

HINDI MAHAVIDYALAYA

(Autonomous)

Nallakunta, Hyderabad 500044



CODE OF CONDUCT / CODE OF ETHICS

- ❖ Principal Code of Conduct
- ❖ Vice-Principal Code of Conduct
- ❖ Teachers Code of Conduct
- ❖ Non- Teaching Staff Code of Conduct
- ❖ Students Code of Conduct

Preamble

Effective teaching and learning atmosphere can be ensured only by strictly adhering to certain disciplinary measures. Our institute has formulated Code and Conduct for all the stakeholders which ensures overall development of students and improving professional skills of teaching and non-teaching faculty. The aim of framing the Code and Conduct is to ensure that all the stakeholders are aware of the rules and regulations of the college. It helps in improving the academic performance of the students and preparing them as productive and responsible citizens. Code and Conduct aims to accomplish the vision and mission of the institute which is to emerge as one of the best institutions offering quality higher education in the state of Telangana and to disseminate knowledge

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Code of Conduct for Principal

- The Principal is the Chief Executive Authority of the college. As the leader of the institution, he/she provides direction to the entire organization. He/she establishes objectives, develops right systems and procedures, and assigns duties and controls order and discipline.
- He/she is totally accountable for the educational standards of the institution in all aspects.
- He/she supervises all Academic Programmes of the college.
- He/she supervises the strategies and implementation of Year Plan/ Semester Plan of all departments.
- Facilitating curricular, co-curricular and extra-curricular activities.
- Governing administration, academics, exams etc.
- The Principal of the college shall be the Chief Controller, Examinations.
- Supervision of various activities conducted in the College
- Supervision of Admissions, Free-ships, Concessions, Scholarships etc.
- Supervising the teaching and non-teaching staff. Ensuring discipline, attendance, punctuality, productivity, quality etc. Student and staff discipline. Performance, results, achievements, leaves etc.
- Interacting and Receiving feedback from various stakeholders to sustain and enhance the standards of the institution.

Code of Conduct for Vice-Principal

- To be In-charge of college in the absence of Principal
- Assisting the Principal in administration
- Reviewing completion of syllabus and monthly academic reports
- Taking care of the Discipline of the college
- Supervision of upkeep, general facilities and amenities
- Any other tasks as assigned by the Principal.

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Code of Conduct for Teachers

Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

(a) A teacher shall:

- i. adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- ii. manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. expected to come to College dressed suitably maintaining decency.
- iv. seek to make professional growth continuous through study and research, writing and decent conduct.
- v. express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- vi. maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vii. perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- viii. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- ix. participate in extension, co-curricular and extracurricular activities including community service.

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- steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. not undertake any other employment and commitment including private tuitions and coaching classes;
 - iii. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
 - iv. should adhere to the conditions of contract;
 - v. give and expect due notice before a change of position is made; and
 - vi. 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.

(e) Teachers and nonteaching employees:

- i. the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report 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.

(g) Teachers and Society: The teachers shall

- i. recognize 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 and economical 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 office.
- 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, relations or linguistic groups but actively work for National Integration.

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Code of Conduct for Non-teaching Staff

The code of conduct for non teaching staff is

- carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- encourage the staff to maximize their efficiency.
- create conditions that inspire teamwork.
- act timely to readdress the genuine grievances.
- maintain the confidentiality of the records and other sensitive matters.
- co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- care for the institute's property.
- facilitating congenial environment.
- refrain from any form of discrimination.
- not accept bribes or indulge in any corrupt practices.
- make every effort to complete the assigned work in a time-bound manner.

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Code of Conduct for Students

The Principal invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development and in upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest with their elected Class Representative to ensure enforcement of rules regarding discipline.

BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES

1. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
2. Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.
3. Impersonation during roll call is a punishable offence.
4. Minimum 75% attendance in regular theory and practical classes is compulsory for grant of term. Otherwise, they will not be allowed to appear for examinations.
5. Fines are imposed for the absence to classes without prior information
6. Students are expected to take active part in extra-curricular activities organized by the college from time to time
7. Students must go through various notices and circulars displayed on the notice boards of the college from time to time regarding all activities including examinations, scholarships and placement opportunities.
8. Students must park their vehicles in the parking stand only and bicycles with proper lock system.
9. Use of Mobile Phone during class hours is prohibited and is liable for punishment.
10. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
11. Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
12. When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.

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13. Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
14. Students are expected to come to College dressed suitably maintaining decency.
15. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
16. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
17. When assembled every class must consider itself responsible for the conduct of its members.
18. Students are forbidden from inviting friends from other institutions and outsiders to the College.
19. No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
20. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
21. Students must refrain from mishandling and tampering with library books or college computer systems.
22. The right to access Girl's Common Room is reserved to girls.
23. A student shall not commit or cause breach of peace inside and around the College campus.
24. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
25. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Osmania related to ragging.

ACADEMIC INTEGRITY

Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and hence its violation constitutes a serious offence. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Every pupil of the Institution should be responsible to ensure the highest quality of the academic integrity.

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The principles of academic integrity require that a student should:

1. Properly acknowledge and cite use of ideas, results and materials onwards of others.
2. Properly acknowledge all contributions to a given piece of work.
3. Make sure that all assignments submitted are original.
4. Perform academic activities without the aid of impermissible materials or collaboration and by obtaining all data or results through ethical means.
5. Have right to pursue their educational goals without interference.

Code of Conduct and College Regulations for Students:

- Students joining the college are strictly bound by the Rules and Regulations of the college.
- Every student must obtain on admission, and keep his/her Identity Card affixed with photograph, duly attested and present it for inspection on demand.
- At HMV College we believe in inculcating a sense of discipline. On the occasion of guest lectures, seminars etc. students are required for be formally dressed. A student failing to adhere to the dress code will face disciplinary action.
- **Dress Code for Girls**
 - Shalwar Kameez with Dupatta.
 - Jeans with Long Kurthi (Knee level) with Dupatta.
 - Sleeveless dresses will not be entertained.
 - Hair should not be left loose; it should be properly combed and pinned.
- **Dress Code for Boys**
 - Only Formal Shirt and Trousers.
 - Jeans with a formal shirt will be allowed provided it is not torn and nothing written on it.
 - “College T-Shirt” will be allowed only on Friday.
 - To have clean shave and neat haircut.
- Students must attend lectures and tutorials according to the timetable on all working days of the College. Students should not be absent from lectures, tutorials and examinations without prior permission of the Principal. Students are warned that if their attendance at lectures and tutorials is unsatisfactory, their names may be struck off the college rolls/or may be detained from the examinations.
- In case of illness, a student must apply for leave, as soon as possible, with a doctor’s certificate. He / She must personally report to the lecturer In charge / Vice Principal on resuming class.
- Students must not attend classes other than their own without the permission of the Principal.

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- It is the responsibility of the student to read the notice boards regularly for important announcements made by the College authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.
- Use of cell phones is banned inside the college premises. Defaulters are liable to be punished.
- Students are prohibited to use college name to any private or individual event. Violation may lead to permanently debarring such students from the college.
- Matters not covered under the existing rules will rest at the absolute discretion of the Principal.
- The College prohibits any conduct by any student or students which has effect of teasing, treating or handling with rudeness a fresher or any other students or indulging in rowdy or undisciplined activities. Ragging is totally prohibited in Institution & anyone found guilty or ragging and/or abetting ragging, whether actively passively is liable to be punished in accordance with the regulations.

GENERAL INSTRUCTIONS TO THE STUDENTS

- All the students should report the college before half an hour & be present in the allotted class before 15 mins.
- No student is allowed after 15 min of Examination time.
- No student is allowed to write the Examination without Hall Ticket.
- If the student forget the Hall Ticket, they have to pay Rs.100/- for issue of duplicate Hall Ticket at the administration wing and show the same to the invigilator.
- Smart watches phones any electronic gadgets are not allowed.
- The Seating plan will be displayed at all the floors & Notice Board.
- Room plan will be displayed outside the rooms.
- Students are instructed to sit according to the Seating & Room plan.
- Students not present in the allotted rooms will be marked ABSENT for the EXAMINATION.
- Students are instructed to check whether they have signed in the attendance sheet, if they haven't signed, they will be considered as absent for the EXAMINATION.
- Any malpractice, misbehavior, disturbance etc will be viewed very seriously and may lead to take punitive action by the management.

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