



DORANDA COLLEGE

(A Constituent Unit Of Ranchi
University & NAAC Accredited)

DORANDA COLLEGE, RANCHI



CODE OF CONDUCT



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INTRODUCTION

Doranda College provides rigorous and challenging academic programs, incredible support systems and finest faculty to ensure good education and creation of an environment with the aim of offering balanced and quality education, and using education to act as a tool to fight the growing inequality in India by providing access to quality education to all, particularly the weaker sections of society. Doranda College has its own three storied building for arts and commerce faculty with an independent newly built science block funded by Ministry of HRD, Govt. of Jharkhand.

The experienced faculty members utilize their experience and wisdom to create a warm dynamic academic environment. The Teaching effort combines the best of tradition and innovation, providing our students with a solid foundation in every field."

The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

ACADEMIC INTEGRITY

As a premier Institute for advanced studies in multi-faculties, research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged.

CODE OF CONDUCT FOR STUDENTS:

1. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
2. Shall be in time to the institution.
3. Follow the instructions of the teacher carefully in the classrooms.
4. Maintain perfect order and strict silence inside the library/lecture hall/examination hall/laboratories/clubs and the corridors. Uses of mobile phones are strictly prohibited.
5. Meet all deadlines of assignments, submission of projects, records and posters.
6. Abide by the rules of various laboratories and not damaging the equipment.
7. Cultivate the habit of looking at the notice boards of the institute/department every day.





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8. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
9. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
10. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
11. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
12. Students are prohibited from speaking on behalf of, or for, college with any media organization or publication without written permission of the Office of college communications.
13. Violation of College/University rules is strictly prohibited.
14. Promote sustainability and reduce the impact on environment in all our actions.
15. Make the institution a safe place to work and learn. Adhere to good health and safety Practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate unethical. Conduct and violations are subject to disciplinary actions.
16. The aggrieved student would submit in writing his/her grievance to the Principal / Office Superintendent.
17. To furnish in their own interest, the change in the address of father/guardian, if any, to the office/department.
18. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identity cards at all times.
19. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully.
20. Communicate opinions to others in a fair and constructive manner.
21. Ragging is strictly prohibited.

RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions regulations, policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

DISCIPLINARY MISCONDUCT

1. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.
2. When attending events outside the campus and representing the institution, the code of Conduct will still be in effect.
3. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.





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- Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

REGULATION OF THE VIOLATION OF THE CODES

If there is a case against a student for a possible breach of code of conduct, then the committee Handling grievances and its redressal, is forwarded for a suitable disciplinary action upon and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student upon recommendation by discipline committee. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct. Matter will be referred to disciplinary committee for proper action.

CODE OF CONDUCT FOR TEACHERS

This Code of Conduct applies to the teaching members of the institute.

Introduction:

Doranda College is striving for academic excellence, and research. Education and research have been conducted in alignment with our national needs and priorities and ensure that our mission, objectives make contributions to global needs. Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

- Shall read, understand and comply with institutes policies.
- Shall abide by the institutes policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and experience.
- Shall be in time to the institute.
- Shall be regular and punctual to the classes.
- Must conduct one hour class and take attendance in the beginning of class.
- Class should be well structured, interactive and involving student cohort.

TEACHERS AND THE STUDENTS

- Teachers should prepare students for their examinations, hence be well versed with objective and outcomes of each unit and the related scheme and policies of the affiliated university.
- Syllabus completion should be according to academic calendar.
- Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
- Mentorship shall be fulfilled in order to enhance student's academic performance.
- The teacher is in-charge of students during the class.





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6. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
7. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of unsurety of the behavior if it is against the code then the matter should be discussed with Heads of Departments, Principal or Prof. in Charge.

TEACHERS AND THE PARENT

Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.

Teachers shall observe good personal conduct in terms of:

1. Follow Dress code shall be in respectable attire, befitting the society's expectations.
2. Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
3. Shall Endeavour to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
4. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
5. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
6. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
7. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.

TEACHERS AND COLLEAGUES

1. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
2. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
3. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
4. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
5. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individuals association with the institute.
6. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
7. Use of mobile phones in classroom/examination hall is prohibited.





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CODE OF CONDUCT FOR EMPLOYEES

The term employee includes non-teaching staff and other staff which come under this preview.

The following code of conduct applies to all of the employees mentioned below:

A. General Rules:

1. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity with a sense of service to students and the College.
3. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.
4. Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
5. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.

B. Confidentiality:

1. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individuals association with the institute.

C. Attendance at Meeting:

An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

D. Consumption of intoxicating drinks and drugs:

An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

E. Misconduct:

1. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
2. Acting in a manner prejudicial to the interests of the Institution.
3. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
4. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
5. Damage to any property of the Institution.





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F. Explanation:

For the purpose of this rule “Sexual harassment” includes such unwelcome sexually Determined behavior, whether directly or otherwise as:

1. Physical contact and advances;
2. Demand or request for sexual favors;
3. Sexually colored remarks;
4. Showing any pornography; or
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

G. Representations:

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel.

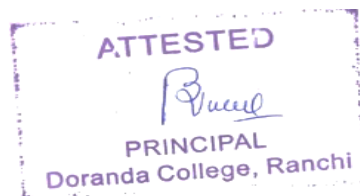
CODE OF CONDUCT FOR ADMINISTRATORS

Introduction and Purpose:

As members of Doranda College community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.

In that spirit, this Code (the Code) is a shared statement of the College’s commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.

1. Violations: Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
2. Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.
3. Prevention and Resolution of Campus Ragging/Bullying: The institution acknowledges that all employees and students have the right to work and study in an environment free from ragging/ bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.
4. Sexual Harassment Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.





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5. Academic Freedom: Academic freedom is recognized and protected by college as essential to proper conduct of teaching and research. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.
6. All members of the Institution must act lawfully.
7. Confidentiality: Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned.
8. Personal and Professional Responsibility-
 - a. Fraud and Corruption: Doranda College, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
 - b. Ethical Conduct of Research: Doranda College expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies.
9. Communicate opinions to others in a fair and constructive manner.
10. A standard of Integrity and Quality: Doranda College recognizes that it must earn reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.

FUNCTIONS:

Code of conduct of Doranda College clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees and, in doing so defines desired behavior.

PRINCIPAL
Doranda College, Ranchi

