



**ORIENTAL COLLEGE
(AUTONOMOUS)**

CODE OF CONDUCT HANDBOOK 2024



 Takyelpat, Imphal, Manipur, 795004
 <https://www.orientalcollege.edu.in/>
 admin@orientalcollege.edu.in

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CODE OF CONDUCT/ PROFESSIONAL ETHICS FOR TEACHERS

(Adopted from UGC Guidelines, 2018)

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;

- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

- (i) Teachers should:
- (ii) Respect the rights and dignity of the student in expressing his/her opinion;
- (iii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;

- (iv) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (v) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (vi) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vii) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (viii) Pay attention to only the attainment of the student in the assessment of merit;
- (ix) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (x) Aid students to develop an understanding of our national heritage and national goals; and
- (xi) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and

- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior

intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff:

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Dr. S. Ranjit Singh

Principal
Oriental College
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CODE OF CONDUCT/ PROFESSIONAL ETHICS FOR NON-TEACHING STAFF

The following traits are expected from the Non-Teaching staff. Every Non-Teaching staff of the College should:

- (i) Discharge his/her duties diligently and efficiently in accordance with the rules established by the College and the Government;
- (ii) Maintain punctuality by reporting for duty on time and remaining on duty during office hours or till such time as directed by the Principal;
- (iii) Not be absent from duty without approval of the relevant authority or prior approved leave of absence;
- (iv) Displayed highest standard of discipline and professional behaviour and respect the hierarchy of administration;
- (v) Maintain fairness, honesty and integrity in the discharge of their assigned duties and also constantly strive to expand their professional knowledge and skills;
- (vi) Maintain appropriate levels of confidentiality in matters concerning official records, data, documents, etc.;
- (vii) Be polite and respectful with all including the public, and co-operate with teachers, departments, students, etc. to cater to their needs and to accomplish all task satisfactorily;

- (viii) Not indulge in unlawful interception and/or misappropriation of College funds;
- (ix) Refrain from any kind of illegal/immoral misconduct or harassment towards anyone from within or outside the College.

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GENERAL CODE OF CONDUCT FOR STUDENTS

Students of the College are expected to possess and practice the following traits. Every student must:

- (i) Observe good conduct, decent behaviour and maintain discipline within the College campus, and also be mindful that they are accountable to the College authority for all their actions and conduct;
- (ii) Attend classes only in approved College uniforms and always carry his/her personal Identity Card issued by the competent College authority;
- (iii) Show due respect to their teachers, non-teaching staff, and also behave decently with all their fellow students both inside and outside the College;
- (iv) Maintain punctuality and regularity in attending classes including timely participation in all components of Continuous Internal Assessments (CIA). Failure to register minimum attendance requirements and abstention from CIA will also be treated as breach of the Code of Conduct;
- (v) Provide full support to all academic and teaching-learning activities in the College and participate in all curricular and extra-curricular activities organized by the College or their respective Departments with enthusiasm and interest;

- (vi) Maintain general cleanliness within the classrooms, washrooms, library, laboratories and the campus in general;
- (vii) Strictly refrain from damaging/ defacing/ disfiguring/ destroying College property. Any damage to the college property will be subject to an appropriate penalty or punishment, leading to even suspension from the college;
- (viii) Never indulge in ragging, harassment, anti-institutional, anti-national, anti-social, communal or immoral expressions and activities within or outside the Campus;
- (ix) Be fully aware that Ragging in any form is strictly prohibited and will be punished under relevant UGC Regulations and other applicable laws;
- (x) Strictly refrain from consumption/abuse of intoxicating substances within the College campus as such offences are strictly forbidden and will be subject to strict penalties and punishments;
- (xi) Maintain silence inside the campus and avoid disturbing ongoing classes. During leisure hours, they are advised to make full use of the College Central Library and the Gymnasium;
- (xii) Avoid use of mobile phones during class hours as it is strictly prohibited, except for authorized ICT/

teaching-learning purposes under the supervision of a teacher;

- (xiii) Ensure the proper parking of their own vehicles in designated parking zones and cause minimum disturbance/ obstruction to the general functioning of the College;
- (xiv) Regularly check Notice Boards, Departmental Notices and the College website www.orientalcollege.edu.in for regular information and updates;
- (xv) Redress any complaint or grievance pertaining to any problem, injury or misconduct through proper institutional channels and mechanisms such as the Anti-Ragging and Harassment Committee, Student Grievance Redressal Cell, Women Forum etc.

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