Srinath College of Education

Adityapur, Jamshedpur

CODE of CONDUCT

Preamble

Srinath College of Education is dedicated to cultivating an academic community rooted in integrity, respect, inclusivity, and excellence. As an institution committed to preparing future educators, we recognize the importance of fostering an environment where all members—students, faculty, staff, and visitors—uphold the highest standards of ethical and professional conduct. This Code of Conduct serves as a comprehensive guide to ensure that our community operates in a manner that promotes intellectual growth, personal development, and mutual respect.

The purpose of this code is to articulate clear expectations for behavior, establish mechanisms for accountability, and provide a framework for addressing violations. By adhering to this code, we aim to create a safe, equitable, and inspiring environment that reflects the values of Srinath College of Education and prepares our students to become role models in the field of education. This document is a living framework, subject to periodic review and updates to align with evolving institutional needs and societal standards.

1. <u>Purpose</u>

The Code of Conduct for Srinath College of Education establishes a framework to ensure a conducive environment for teaching, learning, and personal growth. It aims to:

• Uphold academic integrity by fostering honesty, fairness, and accountability in all academic endeavours.

• Promote a respectful and inclusive community where diversity is celebrated, and discrimination is prohibited.

• Encourage professional behaviour that prepares students for their roles as educators and responsible citizens.

• Ensure compliance with institutional policies, NCTE guidelines, Kolhan University regulations, and applicable laws.

• Protect the reputation of Srinath College of Education as a premier institution for teacher education.

By adhering to this code, all members of the college community will contribute to a culture of excellence, integrity, and mutual respect, aligning with the college's vision of shaping educators who inspire and serve society
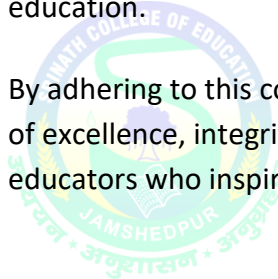
2. <u>Scope and Applicability</u>

The Code of Conduct applies to all individuals associated with Srinath College of Education, including:

- **Students**
- **Faculty**
- **Staff**
- **Visitors**
- **Alumni and Affiliates**

This code governs conduct in the following contexts:

- In college premises, including classrooms, libraries, laboratories, hostels, and recreational areas.
- During college-sponsored activities, such as field trips, internships, conferences, or cultural events, whether on or off-campus.
- In virtual environments, including online classes, college-managed digital platforms, and official social media channels.
- Off-campus behaviour that significantly impacts the college's reputation, safety, or community well-being, such as actions during teaching practicums or public representations of the college.

The code is effective at all times, including during academic sessions, holidays, and breaks, ensuring that the college's values are upheld consistently.

3. <u>Core Values</u>

The Code of Conduct is grounded in the following core values, which shape the culture and ethos of Srinath College of Education:

1. **Integrity**: Committing to honesty, transparency, and ethical behaviour in all academic, professional, and personal interactions.
2. **Respect**: Valuing the dignity, perspectives, and rights of all individuals, fostering a culture of mutual understanding.
3. **Inclusivity**: Embracing diversity and ensuring equitable opportunities for all, regardless of background or identity.
4. **Accountability**: Taking responsibility for one's actions and their impact on the community, with a commitment to fairness and justice.
5. **Excellence**: Pursuing high standards in teaching, learning, and professional conduct to achieve academic and personal growth.
6. **Safety**: Prioritizing the physical, emotional, and psychological well-being of all community members.
7. **Sustainability**: Promoting environmental responsibility and stewardship to contribute to a greener campus and planet.
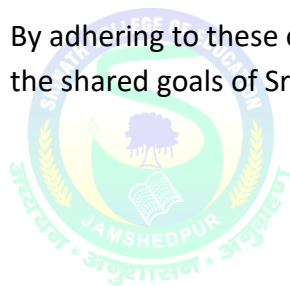
These values serve as the foundation for the expectations and standards outlined in this code and guide the college's efforts to build a cohesive and principled community.

4. General Expectations

All members of the Srinath College of Education community are expected to:

- Uphold the college's reputation and values in all actions and interactions.
- Treat others with courtesy, dignity, and fairness, fostering a collaborative environment.
- Comply with applicable laws, regulations, and college policies, including those related to academics, safety, and conduct.
- Avoid behaviours that disrupt the academic, administrative, or social functions of the college.
- Contribute to an inclusive, safe, and supportive community that encourages growth and learning.
- Report violations of this code or any concerning behaviour to the appropriate authorities promptly and in good faith.
- Engage in continuous self-reflection to align personal conduct with the college's mission and values.

By adhering to these expectations, community members demonstrate their commitment to the shared goals of Srinath College of Education.

5. <u>Standards of Conduct</u>

5.1 Academic Integrity

Academic integrity is the cornerstone of Srinath College of Education's mission to produce ethical and competent educators. It ensures that all academic work reflects genuine effort, honesty, and fairness, preparing students for professional roles where trust and credibility are paramount.

5.1.1 Expectations

- **Students** are expected to:
    - Submit original work for all assignments, projects, examinations, and practicums.
    - Properly cite and credit sources, including texts, media, and contributions from peers or collaborators.
    - Refrain from any form of academic dishonesty, including cheating, plagiarism, or fabrication.
    - Adhere to examination protocols, such as avoiding unauthorized materials or communication during tests.
    - Seek clarification from faculty on acceptable collaboration or resource use when unsure.
- **Faculty** are expected to:
    - Design assessments that encourage independent and honest work, with clear instructions on expectations.
    - Educate students on the consequences of academic misconduct.
    - Monitor examinations and assignments to prevent and detect violations.
    - Address suspected violations promptly, fairly, and in accordance with college procedures.
    - Model integrity in their own teaching, research, and professional activities.
- **Staff** are expected to:
    - Maintain the confidentiality and security of academic records, examination materials, and grading processes.
    - Report any observed or suspected violations of academic integrity to faculty or administrators.
    - Support faculty and students in upholding academic standards, such as by ensuring secure testing environments.

5.1.2 Prohibited Behaviours

The following actions constitute violations of academic integrity:

- **Plagiarism**: Using someone else's words, ideas, or work without proper attribution, including copying from published sources, peers, or online platforms, and self-plagiarism (reusing one's own previously submitted work without permission).
- **Cheating**: Using or attempting to use unauthorized materials, devices, or assistance during examinations, quizzes, or assignments.

- **Collusion**: Collaborating with others on assignments or projects designated as individual work without explicit permission from the instructor.
- **Impersonation**: Allowing another person to complete an assessment or pretending to be someone else during an academic activity.
- **Contract Cheating**: Purchasing, commissioning, or obtaining assignments, essays, or projects from third parties, including online services or peers.
- **Misrepresentation**: Falsifying academic credentials, attendance records, internship logs, or other official documents.
- **Sabotage**: Interfering with another student's academic work, such as deleting files, tampering with submissions, or disrupting group projects.

5.1.3 Examples of Violations

To clarify, consider the following scenarios:

- **Plagiarism**: A student copies a paragraph from an online article for a research paper without quotation marks or citation, claiming it as their own work.
- **Cheating**: A student hides notes in their calculator to use during a closed-book exam.
- **Collusion**: Two students work together on a take-home exam meant to be completed individually, submitting nearly identical answers.
- **Contract Cheating**: A student pays a freelance writer to complete their lesson plan assignment.

5.1.4 Preventive Measures

To promote academic integrity, the college will:

- Conduct workshops on citation, research ethics, and academic honesty during orientation and throughout the academic year.
- Provide access to plagiarism detection tools (e.g., Turnitin) for students and faculty to check work before submission.
- Include academic integrity pledges on assignment cover sheets, requiring students to affirm that their work is original.
- Encourage faculty to use varied assessment methods, such as oral presentations or in-class tasks, to reduce opportunities for misconduct.

5.1.5 Consequences

Violations of academic integrity will be addressed through the disciplinary process outlined in Section 8. Consequences may include:

- Verbal or written warning for minor or first-time offenses.
- Grade penalties, such as a zero on the assignment, exam, or course.
- Mandatory completion of an academic integrity workshop or counselling.
- Suspension from the college for a specified period.
- Expulsion from the college for severe or repeated violations.
- Revocation of degrees or certificates in cases of fraud discovered post-graduation.

5.2 Respectful and Inclusive Behaviour

Srinath College of Education is committed to fostering a diverse and inclusive community where all individuals feel valued, respected, and empowered. Discrimination, harassment, or any behaviour that undermines the dignity of others is strictly prohibited.

5.2.1 Expectations

- Treat all individuals with respect, regardless of their race, ethnicity, gender, gender identity, sexual orientation, religion, caste, disability, age, socioeconomic status, or other characteristics.
- Engage in constructive dialogue, listening actively and respecting differing viewpoints.
- Use inclusive language that avoids stereotypes, slurs, or derogatory terms.
- Respect personal boundaries, seeking consent in interactions that involve physical contact or emotional vulnerability.
- Support accessibility by accommodating the needs of individuals with disabilities, such as providing materials in alternative formats or ensuring physical access to facilities.
- Celebrate diversity by participating in cultural and inclusivity-focused events organized by the college.

5.2.2 Prohibited Behaviours

The following actions are unacceptable:

- **Discrimination**: Denying opportunities, treating individuals unfairly, or making decisions based on protected characteristics.
- **Harassment**: Engaging in unwelcome behaviour that creates a hostile or intimidating environment, including verbal abuse, gestures, or written communications.
- **Sexual Misconduct**: Engaging in non-consensual sexual behaviour, including harassment, assault, exploitation, or coercion (see Section 10 for details).
- **Bullying**: Repeatedly intimidating, humiliating, or coercing others, whether in person, in writing, or online.
- **Retaliation**: Taking adverse action against someone for reporting misconduct, participating in an investigation, or exercising their rights under this code.
- **Hate Speech**: Using language, symbols, or actions that promote hatred, violence, or prejudice against individuals or groups based on protected characteristics.
- **Micro aggressions**: Making subtle, unintentional comments or actions that demean or marginalize others, such as stereotyping based on identity.

5.2.3 Examples of Violations

- **Discrimination**: Excluding a student from a group project because of their religion or caste.
- **Harassment**: Repeatedly mocking a peer's accent or appearance in class discussions.

- **Bullying**: Sending threatening messages to a classmate via social media to intimidate them.
- **Hate Speech**: Posting derogatory comments about a specific ethnic group on a college Whats App group.
- **Retaliation**: A faculty member giving a student a lower grade because they reported the faculty's unprofessional behaviour.

5.2.4 Preventive Measures

To promote respectful and inclusive behaviour, the college will:

- Conduct mandatory diversity and sensitivity training for all students, faculty, and staff during orientation and annually.
- Establish a Diversity and Inclusion Committee to organize events, address concerns, and recommend policy updates.
- Display posters and digital signage promoting inclusivity and reporting mechanisms for discrimination or harassment.
- Provide anonymous reporting channels, such as suggestion boxes or online forms, to encourage reporting without fear of retaliation.
- Offer workshops on conflict resolution and intercultural communication to build a cohesive community.

5.2.5 Reporting and Support

Individuals who experience or witness discrimination, harassment, or other disrespectful behaviour are encouraged to report it to:

- The Grievance Redressal Committee (see Section 9).
- The Internal Complaints Committee for sexual harassment cases (see Section 10).
- A trusted faculty member, department head, or the Student Welfare Office.

The college provides confidential support services, including:

- Counselling services for emotional or psychological support.
- Mediation sessions to resolve interpersonal conflicts amicably.
- Referrals to external resources, such as legal aid or community organizations, when appropriate.

5.2.6 Consequences

Violations of respectful and inclusive behaviour standards may result in:

- Mandatory participation in diversity or sensitivity training.
- Written warnings or probationary periods.
- Community service or restorative justice activities, such as writing apologies or participating in inclusivity initiatives.
- Suspension or expulsion for students.

- Disciplinary action, including warnings, suspension, or termination, for faculty and staff.
- Legal action in cases involving criminal behaviour, such as assault or hate crimes.

5.3 Campus Safety and Security

Srinath College of Education is committed to maintaining a safe and secure environment where all community members can learn, work, and thrive. Safety is a shared responsibility, requiring proactive participation from everyone.

5.3.1 Expectations

- Comply with all safety protocols, including fire drills, emergency evacuations, and health guidelines (e.g., mask mandates during pandemics).
- Report suspicious activities, safety hazards, or emergencies to campus security or designated authorities immediately.
- Use college facilities, equipment, and vehicles responsibly to prevent accidents or damage.
- Refrain from possessing, using, or distributing weapons, explosives, fireworks, or other dangerous items on campus.
- Follow cyber security practices, such as using strong passwords and reporting phishing attempts, to protect college systems.
- Adhere to traffic and parking regulations on campus to ensure pedestrian and vehicular safety.

5.3.2 Prohibited Behaviours

The following actions compromise campus safety:

- **Violence**: Engaging in physical altercations, threats, or acts of aggression, whether directed at individuals or property.
- **Substance Abuse**: Possessing, using, or distributing illegal drugs, alcohol, or tobacco products on campus, or attending college activities under the influence.
- **Vandalism**: Damaging, defacing, or destroying college property, including buildings, furniture, equipment, or digital assets.
- **Unauthorized Access**: Entering restricted areas, such as faculty offices, labs, or server rooms, without permission.
- **Hazing**: Engaging in activities that endanger, humiliate, or coerce others as part of initiation or group activities, whether on or off-campus.
- **Reckless Behavior**: Engaging in actions that pose a risk to safety, such as tampering with fire alarms or ignoring evacuation procedures.

5.3.3 Examples of Violations

- **Violence**: A student physically pushing another during an argument in the cafeteria.
- **Substance Abuse**: A staff member bringing alcohol to a college event.
- **Vandalism**: Spray-painting graffiti on a classroom wall.

- **Hazing**: Forcing new students to perform embarrassing tasks to join a college club.
- **Unauthorized Access**: A student sneaking into a faculty office to retrieve exam papers.

5.3.4 Emergency Procedures

In case of an emergency:

- **Contact Campus Security**: Dial [insert contact number] for immediate assistance.
- **Local Authorities**: Call police ([insert number]), fire services ([insert number]), or medical services ([insert number]) as needed.
- **Evacuation**: Follow posted evacuation routes and assemble at designated points during drills or emergencies.
- **Alerts**: Stay informed through college communication channels, such as email, SMS, or public address systems, for safety updates.

5.3.5 Preventive Measures

To enhance campus safety, the college will:

- Install and maintain security cameras and lighting across campus.
- Conduct regular safety audits of facilities, including fire extinguishers, electrical systems, and accessibility features.
- Provide self-defence and first-aid training workshops for students and staff.
- Collaborate with local law enforcement and emergency services for training and coordination.
- Develop and distribute a campus safety handbook outlining procedures and resources.

5.3.6 Consequences

Violations of safety and security standards may result in:

- Immediate removal from campus premises pending investigation.
- Fines or restitution for damages caused.
- Suspension or expulsion for students.
- Disciplinary action or termination for faculty and staff.
- Legal consequences for criminal acts, such as assault or drug possession.

5.4 Professional Conduct

As a teacher training institution, Srinath College of Education emphasizes professional conduct that prepares students for careers in education and sets a high standard for faculty and staff. Professionalism is critical to fostering trust, respect, and credibility within and beyond the college community

5.4.1 Expectations for Students

- Attend classes, practicums, workshops, and college events punctually and prepared, with necessary materials and assignments.
- Dress in accordance with the college's dress code (see Section 7), particularly during teaching practicums and formal events.
- Communicate respectfully with faculty, staff, peers, and external stakeholders, using appropriate language and tone in verbal, written, and digital interactions.
- Actively participate in academic and co-curricular activities to develop leadership, teamwork, and communication skills.
- Demonstrate ethical behaviour during teaching practicums, including:
  - Maintaining confidentiality of student and school information.
  - Following the host school's policies and guidelines.
  - Treating pupils, teachers, and staff with respect.
- Seek feedback and engage in self-reflection to improve professional skills and address areas of growth.

5.4.2 Expectations for Faculty

- Deliver high-quality, inclusive, and engaging instruction that meets curriculum standards and fosters student growth.
- Provide timely, constructive, and fair feedback on assignments, exams, and practicum performance.
- Maintain professionalism in all interactions, avoiding favouritism, bias, or inappropriate relationships with students.
- Engage in continuous professional development through workshops, research, or certifications to stay current in education trends.
- Uphold confidentiality regarding student records, grades, and personal information, sharing only with authorized personnel.
- Avoid conflicts of interest, such as accepting gifts or favors that could influence academic or administrative decisions.
- Serve as role models by demonstrating punctuality, preparedness, and ethical behaviour.

5.4.3 Expectations for Staff

- Perform duties efficiently, accurately, and in alignment with the college's mission and operational needs.
- Maintain a courteous and professional demeanour when interacting with students, faculty, visitors, and colleagues.
- Safeguard college resources, including equipment, funds, and data, using them only for authorized purposes.
- Collaborate with colleagues across departments to ensure smooth functioning of academic and administrative processes.
- Report any concerns, such as safety hazards or misconduct, to supervisors or designated authorities promptly.

5.4.4 Examples of Professional Conduct

- **Student**: Arriving on time for a practicum, dressed in formal attire, and prepared with a detailed lesson plan.
- **Faculty**: Providing individualized feedback to a struggling student during office hours to support their improvement.
- **Staff**: Assisting a visitor with directions and information in a friendly and professional manner.

5.4.5 Prohibited Behaviours

- Engaging in unprofessional conduct, such as using profanity, shouting, or displaying disruptive behaviour in classrooms or meetings.
- Misusing college resources, such as using official email for personal business or borrowing equipment without permission.
- Neglecting assigned responsibilities, such as missing classes, failing to grade assignments on time, or ignoring administrative duties.
- Engaging in romantic or personal relationships that create conflicts of interest, such as between faculty and students or supervisors and subordinates.
- Spreading rumours or gossip that undermines colleagues, students, or the college's reputation.

5.4.6 Preventive Measures

To promote professionalism, the college will:

- Offer professional development workshops on communication, ethics, and leadership for students, faculty, and staff.
- Include professionalism as a component of student evaluations and faculty/staff performance reviews.
- Develop mentorship programs pairing students with faculty to guide them in professional behaviour.
- Publish a professionalism handbook with tips, case studies, and expectations for all community members.

5.4.7 Consequences

Violations of professional conduct standards may result in:

- Verbal or written warnings with a plan for improvement.
- Mandatory training or counselling to address specific issues.
- Probationary periods with conditions for continued enrollment or employment.
- Suspension or expulsion for students.
- Disciplinary action, including demotion or termination, for faculty and staff.

6. Fee Payment

At Srinath College of Education in Jamshedpur, fee payment is a crucial part of the admission process for B.Ed and D.El.Ed programs. Payments can be made through demand drafts payable to "Srinath University" in Jamshedpur, or online. Card swipes are also accepted. Fees must be paid on time to avoid fines, ensuring a hassle-free process. The college offers scholarships to eligible students, which may offset tuition or hostel costs, based on merit or specific criteria.

6.1 Available Payment Modes**:**

- **Demand Draft**: Payments may be accepted via Demand Draft in favor of "Srinath College of Education" or "Srinath University," payable at Jamshedpur.

- **Online Payments**: Online payment options are available through the official website, likely under an "Online Payment" tab in the "Admissions" section, as practiced by Srinath University. Accepted methods may include credit/debit cards, net banking, or UPI**.**

- **Card Swipe**: Payments via card swipe at POS machines on campus are likely supported for convenience.

6.2 Payment Schedule:

- Fees must be paid by the due date specified by the college. Late payments may incur fines as per the institution's rules.

- For new admissions, the first Installment of fees is necessarily required at the time of document verification or seat confirmation.

- Provisional admissions may require fee payment to secure a seat before final exam results, while confirmed admissions involve fee payment post-result announcement.

6.3 Consequences of Non-Payment:

- Failure to pay fees by the due date may result in strict disciplinary actions like writing Assignments, ineligibility to appear for examinations etc.

- Persistent non-payment could lead to the student's name being removed from the college rolls, requiring re-admission with a fee.

- Certificates like College Leaving Certificates and others may not be issued until all dues are cleared.

6.4 Security and Transparency:

- Online payment platforms are expected to use secure encryption to protect transactions, following industry standards.

- Digital records of payments are maintained, and instant notifications may be provided for online transactions.

- The college is not responsible for fraudulent calls or unauthorized requests for money, and students should verify payment requests through official channels

7. <u>Use of College Resources</u>

Srinath College of Education provides a range of resources—libraries, laboratories, IT systems, hostels, and recreational facilities—to support academic, professional, and personal development. These resources are shared assets and must be used responsibly, equitably, and in accordance with college policies.

7.1 Expectations

- Use college facilities, equipment, and materials only for authorized academic, administrative, or approved co-curricular purposes.
- Return borrowed items, such as library books, lab equipment, or sports gear, on time and in good condition.
- Adhere to IT policies, including:
  - Using college-provided email and software for academic or professional purposes only.
  - Avoiding unauthorized downloads, software installations, or access to restricted systems.
  - Reporting lost or stolen devices issued by the college (e.g., laptops, tablets).
- Maintain cleanliness and order in shared spaces, such as study rooms, cafeterias, and hostels.
- Obtain prior approval from the administration for using college resources for non-academic purposes, such as organizing events or personal projects.
- Respect usage limits, such as time slots for computer labs or booking procedures for auditoriums, to ensure fair access for all.

7.2 Prohibited Behaviours

- Misusing or damaging college property, such as writing on desks, breaking equipment, or tampering with IT systems.
- Accessing or sharing unauthorized software, files, or data, including hacking into college networks.
- Using college facilities or resources for commercial activities, such as selling products or services, without approval.
- Monopolizing shared resources, such as occupying a study room beyond allotted time or hoarding library books.
- Removing college property, such as furniture or lab materials, from campus without permission.

7.3 Examples of Violations

- **Misuse**: Using a college projector for a personal movie night without permission.
- **Damage**: Spilling chemicals in a lab and failing to report the incident, causing equipment corrosion.
- **Unauthorized Use**: Sending mass marketing emails using a college email account.
- **Monopolizing**: Booking a seminar hall for personal use without administrative approval.

7.4 Preventive Measures

To ensure responsible use of resources, the college will:

- Implement tracking systems for borrowed items, such as library books or lab equipment, with automated reminders for returns.
- Conduct regular maintenance and inventory checks to identify and address misuse or damage.
- Provide training on proper use of IT systems, lab equipment, and other specialized resources during orientation.
- Display usage guidelines and reporting procedures in all facilities, such as libraries, labs, and hostels.
- Establish a Resource Oversight Committee to monitor usage, address complaints, and recommend improvements.

7.5 Consequences

Violations may result in:

- Fines or restitution for damaged or lost property.
- Temporary or permanent loss of access to specific resources (e.g., library privileges, lab access).
- Disciplinary action, including warnings, suspension, or expulsion for severe or repeated violations.
- Legal action for theft, vandalism, or unauthorized access to digital systems.

8. <u>Digital and Online Conduct</u>

With the increasing integration of technology in education, responsible digital behaviour is essential to maintaining a respectful, secure, and productive college community. This section applies to interactions on college-managed platforms (e.g., learning management systems, email, official social media) and external platforms when representing the college.

8.1 Expectations

- Use college-provided digital tools, such as email, online portals, or learning platforms, exclusively for academic, professional, or approved administrative purposes.
- Respect intellectual property by avoiding unauthorized sharing, downloading, or distribution of copyrighted content, such as e-books, software, or lecture recordings.
- Maintain professionalism in online communications, including:
    - o Using respectful language in emails, discussion forums, and group chats.
    - o Avoiding spam, chain messages, or irrelevant content in college-managed groups.
    - o Addressing faculty and staff formally in official correspondence.
- Protect personal and college data by:
    - o Using strong, unique passwords and enabling two-factor authentication where available.
    - o Avoiding sharing login credentials or sensitive information.
    - o Reporting phishing emails, suspicious links, or security breaches to the IT department immediately.
- Represent the college positively on social media, refraining from posting content that could harm its reputation or violate its values.
- Obtain consent before recording or sharing virtual classes, meetings, or conversations, respecting privacy and intellectual property rights.

8.2 Prohibited Behaviours

- **Cyber bullying**: Harassing, threatening, or intimidating others through digital platforms, such as social media, email, or messaging apps.
- **Hacking**: Attempting to access, manipulate, or disrupt college systems, accounts, or networks without authorization.
- **Inappropriate Content**: Sharing or posting offensive, defamatory, obscene, or illegal material online, including on social media, forums, or college platforms.

- **Misrepresentation**: Creating fake accounts, impersonating others, or falsifying digital records (e.g., attendance logs, online submissions).
- **Unauthorized Recording**: Recording, streaming, or distributing lectures, meetings, or private conversations without explicit consent from all parties involved.
- **Spamming**: Sending unsolicited messages, advertisements, or irrelevant content to college-managed groups or email lists.

8.3 Examples of Violations

- **Cyber bullying**: Posting derogatory comments about a classmate's presentation skills in a college Whats App group.
- **Hacking**: Attempting to access a faculty member's email to retrieve exam questions.
- **Inappropriate Content**: Sharing explicit images in a college-managed online forum.
- **Unauthorized Recording**: Recording a guest lecture and uploading it to YouTube without permission.

8.4 Preventive Measures

To promote responsible digital conduct, the college will:

- Provide cyber security training during orientation, covering topics like password management, phishing awareness, and safe social media use.
- Implement robust IT security measures, such as firewalls, encryption, and regular system audits, to protect college data.
- Develop a Digital Citizenship Guide outlining best practices for online behavior, distributed to all community members.
- Monitor college-managed platforms for inappropriate content and address violations promptly.
- Encourage the use of college-approved tools (e.g., Microsoft Teams, Moodle) for academic collaboration to reduce reliance on unsecured platforms.

8.5 Consequences

Violations of digital conduct standards may result in:

- Suspension or revocation of access to college IT systems, email, or online platforms.
- Disciplinary action, including warnings, mandatory training, suspension, or expulsion.
- Restitution for damages caused by cyber attacks or data breaches.
- Legal consequences for cybercrimes, such as hacking, defamation, or distribution of illegal content.

9. <u>Dress Code</u>

Srinath College of Education promotes a professional and inclusive dress code that reflects its role as a teacher training institution. The dress code ensures that students, faculty, and staff present themselves in a manner consistent with the college's values and prepares students for professional educational environments.

9.1 Guidelines

- **Students**:
    - o Wear clean, modest, and professional attire suitable for an academic setting, such as collared shirts, trousers, sarees, salwar kameez.
    - o During teaching practicums, adhere to the dress code of the College.
    - o Avoid clothing with offensive slogans, logos, or graphics, as well as revealing or overly casual attire (e.g., ripped jeans, crop tops, slippers).
- **Faculty**:
    - o Dress up only in saree that models appropriate standards for future educators
    - o Maintain a neat and professional appearance during classes, practicum supervision, and college events.
- **Staff**:
    - o Follow departmental guidelines, which may include uniforms for specific roles (e.g., security, maintenance, or housekeeping staff).
    - o Wear clean, modest attire appropriate for interacting with students, faculty, and visitors in administrative or support roles.

9.2 Exceptions

- The college accommodates cultural, religious, or medical needs related to attire, such as hijabs, turbans, or medical garments, provided they are communicated to the administration in advance.
- During designated events, such as cultural festivals, sports days, or casual days, relaxed or themed dress codes may apply, as announced by the administration.

9.3 Examples of Appropriate vs. Inappropriate Attire

- **Appropriate**:
    - o A student wearing a saree or formal trousers and shirt for a practicum.
    - o A faculty member in a blazer and saree for a parent-teacher meeting.

- o   A staff member in a clean uniform or modest kurta for administrative duties.
- **Inappropriate**:
  - o   A student wearing a T-shirt with a political slogan to class.
  - o   A faculty member in casual shorts and sandals for a formal seminar.
  - o   A staff member in torn or stained clothing while assisting at a college event.

9.4 Preventive Measures

To support compliance with the dress code, the college will:

- Distribute a Dress Code Guide with visual examples during orientation.
- Conduct periodic checks during practicums and formal events to ensure adherence.
- Offer workshops on professional appearance, including budget-friendly tips for building a wardrobe.
- Provide loaner attire or subsidies for students needing professional clothing for practicums.

9.5 Consequences

Non-compliance with the dress code may result in:

- Verbal reminders or written warnings to correct attire.
- Temporary exclusion from classes, practicums, or events until compliance is achieved.
- Mandatory counselling or training on professional presentation for repeated violations.
- Disciplinary action, such as probation, for persistent non-compliance.

10. Disciplinary Process

Srinath College of Education follows a fair, transparent, and equitable disciplinary process to address violations of the Code of Conduct. The process ensures due process, confidentiality, and opportunities for resolution while maintaining accountability.

10.1 Reporting Violations

- Violations may be reported by any community member (students, faculty, staff, or visitors) to:
    - A faculty member or department head for academic or minor issues.
    - The Grievance Redressal Committee for non-academic or serious issues.
    - The Internal Complaints Committee for sexual harassment cases.
    - Campus security for safety-related incidents.
- Reports should include:
    - The reporter's name and contact information (anonymous reports are accepted but may limit investigation scope).
    - A detailed description of the incident, including date, time, location, and individuals involved.
    - Any supporting evidence, such as screenshots, photos, videos, or witness statements.
- Reports must be submitted within 30 days of the incident, unless exceptional circumstances (e.g., trauma, delayed discovery) justify an extension.

10.2 Investigation

- The college will assign a designated officer or committee to investigate, depending on the nature of the violation:
    - Academic violations: Handled by the Academic Integrity Committee.
    - Non-academic violations: Handled by the Disciplinary Committee.
    - Sexual harassment: Handled by the Internal Complaints Committee.
- Investigations will be:
    - Prompt, typically initiated within 5 working days of the report.
    - Impartial, with no bias toward any party.
    - Confidential, with information shared only with necessary personnel.
- The process may involve:
    - Interviews with the complainant, respondent, and witnesses.
    - Review of evidence, such as documents, digital records, or security footage.
    - Site visits or re enactments for incidents involving physical spaces.

- Both the complainant and respondent will have the opportunity to:
  - Present their version of events.
  - Submit evidence or identify witnesses.
  - Respond to allegations in writing or during interviews.

10.3 Disciplinary Hearing

- For serious violations (e.g., repeated offenses, violence, sexual misconduct), a formal hearing may be conducted by the Disciplinary Committee, comprising:
  - A senior faculty member (chair).
  - Two additional faculty members.
  - One staff representative.
  - One student representative (for student-related cases).
  - An external member (e.g., a legal or ethics expert) for complex cases.
- The hearing process includes:
  - Written notice to the respondent at least 7 days in advance, detailing the allegations, hearing date, and their rights.
  - An opportunity for both parties to present evidence, call witnesses, and ask questions.
  - The option to be accompanied by a support person (e.g., a peer, colleague, or family member, but not a legal representative).
  - A closed session for committee deliberation, followed by a written decision within 10 working days.
- The decision will include:
  - Findings of fact (what happened).
  - Determination of responsibility (guilty or not guilty).
  - Sanctions, if applicable, with rationale.

10.4 Sanctions

Sanctions are determined based on the severity, frequency, and impact of the violation, as well as the respondent's prior conduct. Possible sanctions include:

- **Verbal or Written Warning**: For minor or first-time offenses, with a record in the individual's file.
- **Suspension**: Temporary exclusion from classes, activities, or campus access for a specified period (e.g., one month to one year).
- **Expulsion**: Permanent removal from the college for severe or repeated violations.
- **Restitution**: Financial or material compensation for damages or losses caused (e.g., repairing vandalized property).
- **Community Service**: Assigned tasks to benefit the college community, such as organizing events or cleaning campus grounds.

- **Loss of Privileges**: Restrictions on access to resources or activities, such as library use, club participation, or event attendance.
- **Grade Penalties**: For academic violations, such as a zero on an assignment, exam, or course.
- **Termination**: For faculty or staff, in accordance with employment contracts and labor laws.
- **Degree Revocation**: For graduates found to have committed fraud or severe misconduct during their tenure.

10.5 Appeals

- Respondents or complainants may appeal a disciplinary decision within 10 working days of receiving the outcome.
- Appeals must be submitted in writing to the Principal or a designated Appeals Committee, specifying:
    - The grounds for appeal (e.g., procedural errors, new evidence, disproportionate sanctions).
    - Supporting documentation or arguments.
- The Appeals Committee will:
    - Review the original case file, hearing records, and new evidence (if any).
    - Conduct additional interviews or hearings if necessary.
    - Issue a written decision within 15 working days, which may:
        - Uphold the original decision.
        - Modify the sanctions (increase or decrease severity).
        - Overturn the decision and dismiss the case.
        - Order a new investigation or hearing if significant errors are found.

10.6 Confidentiality

- All disciplinary proceedings are confidential to protect the privacy of all parties.
- Information will be shared only with:
    - Individuals directly involved in the investigation or hearing.
    - Authorized personnel (e.g., Principal, legal advisors) on a need-to-know basis.
    - External authorities if required by law (e.g., police for criminal matters).
- Breaching confidentiality, such as discussing the case publicly or leaking documents, may result in additional disciplinary action.

11. <u>Grievance Redressal</u>

Srinath College of Education is committed to addressing concerns and grievances promptly, fairly, and transparently. The Grievance Redressal Committee (GRC) handles complaints related to violations of the Code of Conduct, discrimination, harassment, academic disputes, or other issues affecting the college community.

11.1 Filing a Grievance

- Grievances may be submitted to the GRC via:
    - Email: srinath.edu7@gmail.com
    - Physical grievance box located in the administrative building.
    - In-person appointment with a GRC member.
- The complaint should include:
    - The complainant's name, contact information, and role (student, faculty, staff, etc.). Anonymous complaints are accepted but may limit resolution options.
    - A detailed description of the issue, including dates, times, locations, and individuals involved.
    - Any supporting evidence, such as emails, photos, or witness statements.
    - The desired outcome, if applicable (e.g., apology, policy change, disciplinary action).
- Complaints must be filed within 30 days of the incident, with extensions granted for exceptional circumstances (e.g., delayed discovery of misconduct).

11.2 Grievance Process

- **Acknowledgment**: The GRC will acknowledge receipt of the complaint within 3 working days via email or written notice.
- **Preliminary Review**: Within 5 working days, the GRC will determine whether the issue falls within its purview or should be redirected (e.g., to the ICC for sexual harassment).
- **Investigation**:
    - The GRC assigns a subcommittee or officer to investigate, ensuring impartiality.
    - The process may involve interviews, document reviews, site visits, or mediation sessions.
    - Both the complainant and respondent have the right to present their case and submit evidence.
    - Investigations are typically completed within 30 working days, with extensions for complex cases communicated to all parties.
- **Resolution**: The GRC will issue a written decision, including:
    - Findings of fact and determination of validity.

- o Recommended actions, such as mediation, disciplinary sanctions, or policy changes.
- o A timeline for implementation and follow-up.

11.3 Types of Resolutions

- **Mediation**: Facilitating dialogue between parties to reach a mutual agreement, suitable for interpersonal conflicts or misunderstandings.
- **Corrective Action**: Implementing measures to address the issue, such as:
  - o Disciplinary sanctions for the respondent.
  - o Policy revisions to prevent recurrence.
  - o Training or awareness programs for the community.
- **Referral**: Directing the complainant to external resources, such as legal authorities, counselling services, or higher education regulators, for issues outside the college's jurisdiction.
- **Dismissal**: Closing the case if the complaint is found to be unsubstantiated, frivolous, or outside the GRC's scope, with an explanation provided to the complainant.

11.4 Appeals

- If dissatisfied with the GRC's decision, the complainant or respondent may appeal to the Principal within 10 working days.
- The appeal must include:
  - o A written statement explaining the reasons for dissatisfaction (e.g., procedural errors, bias, new evidence).
  - o Supporting documentation or witnesses.
- The Principal or a designated Appeals Committee will:
  - o Review the original complaint, investigation records, and appeal materials.
  - o Conduct additional inquiries if necessary.
  - o Issue a final decision within 15 working days, which may uphold, modify, or overturn the GRC's ruling.
- The Principal's decision is final and binding.

11.5 Support Services

- The college provides confidential support for individuals involved in grievance processes, including:
  - o Counselling through the Student Welfare Office or external partners.
  - o Academic advising to address disruptions caused by the grievance.
  - o Legal guidance referrals for cases involving potential criminal or civil issues.
- Contact the Student Welfare Office at srinath.edu7@gmail.com for assistance.

11.6 Preventive Measures
To reduce grievances, the college will:

- Conduct regular surveys to identify community concerns and address them proactively.

- Train GRC members on conflict resolution, bias awareness, and trauma-informed practices.
- Promote open communication through town halls, suggestion boxes, and student-faculty forums.

12. <u>Policy on Sexual Harassment</u>

Srinath College of Education has a zero-tolerance policy for sexual harassment and complies with applicable laws, such as the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (India). This section provides specific measures to prevent, address, and resolve sexual harassment complaints.

12.1 Definition

Sexual harassment includes any unwelcome behaviour of a sexual nature that creates an intimidating, hostile, or offensive environment. It may be physical, verbal, non-verbal, or visual and includes:

- Unwanted physical contact, such as touching, hugging, or brushing against someone.
- Sexual comments, jokes, innuendos, or gestures.
- Displaying or sharing sexually explicit images, videos, or messages.
- Requests for sexual favours, whether explicit or implied, in exchange for academic or professional benefits.
- Stalking, persistent unwanted attention, or invasion of personal space.
- Non-consensual sexual acts, including assault or attempted assault.

12.2 Internal Complaints Committee (ICC)

- The college has established an ICC to handle sexual harassment complaints, as mandated by law.
- The ICC comprises:
    - Mrs. Rachna Rashmi
    - 1) Mrs.Madhuri Kumari, 2) Mrs.Bina Mahato
    - 1) Mrs.Kulwinder Kaur   2) Mr. Kundu Mahato
    - Ms. Nupur Kumari
    - Ms. Shailvi Kumari.
- Contact the ICC at srinath.edu7@gmail.com or 9234455983

12.3 Complaint Process

- **Filing a Complaint**:
    - Complaints must be submitted in writing to the ICC within 3 months of the incident, with extensions for exceptional circumstances (e.g., trauma, fear of retaliation).
    - The complaint should include:

- The complainant's name, contact information, and role.
- A detailed account of the incident(s), including dates, times, locations, and witnesses.
- Any evidence, such as messages, emails, or photos.
- Anonymous complaints are not permitted under the 2013 Act but may be redirected to the GRC for preliminary review.

- **Inquiry**:
  - The ICC will acknowledge the complaint within 3 working days.
  - An inquiry will be conducted within 90 days, involving:
    - Confidential interviews with the complainant, respondent, and witnesses.
    - Review of evidence and relevant records.
    - Opportunities for both parties to present their case and cross-examine witnesses (through the ICC, not directly).
  - The ICC will maintain a neutral and trauma-informed approach, ensuring no victim-blaming or bias.
- **Report**: The ICC will submit a written report to the Principal, including:
  - Findings of fact and determination of guilt.
  - Recommendations for sanctions, remedies, or preventive measures.
  - A summary of evidence and reasoning.

12.4 Interim Measures

During the inquiry, the ICC may recommend interim measures to protect the complainant and ensure a safe environment, such as:

- Restricting contact between the complainant and respondent (e.g., no-contact orders).
- Adjusting class schedules, practicum assignments, or work duties to minimize interaction.
- Providing counselling, medical support, or academic accommodations for the complainant.
- Temporary suspension of the respondent pending investigation, if the allegations are severe.

12.5 Consequences

- **If Guilty**:
  - **Students**: Sanctions may include suspension, expulsion, or loss of privileges, depending on severity.
  - **Faculty/Staff**: Disciplinary action, including warnings, demotion, or termination, in accordance with employment policies.

- o **Visitors**: Removal from campus, banning from future access, or legal action.
- o **Criminal Offenses**: Referral to police for cases involving assault, stalking, or other crimes.
- **If False**:
  - o False or malicious complaints, proven through evidence, may result in disciplinary action against the complainant, such as warnings or suspension.
  - o The ICC will ensure thorough investigation to avoid penalizing genuine complaints made in good faith.

12.6 Appeals

- Either party may appeal the ICC's decision to the Principal within 30 days, citing:
  - o Procedural errors (e.g., failure to follow timelines).
  - o New evidence not available during the inquiry.
  - o Bias or unfair treatment by the ICC.
- The Principal will review the case and issue a final decision within 30 days, which may uphold, modify, or overturn the ICC's ruling.

12.7 Awareness and Prevention

To prevent sexual harassment, the college will:

- Conduct mandatory annual training for all students, faculty, and staff on recognizing, preventing, and reporting sexual harassment.
- Display ICC contact information, procedures, and anti-harassment posters in prominent campus locations and on the college website.
- Organize awareness campaigns, such as guest lectures, skits, or poster competitions, during Gender Sensitization Week.
- Integrate gender equality and respect into the curriculum, particularly in teacher training courses.
- Establish a Gender Sensitization Committee to complement the ICC, focusing on education and cultural change.

12.8 Support Services

- The college provides confidential support for complainants, respondents, and witnesses, including:
  - o Counselling through the Student Welfare Office or external therapists.
  - o Medical referrals for physical or psychological care.
  - o Legal guidance through partnerships with local NGOs or law firms.
- Contact the ICC or Student Welfare Office for assistance

13. Co-Curricular and Extracurricular Activities

Srinath College of Education encourages participation in co-curricular and extra-curricular activities, such as academic clubs, sports, cultural events, community service, and student organizations, to foster holistic development and leadership skills. These activities must align with the college's values and Code of Conduct.

13.1 Expectations

- Participate actively and respectfully, demonstrating teamwork, sportsmanship, and enthusiasm.
- Follow guidelines and rules provided by activity organizers, faculty advisors, or coaches.
- Use college resources (e.g., auditoriums, sports equipment) responsibly and return them in good condition.
- Represent the college positively during off-campus activities, such as competitions, conferences, or community outreach.
- Ensure inclusivity by welcoming participants from diverse backgrounds and skill levels.
- Obtain prior approval from the administration for events requiring funding, external guests, or off-campus venues.

13.2 Prohibited Behaviours

- Engaging in disruptive, unsafe, or disrespectful behaviour during activities, such as heckling performers or cheating in sports.
- Misusing or misappropriating funds, equipment, or resources allocated for activities.
- Discriminating against or excluding others from participation based on identity or ability.
- Violating event-specific rules, such as dress codes, time limits, or safety protocols.
- Engaging in hazing or coercive practices to initiate new members into clubs or teams.

13.3 Examples of Violations

- **Disruption**: Shouting during a quiet debate competition, disturbing participants.
- **Misuse**: Using club funds to purchase personal items instead of event supplies.
- **Exclusion**: Refusing to let a student join a drama club because of their gender or background.
- **Hazing**: Forcing new sports team members to consume alcohol as an initiation ritual.

13.4 Preventive Measures

To ensure positive participation, the college will:

- Appoint faculty advisors for all clubs and activities to provide guidance and oversight.
- Develop an Activities Handbook outlining rules, funding procedures, and inclusivity guidelines.
- Conduct leadership training for student organizers to promote fair and ethical event management.
- Require activity proposals to include inclusivity plans and safety measures for approval.
- Recognize outstanding contributions through awards, certificates, or public acknowledgments.

13.5 Consequences

Violations may result in:

- Disqualification or removal from the activity or event.
- Loss of privileges to participate in future activities or lead clubs.
- Restitution for misused funds or damaged equipment.
- Disciplinary action, such as warnings, suspension, or expulsion, for serious or repeated violations.

14. <u>Environmental Responsibility</u>

Srinath College of Education is committed to sustainability and environmental stewardship, recognizing its role in fostering a greener campus and planet. All community members are expected to contribute to eco-friendly practices and initiatives.

14.1 Expectations

- **Reduce Waste**:
    - Use reusable items, such as water bottles, bags, and containers, instead of single-use plastics.
    - Sort waste into recyclable, compostable, and non-recyclable bins provided on campus.
    - Print or photocopy only when necessary, using double-sided printing to conserve paper.
- **Conserve Resources**:
    - Turn off lights, fans, projectors, and computers when not in use.
    - Report leaking taps, faulty wiring, or other resource-wasting issues to maintenance staff.
    - Use water and electricity judiciously, especially in hostels and common areas.
- **Participate in Initiatives**:
    - Join campus sustainability programs, such as tree planting, clean-up drives, or recycling campaigns.
    - Support eco-clubs or student-led projects promoting environmental awareness.
    - Advocate for sustainable practices in academic and co-curricular activities.
- **Respect Nature**:
    - Avoid littering, trampling plants, or disturbing wildlife on campus grounds.
    - Use designated pathways and avoid shortcuts that damage lawns or gardens.

14.2 Prohibited Behaviours

- Littering or improperly disposing of waste, such as throwing food wrappers on the ground.
- Damaging greenery, such as carving names on trees or picking flowers unnecessarily.
- Improperly disposing of hazardous materials, such as lab chemicals, batteries, or e-waste.
- Engaging in activities that harm the campus ecosystem, such as unauthorized bonfires or chemical spills.

- Ignoring or disabling energy-saving measures, such as leaving air conditioners running in empty rooms.

14.3 Examples of Violations

- **Littering**: Leaving plastic bottles on the sports field after a match.
- **Damage**: Breaking branches to create a makeshift shelter during a campus event.
- **Waste**: Printing 50 single-sided copies of a document when 10 double-sided copies suffice.
- **Hazardous Disposal**: Pouring leftover paint from an art project into a campus drain.

14.4 Preventive Measures

To promote environmental responsibility, the college will:

- Install clearly labelled recycling and compost bins across campus, with signage explaining usage.
- Conduct sustainability workshops during orientation, covering topics like waste management and energy conservation.
- Establish a Green Committee to oversee initiatives, monitor compliance, and propose eco-friendly policies.
- Integrate environmental education into the curriculum, particularly in science and social studies courses.
- Partner with local NGOs or government bodies for large-scale projects, such as solar panel installation or rainwater harvesting.

14.5 Consequences

Violations may post:

- Fines or restitution for damages caused to campus grounds or resources.
- Mandatory participation in environmental community service, such as clean-up drives or tree planting.
- Loss of privileges, such as access to certain facilities, for repeated offenses.
- Disciplinary action, including warnings or suspension, for severe or intentional violations.

15. <u>Health and Wellness</u>

Srinath College of Education prioritizes the physical, mental, and emotional well-being of its community members, recognizing that health is foundational to academic and personal success.

15.1 Expectations

- **Physical Health**:
    - o Maintain personal hygiene and follow health guidelines, such as hand washing and vaccinations.
    - o Report contagious illnesses to the college health center to prevent outbreaks.
    - o Participate in wellness activities, such as yoga sessions, sports, or fitness challenges, offered by the college.
- **Mental Health**:
    - o Seek support from counsellors or the Student Welfare Office for stress, anxiety, or other mental health concerns.
    - o Respect others' mental health needs by avoiding undue pressure or judgment.
    - o Attend mental health awareness workshops to recognize signs of distress in oneself or others.
- **Healthy Lifestyle**:
    - o Avoid substance abuse, including smoking, alcohol, or illegal drugs, on campus.
    - o Consume nutritious meals and stay hydrated, utilizing campus cafeterias or personal provisions.
    - o Balance academic, co-curricular, and personal commitments to prevent burnout.

15.2 Prohibited Behaviours

- Attending classes or events while visibly ill with a contagious condition, risking others' health.
- Possessing, using, or distributing illegal drugs, alcohol, or tobacco products on campus.
- Engaging in self-harm or encouraging harmful behaviours in others, such as extreme dieting or sleep deprivation.
- Disrupting wellness programs, such as mocking participants in a meditation session.
- Ignoring mandatory health protocols, such as mask mandates or quarantine requirements during pandemics.

15.3 Examples of Violations

- **Substance Abuse**: Bringing vodka to a hostel room for a party.
- **Contagious Illness**: Attending a practicum with untreated influenza, exposing schoolchildren.
- **Disruption**: Laughing loudly during a mindfulness workshop, disturbing participants.
- **Non-Compliance**: Refusing to wear a mask in a crowded lecture hall during a health advisory.

15.4 Preventive Measures

To promote health and wellness, the college will:

- Operate a health center with basic medical services, first aid, and referrals to local hospitals.
- Provide counselling services through trained professionals or external partnerships.
- Organize regular wellness events, such as health fairs, stress-relief workshops, or fitness challenges.
- Distribute a Health and Wellness Guide outlining resources, emergency contacts, and self-care tips.
- Implement health screenings or vaccination drives in collaboration with local health authorities.

15.5 Consequences

Violations may result in:

- Temporary exclusion from campus until health risks are resolved (e.g., recovery from illness, sobriety).
- Mandatory health counselling or substance abuse programs.
- Disciplinary action, including suspension or expulsion, for severe or repeated offenses, such as drug distribution.

16. <u>Amendments to the Code</u>

The Code of Conduct is a living document, subject to periodic review and updates to reflect changing institutional needs, legal requirements, or societal standards.

16.1 Review Process

- The Code will be reviewed every two years or as needed by a Review Committee comprising:
    - Two faculty members.
    - Two staff members.
    - Two student representatives.
    - One external consultant (e.g., an education or ethics expert).
- The committee will:
    - Solicit feedback from the college community through surveys, town halls, or suggestion boxes.
    - Analyze incident reports and disciplinary data to identify gaps or trends.
    - Consult legal and regulatory updates to ensure compliance.
- Proposed amendments will be:
    - Drafted with clear justifications and impact assessments.
    - Shared with the college community for feedback for at least 30 days.
    - Approved by the Principal and Governing Board before implementation.

16.2 Communication

- Amendments will be communicated through:
    - Email and SMS notifications to all community members.
    - Updates to the college website and handbook.
    - Orientation sessions and faculty/staff meetings to explain changes.
- The effective date of amendments will be clearly stated, with a transition period if needed.

15.3 Emergency Updates

- In urgent cases (e.g., new legal mandates, safety crises), the Principal may implement temporary amendments, subject to later review by the Review Committee.
- Emergency updates will be communicated immediately and prominently to ensure compliance.

17. <u>Acknowledgment and Compliance</u>

All members of the Srinath College of Education community are required to read, understand, and acknowledge the Code of Conduct upon joining the college.

17.1 Acknowledgment Process

- **Students**:
    - Receive the Code during orientation and sign an acknowledgment form affirming their commitment to comply.
    - The form is stored in their academic file .
- **Faculty and Staff**:
    - Receive the Code during on boarding and sign an acknowledgment form as part of their employment contract.
    - The form is stored in their personnel file and reviewed during performance evaluations.
- **Visitors**:
    - Receive a condensed Visitor Code of Conduct upon arrival, with acknowledgment via sign-in sheets or digital forms.
    - Event-specific codes (e.g., for conferences) may require separate acknowledgment.
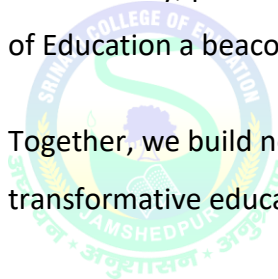
17.2 Compliance

- Ignorance of the Code is not a valid defence for violations, as all members are responsible for familiarizing themselves with its contents.
- The Code is available on the college website, in the library, and in administrative offices for reference.
- Non-compliance, whether intentional or negligent, will result in disciplinary action as outlined in Section 8.

Conclusion

The Code of Conduct for Srinath College of Education is a testament to our unwavering commitment to fostering a vibrant, ethical, and inclusive community. By adhering to this code, we collectively uphold the values of integrity, respect, inclusivity, accountability, excellence, safety, and sustainability that define our institution. As a teacher training college, we have a unique responsibility to prepare future educators who embody these principles and inspire others to do the same.

Every member of our community—students, faculty, staff, and visitors—plays a vital role in sustaining a culture of trust, collaboration, and growth. By embracing the expectations and standards outlined in this code, we create an environment where all individuals can thrive academically, professionally, and personally. Let us work together to make Srinath College of Education a beacon of excellence and a model for educational institutions everywhere.

Together, we build not just a college, but a legacy of principled leadership and transformative education.