

## SOP on Model Conduct on Campus

ASANNAGAR MMT COLLEGE



End Objective:

1. To create an academic ambience
2. To restrict the possibility of any sort of discriminatory behaviour
3. To restrict the possibility of cases of ragging and gender injustice

Date of Approval: 14/08/2021

Signature of the Secretary, Governing Body who authorizes the introduction of the SOP:

Principal

Asannagar Madan Mohan Tarkalankar College

A. To whom applicable: students of Honours and Programme Courses

Sl.	Area	Activities	Responsibility
1.	Classroom Code of Conduct	a) To keep the cell phones switched off during class/interaction hours b) To carry students' identity card c) To follow the class routine and avoid late arrival in the classroom d) To visit Google Classroom for study materials e) Not to skip classes and thus to ensure minimum class attendance required as per the stipulation of the affiliating university	a) Academic Subcommittee

2.	Code of Conduct relating to Examination	a) To go through the examination norms/regulations available on the website of the affiliating university (for the term-end examinations) b) To follow the college notice board/college website and semester-specific and subject-specific WhatsApp Groups for students as to the term-end & the internal examinations c) Not to carry mobile phone/calculator/ear-phone etc. in the examination hall d) To submit project/home assignment in due time and in prescribed format	b) Examination Subcommittee
3.	Code of Conduct in the Library	a) To carry identity card and library card b) To deposit bag and other items in the prescribed place c) To make no noise d) To sign in the users' register e) To return the borrowed books in due time f) To obtain password from the librarian for	c) Library Subcommittee



		getting access to INFLIBNET g)To follow the library notice board	
4.	Anti-ragging Code of Conduct	a)Not to harass the juniors or any fellow student in physical or mental terms b)Not to indulge in violence against the staff	a)Anti-ragging cell b)Anti-ragging squad
5.	Code of Conduct with Environmental Concern	a)To walk on the pavement, not across the field b)Not to use plastic on the campus c)To use environment-friendly vehicles like cycles and electric motorcycles d)To use dustbins and not to throw garbage around e)Not to pluck flowers f)Not to harm any medicinal plant kept in the herbal garden g)Not to make noise and run in the corridors as long as the classes are being conducted	
6.	General Code of Conduct on the Campus	a)Not to loiter outside the classroom b)Though there is not any strict dress-code or any other particular approved	a)NSS b)Internal Complaint Committee c)Cultural



	<p>uniform, the students are requested to keep in mind the commonplace notions of decency</p> <p>c)To carry the students' identity card</p> <p>d)To maintain silence in the academic building</p> <p>e)To take part in the seminars/talks/career counselling programmes/cultural events/annual sports/skill enhancement programmes, even when they are authorized to take place beyond the college hours</p> <p>f)To take part in programmes run by the NSS unit</p> <p>g)Not to visit the college campus beyond the prescribed timing(for students of Physical Education from 7.30 a.m. to 10.30 a.m. and for the rest of the students from 10.30 a.m. to 4.00 p.m) without obtaining formal permission from the authority and not to visit the college campus on holidays</p> <p>h)Not to consume</p>	<p>Subcommittee</p> <p>d)Dept. of Physical Education</p> <p>e)Various other departments</p>
--	---	---



		intoxicants/psychotropic substances, not to smoke or chew pan masala etc. i)To pay tuition fees and fulfil other financial obligations in due time j)To submit leave application to HOD in time and prayer for medical leave has to be supported by medical certificates k)Not to damage the physical properties (projectors, lighting equipments, whiteboards etc.)of the institution l)Not to scribble on walls and furniture m)To keep the ramp as a space exclusively allotted for the physically challenged students n)To obtain membership of health centre	
--	--	---	--

B. To whom applicable: Teaching faculties & Non-Teaching Staff & Principal's Office

Sl.	Area	Activities	Responsibilities
1.	General Code of Conduct on the Campus	a)To make unavoidable announcements using microphone only before a class begins or when the class is	a)IQAC b)Teachers' Council

		<p>over(for non-teaching staff and Principal's office)</p> <p>b)To talk to the people of neighbourhood if the noisemaking in the community on the occasion of cultural events and celebrations happens to obstruct the classroom activities</p> <p>c)To interact with the teachers for official purposes only when they are not engaged with classroom activities(for non-teaching staff)</p> <p>d)To maintain punctuality</p> <p>e)To cultivate practices in keeping with the vision and mission of the institution</p> <p>f)To maintain secrecy relating to the act of conducting examinations</p> <p>g)To keep record of activities(for all) and to maintain a self-appraisal diary to be verified by the authority(for the</p>	
--	--	--	--



	<p>teachers)</p> <p>h)To take part in seminars/orientation programme/short term course/faculty development programme/refreshers' course(for the teachers) and to take part in workshops/training programmes(for non-teaching staff)</p> <p>i)Not to leave the campus without obtaining permission from the authority during duty hours</p> <p>j)To carry identity cards</p> <p>k)To follow meeting notices</p> <p>l)To discuss and prepare teaching plan and to plan the details of curriculum delivery in departmental meetings</p> <p>m)To utilise teaching-learning resources</p> <p>n)To visit the library and to access NLIST for academic purposes(for the teachers)</p> <p>o)To publish research articles on regular</p>	
--	---	--

		basis(for the teachers) p)Not to engage in private tuition or any other employment without obtaining permission of the concerned authority	
2.	Code of Conduct with Environmental Concern	a)To keep the campus as a plastic-free zone b)Not to pluck flowers and not to harm the medicinal plants c)To keep all sorts of vehicles contributing to air and sound pollution outside the campus d)To treat the campus as a no-smoking zone and not to consume tobacco or gutkha on the campus e)To deactivate electronic equipments, when not in use	a)IQAC