

# ST. ANTHONY'S COLLEGE SHILLONG

## CODE OF CONDUCT

The code of conduct is intended to serve as a guiding principle to teachers, other employees, students and anyone else associated with St. Anthony's College, Shillong.

### I. CODE OF CONDUCT FOR STUDENTS

As members of one of the premier institutions in North East India, the students of St. Anthony's College, Shillong are expected to maintain the highest standards of personal, moral and ethical conduct.

At the time of admission, each student must give an undertaking that:

- a) He/she shall be regular and must complete his/her studies in the institution.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the college campus by the concerned authority.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess and any other fees dues.
- d) Shall abide by the measures enforced by the college whenever pre-defined misconduct is committed by the students.

Students are not to indulge in misconduct and indulging in acts of misconduct may attract disciplinary action. The following actions are considered as misconduct:

- a) **Academic Misconduct:** Academic Misconduct means copying, malpractice, cheating on assignments or examinations.
- b) **Disruptive Conduct:** Conduct that disrupts peace, harmony and academic as well as other activities in the College.
- c) **Discrimination:** Abusing or showing discrimination to others on the basis of origin, race, creed, gender, religious beliefs or sexual orientation.
- d) **Falsification:** Falsification means providing college authorities and employees with false information and forging or altering official records or documents.
- e) **Illegal or Unauthorised Possession or Use of Weapons:** Illegal or unauthorised possession or use of weapons means possessing or using weapons or articles or substances usable as weapons.
- f) **Illegal or Unauthorised Possession or Use of Drugs or Alcohol:** No student shall distribute, possess, or use illegal drugs on its premises. It is also the policy of SAC that smoking is prohibited in the campus.

**g) Unauthorised Access and Use:** Unauthorised access means accessing without authorisation college property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorised access.

**h) Theft, Property Damage and Vandalism:** Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorised possession of, or wrongful sale of college property.

**i) Recording of Images without Knowledge:** Using electronic or other means to make a video or photographic record of any person or persons without the knowledge or permission of the person in a location where there is a reasonable expectation of privacy such as restrooms etc.

**j) Ragging:** Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

**k) Abuse of Electronic Communication:** Using college or personal telecommunications, data-communication networks for illegal or improper purposes.

**l) Media Contact:** Students are expressly prohibited from speaking on behalf of the college with any media organisation or from inviting the same to any college-owned or operated property, facility or event without the express written permission of the college authorities.

**m) Organization and Event Registration:** A student or group of students shall not form any organisation, society or organise any event or collect any fund or subscription without the specific written permission of the college.

A student will also have to follow the guidelines in the college handbook.

## **II. CODE OF CONDUCT FOR TEACHERS**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. The profession further requires that the teachers should be calm, patient and communicative by temperament.

Teachers Should:

a) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.

b) Manage their private affairs in a manner consistent with the dignity of the profession.

c) Seek to make professional growth continuous through study and research.

d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.

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 responsibilities of the college and the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation and

g) Participate in extension, co-curricular and extra-curricular activities including community service.

### **Teachers and Students**

Teachers should

- a) Respect the right and dignity of the student in expressing his/her opinion.
- b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- c) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- d) Refrain from inciting students against other students, colleagues or administration.

### **Teachers and Colleagues**

Teachers should

- a) Speak respectfully of other teachers and render assistance for professional betterment
- b) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- c) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- d) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution.

### **Teachers and Authorities**

Teachers should

- a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- b) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- c) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- d) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

e) 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 the academic schedule.

### **Teachers and Society**

Teachers should

a) Work to improve education in the community and strengthen the community's moral and intellectual life

b) 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

c) Be responsible citizens and participate in community services. They may even hold public offices permitted under rules such as membership in town committees, village councils etc.

d) 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.

### **III. CODE OF CONDUCT FOR EMPLOYEES**

The term employee includes non-teaching staff and other staff which come under this purview. The following code of conduct applies to the employees of the college:

a) Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution.

b) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.

c) 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 behaviour should be commendable.

d) In times of emergency, an employee may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on holidays.

e) 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.

f) The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing any kind of leave, including casual leave or special casual leave. The competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or any extra-ordinary situation, the college authorities may make necessary considerations after they are satisfied with the genuineness of the case

- g) No employee shall leave the station except with the prior permission from competent authority, even during leave or vacation.
- h) An employee must refrain from promoting divisions and disharmony on the basis of religion, caste, race, tribe, sex etc in the campus.
- i) An employee cannot refuse to receive any communication of any type from his/her controlling officer or a competent authority.
- j) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority irrespective of the fact whether he/she has been released on bail or not. No employee shall be involved in theft, fraud, breach of trust, dishonesty, misappropriation of funds, damage to the property or work of any nature of the university or another employee.
- k) No employee shall indulge in drunkenness or riotous or disorderly or indecent behaviour in the premises of the institution.
- l) Employees forbidden from possessing or using arms, alcohol and controlled substances in the campus.
- m) No employee shall indulge in any act of sexual harassment at the work place.
- n) 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 the chairman of the committee or to the concerned authority stating the reason for his/her absence.

#### **IV. CODE OF CONDUCT FOR OFFICERS OF THE ADMINISTRATION COVERING THE PRINCIPAL AND GOVERNING BODY**

As members of SAC College community, the Principal and other administrators are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function.

##### **1. CODE OF CONDUCT FOR PRINCIPAL**

- a) The Principal has the responsibility of looking after the administration of the academic programmes of the College as well the general administration of the College. He must provide leadership and direction and also ensure co-ordination within the College.
- b) It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued by the University authorities and the Government from time to time.
- c) As the head of College, the Principal has to ensure the well-being of the students, teachers and other employees of the college. He should always take steps to redress grievances that may arise from the students, teachers and other employees of the college.
- d) The Principal has to ensure discipline and order in the campus. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per

the direction of the regulatory authority. In this regard he should act strictly in accordance with the provisions of the existing rules. All actions and decisions should be impartial and there should be complete transparency.

e) It is the responsibility of the Principal to take steps to prevent incidents of unlawful discrimination and harassment in the campus. Such discrimination may be on the basis of age, race, sex, marital status, pregnancy, disability and political or religious conviction.

f) The Principal must not exploit college resources for his personal use. College resources include, but are not limited to, the use of college systems (e.g., telephone systems, data communication and networking services), college equipment (e.g., computers and peripherals, college vehicles and the time and effort of staff, students and others at SAC.

g) The Principal must ensure adherence to good health and safety practices and comply with all environmental health and safety laws and regulations.

h) All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

## **2. CODE OF CONDUCT FOR MEMBERS OF THE GOVERNING BODY**

During their term of office, the members shall:

a) Carry out their functions with integrity, independence, and good faith, and shall act in the best interests of college.

b) Act responsibly and fairly with the care, diligence, loyalty, and prudence of a reasonable individual.

c) Not use, for their personal benefit or advantage, or for the benefit or advantage of any family member, or any other person or organization, any information acquired in the exercise of their office that is not otherwise generally available to the public.

d) Not use, directly or indirectly, any facilities or services of the college, nor allow them to be used, for purposes other than expressly approved by the college authorities.



Fr. Paul Olphindro Lyngkot  
President of the Governing Body  
Date: 24 May 2016

