



**ST. ANN'S COLLEGE FOR WOMEN,
MALKAPURAM,
VISA KHAPATNAM-530011**



SENSITIVITY



ALERTNESS



SERVICE



CODE



OF



CONDUCT



AIMS AND OBJECTIVES

- **Holistic Education:** Our educational programme aims at the integrated development of the human person. As a catholic institution our attempt is to lead our students to various avenues of knowledge and help them to think creatively. We focus our attention to provide a sound, intellectual, spiritual, psychological, physical, moral, social, and cultural formation.
- **Academic Excellence:** In addition to textual knowledge, our educational institutions inculcate in the student's intellectual curiosity, habits of systematic work, personal quest for knowledge, critical and creative thinking and an aptitude for research.
- **Spiritual Education:** The Spiritual Education programmes are geared towards fostering in our students a high degree of awareness of God, self, others and the universe, religious tolerance, the capacity to face challenges and transcend suffering, the quality of being inspired by vision and values, and a sense of communion with all living beings.
- **Physical development:** Our curriculum includes a well- developed programme of physical development, sports and games, yoga and other outdoor exercise which helps to develop a healthy body, self-discipline, an attitude of grateful acceptance of one's life as a gift of God. It also promotes the spirit of teamwork.
- **Creative leadership:** Students are trained in leadership qualities to be inspiring persons with courage and inner strength and to take up responsibilities for the welfare of all.
- **Faith formation:** As directed by the founder, our institution has responsibility to make values of Jesus come alive in the life of Christian/Catholic students. With this in mind we facilitate Bible study and Catechism classes for Catholic students.
- **Value Education:** We prepare future citizens who would think and work for the motherland with the spirit of dedication, irrespective of their difference in caste, creed or religion. A balanced sense of values is fostered to prepare the students for different professions and for a meaningful life.
- **Universal Brotherhood:** The students are helped to be aware and accept that all are children of the same God, the Father who is the author and source of life and creation. Our educational programme enables the students to respect all religions. It creates awareness that the people of different religions are co-pilgrims guiding one another towards the one immanent and transcendent God.
- **Dignity of Labour:** Our educational programme fosters a healthy attitude towards manual labour and hard work. The staff and students take responsibility in keeping the school and surroundings clean. Every employee is treated with dignity and love.
- **Social Awareness:** The students are trained to have respect for the basic human dignity and human rights as well as deep compassion for the poor and downtrodden. We make them aware of the evils existing in the society and instil in them a sense of justice to establish a just society.
- **Eco- Friendliness:** Love and respect for Mother Earth is an important aspect of our educational endeavour. We help the children grow in harmony with nature. We encourage them to participate in beautifying the environment and preserving the richness of Mother Earth.

GENERAL POLICIES

➤ **Concern for the poor and marginalized**

We have our concern for the poor and marginalized, expressed by..

- giving preference to the poor and marginalized in admission
- giving free education or fee concession to deserving students.
- conducting specific programmes for the school drop outs.
- maintaining reasonable proportion between vernacular and English Medium Schools in rural and urban areas.
- collaborating and net working with other agencies in the programme for the poor.
- lending our buildings and facilities to conduct programmes for the upliftment of the weaker sections.
- Giving scholarships to help the socio-economically backward students.

Our institutions take care to work for the stains of women, their dignity, rights and freedom by..

- encouraging and promoting girl child education.
- conscientizing girls on their rights and responsibilities.
- conducting various sessions and programmes for empowering girls.

➤ **Academic and Non- academic programme**

- The entire academic and non — academic programme is oriented and planned so as to realize our vision as educators with a specific identity.
- While aiming at academic excellence, the overall formation of the individual student is given adequate attention and priority.
- We make the optimum use of the physical facilities and infrastructure such as the building and furniture, laboratory and library, playground and playing equipment's, for enhancing the quality of our educational programme.
- In tune with the 'holistic' approach towards education, yoga, meditation, cultural and social activities, sports and games, social awareness programmes, art education, work experience etc., are incorporated in the curriculum.
- The students are trained in appropriate leadership qualities by means of suitable forums such as Students council, NSS and NCC.

➤ **Training in Human Values**

- Apart from the formal instruction on value education, every opportunity is utilized to instil the right values in the minds of the students.

Value based subject teaching is emphasized. Relevant social values are effectively conveyed through...

- exposing the students to service centres such as home for the disabled, destitute home, home for the aged, orphanages and visits to slums and prisons.
- counselling and career guidance
- seminars and workshops
- fund raising for the welfare of the poor.
- adopting a village and responding to one of the urgent needs of the area

- conducting awareness programmes on HIV / AIDS, women's rights, child labour, exploitation of the poor / marginalized, inter religious harmony, conservation of nature, globalization, usage of natural resources, electricity, water etc

➤ **Non-formal Education**

- The various Non-formal centres, the allied institutions and study houses attached to our educational centres are integral part of our Educational Apostolate. The facilities and other infrastructures such as libraries, sports and games, and gadgets are provided to the inmates. A conducive atmosphere, supervised learning and group building activities help them in their learning.

ADMISSION:

- The students can apply for the college through official website assigned by the government of Andhra Pradesh for the new academic year.
- After the online admission the students are expected to submit their documents to the college.
- No candidate is denied admission on the basis of their religion, caste, sex or place of birth.

CODE OF CONDUCT FOR EMPLOYEES

1. SERVICE CONDITIONS: TEACHING AND NON — TEACHING STAFF

1.1. Every employee shall abide by all the rules and regulation, currently in force in the educational institution and obey all lawful orders and directives of the appointing authority.

1.2. The employee appointed in the educational institution shall devote his/her entire time to the duties of the said employment and shall not either directly or indirectly carry on or be concerned in any trade, business or canvassing work or private tuition or the like, of remunerative kind. No employee shall apply for any job or appear for examination or interview without obtaining the written permission of the head of the institution

1.3. The Employee shall be present in the institution during the working hours, whether they have teaching or not, and they are expected to take an active part in the co-curricular activities of the institution and all that pertains to the discipline and other established traditions of the institution. They are to be available even outside the normal working hours if the activities demand their presence.

1.4. As the Correspondent/Principal may require the service of any of the employees during the vacation, they shall not leave the station at any time without intimating to the Correspondent/Principal and without leaving the address with her.

1.5. Every employee of the institution shall-

- maintain absolute integrity and devotion to duty.
- comply with the directions given from time to time by the appointing authority.
- do nothing that is unbecoming of an employee.

1.6. Every employee shall conduct himself/herself soberly and temperately in the college premises and deal with respect for all concerned.

1.7. The eligibility of an employee for promotion shall be determined primarily with reference to the higher qualifications, performance and availability of vacancy in the higher grade.

1.8. No employee shall take leave on the first and last working days of the academic year.

1.9. Every employee shall strive to be a model to his/her students in honesty, loyalty, hard work, uprightness of character and religious tolerance.

2. CODE OF CONDUCT FOR THE EMPLOYEES

Every employee is expected to be exemplary in his/her public and private life. His/Her loyalty, sense of dedication and integrity of character shall be an inspiration to the youth entrusted to his/ her care.

Every employee shall be governed by the following Code of Conduct.

2.1. No teacher / employee shall...

- knowingly or wilfully neglect his/her duties.
- divulge confidential matters related to school.
- propagate through his/her teaching or otherwise, communal or sectarian outlook or incite or allow any staff or student to indulge in the same.
- while being present in the college, absent himself/herself (except with the prior permission of the head of the college) from the class which he/she is required to attend.
- remain absent from the college without leave or without the prior permission of the head of the college.

- accept any job of a remunerative nature from any source other than the institution or engage in any business.
- publish books commonly known as keys or assist directly or indirectly in their publication or engage as an agent or canvasser for any publishing firm or trade.
- ask for or accept any contribution, or associate with the raising of any funds or make any collection, in cash or kind in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
- enter into any monetary transaction with any student or parent nor shall exploit his/her influence for personal ends or conduct his/her personal matters in such a manner that he/she has to incur a debt beyond the means to repay.
- allow any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent or any person with whom he/she has come into contact by virtue of the position in the school
- become or continue to be a member of any literary, scientific or professional organization.
- make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or indecorous language.

2.2. Every teacher / employee shall.. . be punctual in attendance and in respect of his/her class work/duty and for any other work connected with the duties assigned to him/her by the head of the school. • abide by the rules and regulations of the school and also show due respect to the appointing authority. • conduct remedial classes during the zero period or after the school. • be allowed to appear for any examination only after obtaining prior written permission of the appointing authority. The breach of any condition specified above shall be deemed to be a breach of the Code of Conduct.

3. **DISCIPLINARY ACTION** (Suspension, Termination, Dismissal)

To maintain the excellence of education, it is important that the teachers and other staff of the institution perform their duties in the manner in which it is required to be done, according to the rules and code of conduct. The employees must realise that this institution is established only for the purpose of imparting education to the students. The teachers are like foster-parents who are required to guide the students in the pursuit of education. Hence the staff must perform their duties properly and for the benefit of the students. So when allegations of miss-conduct are made on the staff, a disciplinary enquiry will be conducted and appropriate disciplinary action will be taken if the miss-conduct of the staff is proved. A fair domestic enquiry will be conducted in accordance with the principles of natural Justice and the nature of duties of the staff.

CODE OF CONDUCT FOR STUDENTS

STUDENT DISCIPLINE:

- The day begins with a common morning prayer in which all participate.
- The College expects the students to be punctual and regular in attendance for all classes. They are in their class rooms at the first bell which goes 5 minutes before the commencement of the morning/evening sessions.
- A day's attendance requires presence at all lectures at both sessions.
- The absentees get prior permission from the Principal. Both the hostel and day students notify their absence from lectures to the Principal through leave notes. Absence without leave notes is subject to penalty.
- Students who require permission for leave from a lecture hour or a part of a lecture hour obtain it from the concerned lecturer before the lecture hour.
- Students who require leave for a whole session obtain it from the Principal through a written leave letter.
- Students who absent themselves without the above proper permissions are fined at the discretion of the Principal
- Students are to have 75% of the total attendance fixed for each course.
- Students do not leave the college premises during sessions without the permission of the Principal.
- Students spend their free hours in reference hall and study.
- The day students do not enter the hostel quarters.
- Prior permission of the Principal is essential to hold any meeting or gathering in the college premises.
- No books, magazines or newspapers which are in no way related to the classes/studies are brought into the campus.
- Letters addressed to students in the college are subject to scrutiny by the Principal.
- No collection/subscription of any kind is allowed without the knowledge and consent of the Principal.

CORPORAL PUNISHMENT:

Punitive measures such as corporal punishment or the use of harsh or humiliating words should be avoided as it can damage the child's confidence and make him defiant and rebellious. It can also result in physical injury. Instead, emphasis should be more on correction rather than punishment. Ways other than corporal punishment should be devised to improve a child's behaviour. The erring student can be detained after class hours and be involved in assignments that can improve his academic performance and concentration. This will give the student, confidence in her and she will refrain from indulging in indiscipline behaviour.

Frequent meetings of lecturers and parents of students with learning disabilities and behaviour problems can go a long way in helping the child to overcome these lapses.

[A] Suspension :

Suspension should be used rarely and only for a serious reason and it should not be for more than a month at a time. It could be an alternative to corporal punishment. It is necessary to give notice to the parents of the erring students before suspension is ordered. Suspension shall be followed by an enquiry and the parents be duly informed. If a student, even after repeated suspension does not reform, he may be expelled.

[B] Expulsion :

Expulsion of a student should be ordered only in case of grave offences or repeated misbehaviour and when there is no prospect of improvement in the student's behaviour or when the retention of such a student can adversely affect the behaviour of other students or affect the reputation of the institution.



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