

APEEJAY COLLEGE OF FINE ARTS, JALANDHAR

CODE OF CONDUCT FOR STUDENTS

• GENERAL

The students are to abide by the follow mentioned guidelines. They should:

- Maintain regularity, punctuality and discipline.
- Wear elegant and decent dresses in the college.
- Carry Identity Cards on daily basis.
- Show courtesy and patience while dealing with the Office staff.
- Access MOODLE and College Notice Boards for the latest updates.
- Refrain from using cell phones in No-Cell-Phone-Zones.
- Refrain from ragging.
- Refrain from damaging College Property.
- Stay away from the Reception Area.

• LIBRARY

The students are to abide by the following Library Rules:

- While inside the library, a student should be in possession of Library-Cum-Identity Card. A book shall be issued only on the presentation of this card.
- Books are issued for a period of days mentioned in the due date slip.
- Students who fail to return the books on the due date shall pay a fine of Rs. 5/- per day, per book for the period beyond the date.
- Reference books, rare books and periodicals shall not be issued.
- If a student loses or otherwise damages a book, she/he shall pay double the cost of that book along with 10% handling charges as fine.
- If a student loses or damages an old edition of a book, he/she would have to deposit triple the cost of the book along with 10% handling charges.
- Students are advised to check the book before getting them issued.
- Use of the Library is restricted to bona-fide students only.
- Students visiting the Library should deposit their belongings at the property counter.
- Students should observe silence while in the reading halls.
- Loss of Identity card should be immediately reported to the librarian and duplicate card should be obtained on payment.

CODE OF CONDUCT FOR STAFF

- Teachers are to abide by the leave rules as stipulated by the University and the Institution.
- Use of Mobile Phones inside the classrooms is not permissible.
- Decency in the dress code is to be followed.
- Staff members are required to update Moodle regularly.
- Punctuality is the key code for every faculty.

CODE OF CONDUCT FOR SUPPORT STAFF

- Punctuality is to be observed.
- Leave rules are to be followed and prior permission must be obtained before taking any leave.
- Respect and fairness to be taken care of while dealing with students and peers.
- Timely reporting of the assigned work to be done.
- Internal information to be kept under lock and key.

HUMAN VALUES

Values are guiding principles of our lives. Human values are the virtues that guide us to right path. They give right direction to our lives and develop our characters. It is our endeavor to indoctrinate the following human values among all the members of our Institution:

- Truth
- Honesty
- Loyalty
- Benevolence
- Commitment
- Positivity
- Passion
- Courage
- Open mindedness
- Responsibility
- Obedience
- Patriotism
- Perseverance
- Compassion
- Humility
- Self direction
- Forgiveness
- Harmony
- Environmentalism

PROFESSIONAL ETHICS

The institution has a stated code of professional ethics for the Principal & Staff:

- **Integrity and sincerity:** All the members are expected to be sincere towards the students and the institution. Be it academic updating or contribution towards extra curricular activities, sincerity and belongingness is expected of all the members.
- **Confidentiality:** In the course of academic or administrative activity, if a staff member comes to discern any information, revelation of which is not suitable for the institution, confidentiality should be maintained.
- **Love and affection towards students:** All students should be treated with warmth. Their holistic development should be the interest of all the faculty members. Counselling, wherever needed, should be provided to the students.
- **Encouragement to all students especially slow learners:** Weak students and slow learners should be treated with equal respect and attention as others. They should be encouraged to perform better.
- **Refrain from physical punishment and sexual abuse:** Physical punishment/sexual abuse is strictly to be averted.
- **Desist mental and emotional harassment:** Students should be dealt with affection and coherence. They should not be harassed mentally or emotionally, rather teacher should try to solve problem, if any faced by the students from any other person.
- **Respect:** Peers should be treated with respect. Due care should be taken of teaching and non teaching staff's esteem. Staff members should behave responsibly, openly and honestly towards their colleagues, students and parents.
- **Responsibility:** As a subject teacher and as class teacher, various responsibilities are assigned from time to time. These should be performed with full dedication and responsibility.

