



IDEAL COLLEGE OF ARTS AND SCIENCES
(AUTONOMOUS & NAAC B)
KAKINADA

**CODE OF CONDUCT OF IDEAL COLLEGE OF ARTS AND
SCIENCES(A), KAKINADA FOR TEACHERS AND STUDENTS**

Ideal College of Arts & Sciences (A), was started and running with the motto "విద్యాదర్శుః విశ్వశ్రేయః" (Knowledge is the Ideal for Global Excellence). Our Code of Conduct is the foundation of our community, fostering integrity, respect, responsibility, and excellence. Students, faculty, and staff commit to upholding these values, ensuring a safe and vibrant learning environment. Together, we cultivate a culture of academic and personal success.

POLICY FOR CODE OF CONDUCT FOR TEACHERS

1. It shall be a duty of every teacher to disseminate the knowledge he has acquired in his subject/s to all his students. He should keep abreast of the latest books, learned articles in journals, etc., as they Published, digest the information therein, and use it in the class either for lecturing or tutorials or discussion.
2. A teacher should carefully Prepare himself for his daily work in the class and the laboratory and employ suitable techniques for teaching. He should provide an outline of his lecture along with suggestive reading material to the students. It should be his constant endeavor to continuously acquire new knowledge which alone will make him through and through a specialist in his field, i.e., he should be a life-long student.
3. It shall also be a teacher's duty to discover new knowledge, for which he must constantly engage himself in research. He should encourage his students to do research and guide them to properly use new techniques and suitable methodology.
4. A teacher shall maintain high professional standards. A teacher's research publications, his writings and their impact, his skills and behavior pattern with his students, etc., are some of the many professional standards set for the members of the teaching profession.
5. A teacher is normally expected to constantly pursue academic excellence, and have human sympathy, interest in work and environment.

6. A teacher shall, when called upon, perform such functions as may be assigned by the authorities, like the conduct of examinations, administration of the institution, running of the hostels, NSS, and other units of the Institution, and organization of extension, outreach, and consultancy activities, and contribute to the corporate life of the campus.
7. A teacher shall strictly conform to the working hours of the Institution /departments Prescribed, maintain Punctuality and regularity, and shall be present sufficiently in advance to conduct his academic activities/Class/laboratory work/assigned duty.
8. The following lapses shall constitute improper conduct on the Part of Institution teachers:
 - i. Failure to Perform academic duties, such as Preparation for lectures, demonstration, assessment, guidance, invigilation, etc.
 - ii. Gross Partiality in the assessment of students, deliberately over-making/ under-making or attempting victimization on any ground
 - iii. Inciting students against other students, colleagues or the administration.
 - iv. Raising questions of caste, creed, religion, race, sex or region in his relationship with his colleagues and trying to use the above considerations for the improvement of his prospects and for depriving the prospects of others.
 - v. Refusals to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the Institution.
9. Any violations of this Code shall be dealt with according to the relevant Institution Laws.
10. In a case where the Executive Council is satisfied that the continuance of a teacher in service jeopardizes the smooth and efficient functioning of the Institution, drastic measures shall be taken against such a teacher.

Signature of the Teacher:

Designation:

POLICY FOR CODE OF CONDUCT FOR STUDENTS

The Code:

- Every student should attend the Institution from the day of joining to the last day of instruction of each semester during the academic year.
- All students are expected to be in the Institution, every day and on time for each class, as per the academic time-table, Internal & External examinations
- Every student is expected to have a minimum of 75% attendance during each semester. If not the student will not be eligible to appear for the final semester end examination.
- Student leaves are granted for valid reasons only. The students are not allowed to move out of the campus, loitering in the campus, during class work.
- The students shall follow all the Institution norms, as notified from time to time.
- Carrying/using mobile phones is prohibited in the academic premises (classrooms, corridors, library, lab etc.)
- Use of Internet for the purpose other than academic activities, is strictly prohibited. Every student should follow the Institution IT policy.
- All students must carry their Institution Identity Cards. They are required to show their ID cards to the Institution authorities whenever demanded. Any loss of ID card should be immediately reported to the office.
- Smoking, consuming alcohol and drugs is strictly prohibited in the campus.
- Students should safe guard the institutional properties and should keep the campus clean and tidy.
- All the students are expected to maintain good behavior and character and should not involve in any untoward situations/activities
- Students are liable to pay all the fee in time, as per the norms of the Institution.
- Student's admissions will be done as per the norms of the Institution.
- Students are informed to utilize all the available services of the Institution during working hours.
- Students should follow the rules and regulations of different departments/sections from time to time.

Anti-Ragging Cell:

- Ragging is a criminal offence. Ragging is prohibited under 'Anti-Ragging Act, 1999'. Any student found indulging in ragging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary action will be taken as per orders of the competent authority.
- Harassment, whether written, verbal, sexual, physical, is a serious offence and will be a punishable act.
- An anti-ragging cell has been established and functioning in the Institution which is aimed at preventing ragging in any form in its campus.

a. Objectives

- The anti-ragging cell of the Institution is committed for Zero Tolerance Ragging in its campus.
- This cell complies with the policies set by the Institution in order to facilitate a positive academic environment to the students and help them to proceed in their career with minimal obstruction.
- The cell endeavors to help students in their educational process to advance their academic as well as personal abilities. It targets at avoiding the hindrances that may come in the path of a student's learning process so that they can be qualified professionally upon the national and international levels.
- The cell aims at taking an immediate action against students indulging in such heinous activities that disturbs the academic environment in the campus so that the menace does not upsurge in future.

b. Anti-Ragging Measures in the Campus

- I. Organizing orientation and awareness programs on anti-ragging, drug abuse and gender sensitization to bring awareness to students on ragging and its effects.
- II. Inviting experts and police and other district authorities to the Institution campus to arrange lectures on enacted laws regarding ragging, use of drugs, gender equality, gender abuse, gender bias etc.
- III. Placing complaints & suggestion boxes in various departments and sections including hostel premises of the Institution to enable students to drop their complaints and suggestions.

IV. Obtained under taking letters from the students and parents at the time of admission regarding anti-ragging issues.

V. Formation of anti-ragging committees at various levels viz., Institution level, College level, Department level and Hostel level to see no ragging activity takes place in the campus.

VI. Placing and displaying anti-ragging help line numbers and lists of students punished under anti ragging activities in the Institution website on all notice boards in the campus and hostels.

VII. Formation of anti-ragging squads for sudden visits to Girls and Boys hostels and other ragging prone places.

c. **Punishment for Ragging**

Depending upon the nature and severity of the offence, as established by the Anti Ragging committee of the Institution, those found guilty of ragging shall be liable for punishment.

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