



APOLLO COLLEGE

[Run by : Shrishti Education & Welfare Society]
NAAC Accredited 'B' Grade, Affiliated to Hemchand Yadav University, Durg
Opp: Veterinary College, Anjora, Durg (C.G.)
0788-2623444, 9827183860, 8770899605

CODE OF CONDUCT

CODE OF CONDUCT FOR RESEARCH SCHOLARS

Apollo College has Two Level of Research Scholars:

- A. Foundational Level Research Scholars Doing Dissertation at M.Ed. Level
- B. Advanced Level Research Scholars doing Ph.D. From Apollo College Research Centre.

Following Code of Conduct and Ethics are expected to follow by the Scholars:

- Follow The Policies and Rules Prescribed By UGC, University and The Institution.
- Be Honest and Responsible About Your Research and Publication.
- Maintain Objectivity and Confidentiality.
- Must have Interest and Respect for Intellectual Property of Self and of other Researchers.
- Must Justify Need and Social Usability of Research.
- Must Maintain Proper Time Management during the Tenure of Research.
- Must have Respect and faith for your Supervisor.
- Select Real Life Related Problems for your Research
- Must have Research Competency, Interest and Positive Attitude.
- Be Sincere and Punctual In Performing Desired Research Tasks.
- Be Sincere In Data Collection, Tabulation and Analysis.
- Avoid Cut, Copy, Paste Attitude And Mal Manipulation of Data.
- Avoid Casual Attitude and Negligence.
- Attempt for Quality Publication.
- Attend Research Activities Like Seminar, Conferences, and Workshops Etc.
- Endorse Social Well Being and Environmental Safety in your Research.

CODE OF CONDUCT AND ETHICS FOR RESEARCH SUPERVISORS

- Supervisors are Expected to Foster Conducive Ambiance to Promote Sound Research
- Be a Competent Research Leader and Exhibit Competence in Providing Proper Training and Assistance to Research Scholars
- Must Maintain Guide-Scholar Relationship and Prove Yourself a Good Mentor.
- Be a Resourceful, Knowledgeful Person and Roll Models Mentor
- Motivate Your Scholars for Regular Academic Writing and Publication.

INSTITUTIONAL CODE OF CONDUCT AND ETHICS

- Repare Policies and Procedure to Develop Research Governance in your Institution
- Develop Systematic Mentoring Schedule

- Timely Intimation of Instruction and Directives of Higher Agencies to Research Scholars
- Provide Effective Infrastructure for Quality Research. It Includes Enriched Library Having Subscription of ISSN Numbered and UGC Care listed on Line and offline National and International Journals.
- Sufficient Computer Systems with Internet Connectivity.
- Advanced Books Related to Research
- Well Equipped Conference Hall for Research Presentations and Research Meetings
- Facilitate Training and Support to Researchers
- Develop Proper Grievance Redressal Mechanism for Scholars.

CODE OF CONDUCT FOR STUDENT-TEACHERS (TRAINEES)

- Student-teachers are expected to complete internship sincerely.
- Submit all prescribed formats properly filled.
- Must follow the instructions of the mentors.
- Student-Teachers are expected to maintain discipline at college campuses and in the classroom.
- It is compulsory to wear a Uniform and ID card in the college campus.
- Every Student-teacher must attend classes and training activities regularly and punctually and shall refrain from any action that may disturb the smooth working of the college.
- When a teacher enters a classroom, the students shall rise and remain standing till they are directed to sit or the teacher takes his seat.
- When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
- Student should be punctual and should maintain discipline in the college.
- Student should get at least 75% of attendance, if not he/she is not eligible to appear for the examination, as per the university rule.
- Student is advised to utilize facilities available in our college properly.
- Student should maintain cleanliness in the campus.
- Student is advised to participate in all the programmes and activities conducted by the college.
- Ragging is strictly prohibited and shall be treated as social a hence.
- Student should not involve in any kind of illegal activities.
- Student is not allowed to use mobiles in the classroom and library. They may use mobile only when it is allowed by authority.
- Student should protect property of the college.
- Student should not remain absent without prior permission.
- Student-teachers are expected to pay scheduled fees in given time.

CODE OF CONDUCT AND ETHICS FOR TEACHERS/FACULTY

- Faculty should handle the subjects assigned by the Principal/ Head of the Department.

- Maintain dignity of profession & post.
- Seek to make professional growth through studies and research.
- Maintain active membership of professional organizations.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research with dedication.
- Faculty should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Mentor system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them.
- Teachers must maintain file/register/records of activities assigned to them.
- Teachers must maintain equality regarding gender issues.
- Teachers should maintain apathetic attitude towards disability related limitations and must try to go for some curative approaches.
- Teachers should maintain dignity and respect of self on one hand and show acceptance for other's self also.
- Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process as effective and successful. Value based education must be their motto.
- Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
- All teachers must have to develop an open and reflective professional environment in campus by avoiding all types of negative thoughts.
- Consider your job & duty as noble one. Devote yourself to your job.
- Mission and vision of the institution should be followed by teachers.
- Violating the code of ethics is punishable offence.
- Have active approach to update yourself and seek to make professional growth through study and research.
- Manage their private affairs in a manner consistent with the dignity of the professional and as expected by the society.
- Participate in extension, co-curricular activities and community activity.
- Refrain from inciting students against other students, colleagues or administration.

CODE OF CONDUCT FOR NON-TEACHING/ TECHNICAL GROUND STAFF

- Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- Non teaching staff shall complete the office work related assignment given to them by principal & faculty members to whom he/she is attached and complete specially out going assignments timely.
- Keep office records updated. Including admission, outgoing information's, fee, exam, activity register etc.
- All technical staff have to follow basic code of conduct stated by Apollo administration.
- Technical staff (Electrician, plumber, carpenter, computer maintenance) must take care of their field related duties timely.

- They have to complete assignment and report to supervisor or admin.
- They must assure smooth and proper functioning of equipments and tools.

CODE OF CONDUCT FOR UNSKILLED EMPLOYEES

- Unskilled employees should give importance to cleanliness of the institution.
- Unskilled employees should behave politely and compassionately with students, teachers, parents and administrative staff.
- Unskilled employees should develop co-operative and friendly relationship with faculty members.
- Unskilled employees should not involve in unethical practices.
- Unskilled employees should not remain absent from duties without prior permission.
- Unskilled employees should not engage directly or indirectly in any trade or business.

CODE OF CONDUCT FOR GOVERNING BODY

- The Governing Body is responsible for determining the educational character and mission of the college and for oversight of its activities; for the effective and efficient use of resources.
- The approving of annual estimates of income and expenditure; and for the appointment, discipline, pay, promotion and conditions of service of staff.
- The Governing Body is responsible for the formation and reform of various committees.
- The Governing Body will adopt procedures which ensure sound financial decision making, control and monitoring to meet the requirements of the funding body.
- The Governing Body will ensure that information on its decisions is made widely available, having regard to confidentiality.

CODE OF CONDUCT FOR PRINCIPAL

The Principal of a college has different roles to play. He has to shoulder many responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer etc. As the Academic and Administrative Head of the Institution the Principal is liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the Government resolutions made in this context by the State of Chhattisgarh. The Principal shall adopt and abide by the following code of conduct:

- To uphold the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the betterment of the institution.
- To give equal treatment to all the stakeholders in the College so that there is no discrimination in any of the practices undertaken on the campus.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.

- To create and maintain an unbiased gender-free atmosphere on the campus of the College so that all the stakeholders enjoy equal opportunities.
- To maintain required alertness among all the stakeholders of the College against the sexual harassment of the employee.
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College.
- To create an environment conducive for research oriented academic gatherings so to promote research activities in the institution.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure the all-round development of the students and the institution.
- To act as a bridge between the staff and the Management of the institute for the betterment of all the stakeholders.
- To create healthy work environment in institution.
- Should respect dignity of all staff.
- Set goal for staff considering their unique capabilities, help them to achieve goals and give feedback.
- Principal should refrain from inappropriate conduct and relationships with students and staff. These activities include making obscene gestures, snapping compromising photos or having intimate relations. This type of conduct includes all forms of communication. Text messages, phone calls and social media interactions that are deemed wrong by the College Board are unacceptable from the principal.

CODE OF CONDUCT FOR THE MANAGEMENT ‘SHRISHTI EDUCATION & WELFARE SOCIETY’, DURG

In its meeting considered the matter regarding framing of policy on conflict of interest and Ethics and Code of Conduct, and adopted the following resolution. The ‘Policy on Conflict of Interest and Ethics and Code of Conduct’ for the management Members is approved. It was noted that this Code of Conduct is not legally binding. It is agreed to adopt to adopt and abide by this Code of Conduct on their own volition. Code of Conduct:

- The code of conduct lays down values, principles and practices that establish standards for ethical conduct of members of the SHRISHTI EDUCATION & WELFARE SOCIETY, DURG so as to uphold the society of all the stakeholders in a manner that does not compromise its mandate.
- The members should be respect and honour their office as a public trust and strive to promote and maintain the highest standards of ethical and professional conduct enunciated in the values and principles of Impartiality, Integrity, Propriety and Equality.
- Members shall take all steps necessary to ensure that any conflict of interested involving one or more members does not affect or reasonably appear to affect, any decision of the Trust. A conflict of interests may occur in situations where the personal relationship, professional affiliation or financial interests of a member may compromise, the independence of judgment which the Trust is expected to exercise.

- A member shall disclose his or her interests which may conflict with his or her duties. In particular, if there is any item on the agenda of the Trust that involves a potential conflict of interests of a Member.
- Any case or complaint of violation of these norms may be reported to the Chairman who shall bring it to the next meeting of the society for decision.



IQAC Coordinator
Apollo College, Anjora
Durg (C.G.)



PRINCIPAL
APOLLO COLLEGE
ANJORA, DURG

THE COMMITTEE MEMBERS FOR ADHERENCE OF CODE OF CONDUCT: CODE OF CONDUCT & ETHICAL COMMITTEE:

S.No.	Name of Members	Designation	Status
1	Mr. Sanjay Agrawal	Director	Patron
2	Dr. Sidharth Jain	Principal	Chairman
3	Rakhi Sharma	Assistant Professor	Coordinator
4	Dr. Rajat Kumar Jain	Professor	Member
5	Dr. Lakhan Bohane	Associate Professor	Member
6	Dr. Bindu Tomar	Associate Professor	Member
7	Mrs. Nidhi Agrawal	Assistant Professor	Member

Schedule of meetings of committee minimum trice (3) a year.



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