Instructions, rules and regulations in letter and spirit.
- b) Be fair to personnel and students.
- c) Assume responsibility and accountability for his/her performance.
- d) Maintain good moral character.
- e) Not make fake records or direct others to do so.
- f) Not knowingly misappropriate, divert or use money, property or equipment committed to his charge for personal advantage.
- g) Not reveal confidential information unless required by law.
- h) Make concerted efforts to communicate to parents all information which should be revealed in interest of students.

#### **Code of Professional Ethics for the Teachers**

- a) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- b) Seek to make professional growth continuous through study and research.

- c) Perform their duties in form of teaching tutorial, practical, seminar and research work conscientiously and with dedication.
- d) Participate in extension, co-curricular and extra-curricular activities including community service.
- e) Maintain active membership of professional organizations and strive to improve education and profession through them.
- f) Co-operate and assist in carrying out functions relating to the educational responsibility of the College such as admission process, counseling to the students as well as assisting the conduct of college and University examinations including supervision, invigilation and evaluation.
- g) Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
- h) Respect the right and dignity of the student in expressing his/her opinion.
- i) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- j) Affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- k) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- l) Aid students to develop an understanding of our national heritage and national goals.
- m) Treat other members of the profession in the same manner as they themselves wish to be treated.

#### **Code of conduct for Non-Teaching Staff**

- a) Loyal to the college by being punctual and reliable in all duties.
- b) Maintain integrity by being honest in words and action.
- c) Treat students with care and kindness.
- d) Supportive and cooperate with staff members
- e) Refrain from passing any information pertaining to college to any individual or agency.
- f) Exercise self-discipline and restraint at all times and deal politely with staff, students and general public.
- g) Must not remain absent from duty without official approval.
- h) Avoid unethical practices and not to do anything that will tarnish the image of college.
- i) Notify to the principal immediately if there is reasonable cause to suspect that student is likely to be harmed.
- j) Non-teaching staff working in laboratory and library should maintain stock register in proper format.

**Code of Conduct for Students**

- a) The identity card with photograph a fixed and signed by Principal must be carried by the student while in the campus and must be produced on demand.
- b) Student should be regular and punctual in attending classes, tutorials and assignments as per the timetable.
- c) Student should have minimum 75% attendance in the classroom.
- d) A very high standard of discipline, regularity and punctuality is expected from the student.
- e) Students are advised to read all the notices and circulars displayed on the notice board.
- f) The conduct of the student in the campus of the college as well as in their classes should be satisfactory.
- g) Use of mobile phone is strictly prohibited in college primacies.
- h) Any kind of ragging within the college campus is strictly prohibited. Any student convicted of an offence of ragging shall be dismissed from the college.
- i) Student must not bring any outsiders in to the college primacies.
- j) Student must appear for all the test and examinations.
- k) Student must attend national functions and various activities organized by college.