

ALPHONSA COLLEGE PALA

I. CODE OF CONDUCT –PRINCIPAL

- Manifest integrity, dignity, decorum and efficiency at all levels.
- Carry out unprejudiced decision making strategies with members of the staff and students.
- Maintain tolerance while dealing with burning issues among students and subordinates.
- Treat the faculty members and students from various socioeconomic groups equally.
- Allow liberal participation of faculty in the affairs of the organization.
- Conduct accurate and unbiased evaluation of colleagues.
- Work towards the upliftment of the institution into a centre of excellence through good governance.
- Prepare basic financial plan and blueprint for the institution; communicate the same with a basic format, to colleagues.
- Promote a culture of research among faculty and students and inculcate investigative and analytical learning, through sufficient incentives.

II. CODE OF CONDUCT - TEACHERS

A. Commitment to the Profession

- Devote working hours to teaching, preparation and research works.
- Refrain from engaging in external jobs that might hamper teaching quality.
- Continuous efforts should be made for professional development, especially by involving in research activities and keeping oneself updated in their area of expertise.
- Create a culture that encourages useful collaboration and discourse among colleagues and stakeholders.
- Employ latest techniques of education in classrooms to improve the quality of demonstrations.

B. Commitment to Colleagues

- Treat colleagues as professional equals, regardless of their status.
- Open confrontations unsuitable in professional environment of should be avoided.
- Professional opinions and suggestions from other colleagues should be respected and given consideration.

- Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups.
- Support the noble ventures of the colleagues that are useful for the institution, students and the society.
- Maintain a peaceful work environment, in order to work together for the common interest of the institution.

C. Commitment to the Institution

- Be regular and punctual and should report on time for classes. Teachers should be available in campus from 9:00 a.m to 4:00 p.m unless they are assigned duties elsewhere.
- Teachers can leave the campus during their working hours only with the permission of the Principal.
- Teachers should be present in all the programmes organized for the students to maintain the discipline and encourage students.
- May report unbiased to responsible persons in matters involving the welfare of students, the college system, and the profession.
- No periods should be left free. Head of the department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Principal and the Head of the Department without delay. Duly filled application form should be submitted to the Principal on joining duty immediately after the casual leave.

D. Commitment to Students

- Teachers should be available to the students as far as possible, especially on week days.
- Teachers should demonstrate to students, their commitment to excellence in work, manners and achievements.
- Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
- Teachers should uphold human dignity and promote equality of gender, religion and ethnicity.
- Encourage students to maintain discipline.
- Help students to develop a sense of responsibility, self-reliance and independence, through skill development practices.
- Encourage students to show respect to teachers, parents and authorities.

- Help students to develop democratic and constitutional values.
- Inculcate patriotic spirit among the students.
- Help students to differentiate right from wrong and justice from injustice.
- Train students to show respect and appreciation for personal and public property.
- Assist students to exercise tolerance as they strive for understanding other's ideas and beliefs, which will equip them to survive in a multicultural society.
- Instill a feeling of pride in self, institution and the community, in students.
- Initiate a mutual courtesy and respect between teachers and students.
- Work towards developing and promoting good human relations and qualities.
- Poor students should be provided special attention and support for their betterment.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do not involve in any activities that are likely to corrupt students.
- Students shouldn't be exploited, in any means, for the personal interest of the faculty.
- Stimulate the spirit of enquiry in students.
- Encourage the students to balance their academic and co-curricular involvement.
- Promote and develop anti-narcotic attitude in students.
- Encourage research oriented learning.
- Make responsible efforts to protect students from conditions harmful to their health and safety.

E. Commitment to the Community

- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discussions on controversial issues should be encouraged to instill critical analysis in the classrooms.
- Encourage the involvement of students in social service activities

- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Develop respect for the cultural diversity of India among students.
- Avoid taking part in such activities that hamper democratic ideals.
- Promote collaboration with external agencies that help social interaction.

F. Commitment to Women Empowerment

- Work to improve education of women, especially by encouraging post secondary education among girl children.
- Encourage participation of girl students in co curricular activities at intra and inter college levels.
- Enrich women students with skills, self confidence and knowledge through awareness classes and workshops.
- Promote soft skill training programs for girls in college, to make them competent in their respective careers, in the future.
- Expose students to latest technology by installing latest softwares and hardwares, Wi-Fi facilities, smart class rooms etc.
- Conduct of debates, quiz competitions, extempore etc to help girl students articulate the concerns and needs of womanhood.
- Promote activities of women cell, entrepreneur club and other associations towards making girl students self reliant.
- Promote students to work for disadvantaged sections of women in the society for their upliftment, through community projects and similar endeavors.

G. Commitment to Environment

- Monitor the activities towards maintenance of the eco friendly campus.
- Follow sustainable building practices and promote waste recycling and management.
- Plant more trees in the campus.
- Train students to generate zero waste from activities they undertake.
- Conduct seminars and workshops on sustainable development and conservation of environment.
- Preserve rare herbal plant species as a part of botanical garden.

III. CODE OF CONDUCT - ADMINISTRATIVE STAFF

- The administrative staff must be present in the office from 9:00 a.m to 4:30 p.m. There is no provision to leave the campus during office hours.
- They should work orderly and incorrupt, for the effective administration of the institution.
- They should indulge in effective communication and interpersonal interaction while at the college.
- They should be welcoming to the visitors of the institution, while maintaining professionalism in their dealings.
- Their behavior towards students, teachers and other staff of the institution should be accommodative.
- They should bear commitment to their duties and maintain confidentiality whenever required.
- They should be good team players who are able to cooperate with different departments for the completion of assignments on time.
- Technical and non-technical staff, in-charge of the tidiness, maintenance and repair should always monitor and work towards the adherence of college facilities to quality standards.
- Kind and considerate behavior is expected in their dealings with the students and alumnae of the institution.
- Discrepancies in dealings should be avoided and if found, should be reported to the higher authorities for timely intervention.