

ST. ALOYSIUS COLLEGE (AUTONOMOUS), JABALPUR

Code of Conduct





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Code of Conduct

St. Aloysius College, an institution dedicated not only to academic excellence but also to the cultivation of values and ethics among its community members. This preface introduces our Code of Conduct, a cornerstone document that reflects our commitment to maintaining a respectful, honest, and responsible environment.

At St. Aloysius College, we believe that the foundation of a successful educational environment is built on the principles of integrity, respect, and accountability. Our Code of Conduct is a guide that outlines the expected behaviors and standards for all members of our college community, including students, faculty, staff, and administration.

The purpose of this Code is twofold: to provide a clear understanding of what is expected in terms of conduct and to ensure that our college remains a safe, inclusive, and productive place for learning and personal growth. It encompasses a range of areas, including academic integrity, personal behavior, respect for others, and adherence to college policies and procedures.

This Code is not merely a set of rules but a reflection of our values as an educational institution. It serves as a reminder that each member of our community is responsible for upholding these values and contributing positively to the college's legacy.

We encourage all members of St. Aloysius College to read, understand, and commit to this Code of Conduct. By doing so, we collectively foster an environment where all individuals can thrive academically, professionally, and personally, rooted in the principles of mutual respect and integrity.

Version 2.0



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1. Society GB

The Governing Body of the Society is integral to the institutional governance of St. Aloysius College. Constituted with a blend of leadership and expertise, its composition includes:

- **President:** Provides visionary leadership, ensuring the alignment of the institution's mission with its actions.
- **Vice President:** Assists the president, taking the helm when needed, and ensures the smooth functioning of the body.
- **Secretary/Treasurer:** Manages the financial assets and records of the society, ensuring fiscal responsibility and transparency.
- **Members (4 in number):** Bring diverse perspectives and expertise to the table, playing a key role in collective decision-making.

Within its mandate, the body executes various pivotal functions:

- **Infrastructure Development:**
 - Commissioning structures like colleges, hostels, libraries, etc.
 - Overseeing maintenance, improvements, or even reconstruction of existing facilities.
- **Asset Management:**
 - Having the authority to manage institutional assets, through means such as mortgage, sale, lease, or exchange.
- **Financial Endeavours':**
 - Collaborating with governmental and authoritative entities to acquire beneficial grants, allowances, rights, and concessions.
 - Overseeing financial operations with various banking institutions, ensuring robust financial health.

This structured governing body, with its well-defined roles and responsibilities, ensures St. Aloysius College's continued legacy of academic and infrastructural excellence.



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2. Governing Body

Aims & Mission:

The Governing Body of St. Aloysius College is deeply rooted in the mission statement and core objectives of the institution. These objectives, periodically reviewed and agreed upon, encapsulate the essence and primary goals of the College. In all its endeavors, the Governing Body remains steadfastly committed to these aims, ensuring that all proposed activities align with the College's foundational values.

The Governing Body is acutely aware of its responsibilities towards all stakeholders, including students, staff, suppliers, peer institutions, and the broader community. It stands firmly against any form of discrimination, advocating for an inclusive environment that respects diversity in all its forms.

Duties & Accountability:

Members of the Governing Body pledge unwavering loyalty to the College, acting with integrity, diligence, and independence. Their actions are geared towards enhancing the College's reputation and fostering trust among all stakeholders. Decisions made by the members are devoid of personal motives, focusing solely on the betterment of the College and its community.

To ensure transparency and fairness, members adhere to the Standing Orders and terms of reference, periodically reviewing them to maintain relevance. They also seek guidance from the Secretary, acknowledging the Secretary's independent advisory role.

The Governing Body and the Principal have distinct yet complementary roles. While the Governing Body sets strategic directions and monitors performance, the Principal is tasked with implementing these decisions within the framework established by the Governing Body.

Composition

- I. Chairman – The Bishop of Catholic Diocesan, Jabalpur
- II. 4 Members St. Aloysius Society nominee
- III. 1 Educationist
- IV. 1 State Govt. Nominee
- V. 1 University Nominee

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- I. 2 Teacher Representatives
- II. 1 Administrative Staff
- III. Secretary – Principal (ex-officio)

UGC Guidelines:

As per the latest guidelines from the UGC for Autonomous Colleges:

- The Governing Body will be reconstituted every three years, with the UGC nominee having a term of six years.
- The Governing Body is mandated to meet at least twice a year.
- The Governing Body has the authority to institute scholarships, approve new academic programs, and undertake activities that align with the institution's objectives.
- The Governing Body's overarching responsibility is to ensure the College's growth and development during its term, positively influencing its governance and management structures.



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3. Principal under Autonomy Guidelines

The code of conduct for a Principal under Autonomy Guidelines outlines the ethical framework and responsibilities of the Principal in managing and leading an educational institution. This code is designed to ensure that the Principal's actions align with the institution's mission and the well-being of its community.

Educational Vision and Governance: The Principal is tasked with shaping the educational vision and mission of the institution, which involves strategic planning and proposing these ideas to the Governing Body for approval. Once the Governing Body makes decisions, it is the Principal's responsibility to ensure that these decisions are effectively implemented, aligning the institution's direction with its agreed-upon educational appeal and mission.

Academic and Institutional Activities: The Principal leads the institution in defining and determining its academic pursuits, ensuring that the educational activities and other institutional functions are of high quality and serve the institution's mission. This involves overseeing curriculum development, research initiatives, community engagement, and any other activities that contribute to the institution's academic standing and reputation.

Financial Management: A Principal is responsible for the financial health of the institution, which includes preparing annual income and expenditure estimates. These estimates must be submitted to the Governing Body for review and approval. Once approved, the Principal must manage the institution's budget and resources, ensuring fiscal responsibility and efficiency within the allocated budget.

Institutional Management and Leadership: The role of the Principal includes the overall organization, direction, and management of the institution. This extends to leading the staff, fostering a culture of excellence, innovation, and inclusivity, and setting the tone for institutional ethos and behavior.

Staff Administration: The Principal's responsibilities encompass staff management, which involves hiring, assigning roles, conducting performance appraisals, and, when necessary, enacting disciplinary measures including suspension or dismissal. The Principal must also



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determine staff compensation and conditions of service according to the framework established by the Governing Body.

Student Discipline: The Principal must uphold student discipline, adhering to the institution's rules and guidelines. This includes the authority to suspend or expel students for disciplinary reasons and to enforce academic standards by expelling students for academic failures, while ensuring that all decisions are fair and transparent.

In all these areas, the Principal is expected to prioritize the interests of the students and the institution above personal interests. Decision-making should be equitable, transparent, and in pursuit of the greater good of the educational community. Disciplinary actions, for both staff and students, should be fair and consistent, adhering to the established guidelines and procedures. By following these principles, the Principal helps to ensure an environment that is conducive to learning, teaching, and overall institutional success.

Strategic Educational Proposals: The Principal is responsible for the strategic development and articulation of the college's educational vision. This involves a systematic approach to proposal development for the Governing Body that is informed by pedagogical research, trend analysis in higher education, and alignment with the institution's long-term strategic plan. Implementation of these strategies requires project management techniques and evidence-based assessment.

Academic and Institutional Determination: The Principal oversees the determination of academic and institutional activities, which requires a data-driven approach to program development and evaluation. This entails the utilization of quantitative metrics for academic performance and the integration of continuous improvement methodologies to enhance institutional offerings.

Fiscal Management and Resource Allocation: In preparing annual financial estimates, the Principal employs financial modeling techniques, cost-benefit analysis, and resource optimization algorithms to ensure efficient allocation and management of the college's



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financial resources. The Principal's role also includes risk assessment and the development of financial contingency plans, in adherence to the Governing Body's fiscal strategies.

Organizational Leadership: The Principal's duties in managing the institution encompass the application of organizational theories and leadership models to foster a productive institutional culture. This includes the deployment of change management processes, staff development programs grounded in instructional design theories, and the adoption of best practices in educational leadership.

Human Resource Management: The Principal's responsibility for staffing involves the application of human resource management systems that incorporate performance metrics, professional development trajectories, and compliance with labor laws and regulations. The Principal must scientifically approach staff appraisal and compensation, implementing equitable and performance-based frameworks that are consistent with institutional policies.

Disciplinary Governance: The Principal is charged with maintaining discipline, which requires a procedural and systematic approach to behavioral management. This includes the establishment of a code of conduct grounded in ethical principles, the application of disciplinary procedures based on empirical evidence of effectiveness, and the implementation of restorative practices where appropriate.

Overall, the Principal's decision-making process should be characterized by empirical rigor, adherence to the scientific method in policy implementation and evaluation, and a commitment to transparency and fairness. These practices ensure that the Principal's management of the college is conducted with a focus on sustainability, accountability, and the promotion of an academically enriching environment.



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4. Controller of Examinations

The Controller of Examinations at St. Aloysius College is entrusted with a significant role that requires adherence to a stringent code of conduct, ensuring the integrity and smooth functioning of the examination process.

Key Responsibilities and Conduct:

1. **Secrecy and Security:** Prioritize the secrecy, safety, and security of all examination-related documents, preventing unauthorized access or leaks.
2. **Honesty and Integrity:** Uphold honesty and integrity as fundamental traits, ensuring ethical conduct in all examination-related activities.
3. **Objective Evaluation:** Ensure that the valuation of answer scripts is performed objectively and impartially.
4. **Conflict of Interest:** Avoid any conflict between personal and professional interests, maintaining professional integrity at all times.
5. **Protection of Examination Materials:** Take special care in safeguarding question papers and implement precautionary measures to prevent any potential leaks.
6. **Timely Results:** Commit to declaring examination results on time, ensuring efficiency and reliability.
7. **Accuracy in Records:** Guarantee that entries in mark-statements are correct, complete, and free from flaws.
8. **Security Measures:** Adhere strictly to security measures for mark-statements and degree certificates, ensuring their integrity.
9. **Staff Honesty:** Ensure not only personal honesty but also cultivate and maintain honesty among all staff members of the Examination Section.
10. **Question Paper Audit:** Conduct thorough audits of question papers to uphold quality and standards.
11. **Addressing Unethical Behavior:** Take immediate and serious action against any violation or unethical behavior by staff members.



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12. Internal and External Marks Correlation: Ensure proper auditing to maintain correlation between internal and external marks.

13. Disposal of Answer Scripts: Securely and safely dispose of answer scripts after the due date, adhering to data protection regulations.

By adhering to this code of conduct, the Controller of Examinations will foster a culture of fairness, transparency, and integrity, thereby upholding the academic standards and reputation of St. Aloysius College.





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5. Academic Integrity

Cases of ethical lapses emanating from institutions of scientific research are increasingly being reported in the news. In this context, we need to create awareness and come up with a set of clear guidelines to maintain academic integrity. A flourishing academic environment entails individual and community responsibility for doing so.

The three broad categories of improper academic behaviour that will be considered are:

1. **Plagiarism** is the use of material, ideas, figures, code or data without appropriate acknowledgement or permission (in some cases) of the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or internet.
- Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- Taking material from class-notes or downloading material from internet sites, and incorporating it in one's class reports, presentations, manuscripts or thesis without citing the original source.
- Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

The resources given at the end of this document explain how to carry out proper referencing, more examples of plagiarism and how to avoid it.

2. **Cheating** is another form of unacceptable academic behaviour and may be classified into different categories:

- Copying during exams, and copying of homework assignments, term papers or manuscripts. Allowing or facilitating copying, or writing a report or exam for someone else.
-



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- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

Some guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- Use proper methodology for experiments and computational work. Accurately describe and compile data.
- Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- Lab notebooks must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patent. Date should be indicated on each page.
- Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- Give due credit to previous reports, methods, computer programs etc with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

3. Conflict of Interest:

A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, work on



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committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts on interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

4. **Individual and Collective Responsibility:**

Some guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- **Student roles:** Before submitting a thesis (M.Sc. or Ph.D.) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should certify that they are aware of the academic guidelines of the Institute, have checked their document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism.
- **Faculty roles:** Faculty should ensure that proper methods are followed for experiments, computations, and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Apart from the student certification regarding a web-check for plagiarism for theses, the Institute will provide some commercial software at Library for plagiarism checking. Faculty members are encouraged to use this facility for checking reports, theses and manuscripts. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity
- **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to



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various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an “F” course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department head.

Upon receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case to case basis.

Resources

1. https://www.iisc.ac.in/wp-content/uploads/2019/02/SIH_2018.pdf
2. <https://www.iisc.ac.in/about/student-corner/academic-integrity/>
3. National Academy of Sciences article “On being a scientist,”
<http://www.admin.cam.ac.uk/univ/plagiarism/>
4. <http://www.aresearchguide.com/6plagiar.html>
5. <https://www.indiana.edu/~tedfrick/plagiarism>
6. <http://www.files.chem.vt.edu/chem-ed/ethics/index.html>
7. http://www.ncusd203.org/central/html/where/plagiarism_stoppers.html
8. <http://sja.ucdavis.edu/files/plagiarism.pdf>
9. <http://web.mit.edu/academicintegrity/>
10. <http://www.northwestern.edu/provost/students/integrity/>
11. <http://www.ais.up.ac.za/plagiarism/websources.htm#info>
12. <http://ori.dhhs.gov/>
13. <http://www.scientificvalues.org/cases.html>



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6. Head of Department (HOD)

Preamble

The Head of the Department (HOD) is a linchpin in the institutional hierarchy, holding significant responsibilities to steer the department towards academic excellence, in alignment with the institution's overarching vision and mission. The role of the HOD is not only administrative but also academic, ensuring the department's growth and fostering a conducive learning environment.

Roles and Responsibilities

Academic Leadership:

- Chart out the academic roadmap for the department in accordance with institutional goals.
- Oversee the design, delivery, and continuous improvement of courses offered by the department.

Administrative Duties:

- Manage departmental resources, including budget allocation and utilization.
- Ensure compliance with institutional policies and external accreditation bodies.

Faculty Development:

- Mentor and guide faculty members, encouraging their professional growth and development.
- Conduct regular performance reviews and facilitate training opportunities.

Research and Development:

- Promote a culture of research within the department, securing necessary resources and collaborations.
- Review and endorse research proposals and publications originating from the department.

Student Engagement and Welfare:

- Address student grievances and ensure a student-centric approach in departmental policies.



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- Foster a conducive learning environment, encouraging extracurricular activities and holistic development.

Stakeholder Interaction:

- Act as the primary point of contact between the department and other institutional bodies.
- Engage with industry stakeholders to ensure curriculum relevance and explore internship and placement opportunities for students.

Continuous Improvement:

- Regularly evaluate departmental processes and outcomes, initiating changes where necessary.
- Be updated with the latest trends in the field and incorporate them into departmental strategies.

Code of Conduct for the HOD

- Integrity: Uphold the highest standards of honesty and transparency in all actions and decisions.
- Leadership: Lead by example, fostering a culture of mutual respect, collaboration, and continuous learning.
- Confidentiality: Safeguard sensitive information pertaining to faculty, students, and departmental affairs.
- Accountability: Take ownership of decisions made and their outcomes, ensuring they align with the institution's best interests.
- Neutrality: Make decisions without personal biases, ensuring fairness and justice.
- Tenure and Appointment

The appointment of the HOD is typically done by the principal, based on academic credentials, leadership qualities, and experience. The tenure is often determined by institutional policies but usually spans multiple years to ensure continuity in leadership and vision.

Note: *The Head of the Department, in every endeavour, should reflect the values, ethos, and aspirations of the institution.*



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7. Code of Ethics for Teachers

The UGC circular states that -

- Teachers should try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet them in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- It also directs teachers to respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics, recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare, inculcate scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- To be affectionate to the students and not behave in a vindictive manner, make themselves available to the students even beyond their class hours and aid students to develop an understanding of our national heritage and national goals.
- Teachers should also refrain from inciting students against other students, colleagues or administration.

Towards Community

As a part of their social duty, teachers should strengthen the community's moral and intellectual life, take part in activities conducive to the progress of society, participate in community activities and shoulder responsibilities of public offices and refrain from any activity which promotes differences in the name of caste, faith, language etc.

The circular states: "A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. Teachers should manage their private affairs in a manner consistent with the dignity



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of the profession, express free and frank opinion as well as participate in extra-curricular activities including community service."

Towards Colleagues

Teachers should, the UGC expects, treat colleagues in the same manner as they themselves wish to be treated and consider non-teaching staff as equal partners. Teachers are refrained from undertaking private tuitions and coaching classes, cooperate in the formulation of policies of the institution by accepting various offices and refrain from taking leave except on unavoidable circumstances.



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8. UGC Students' Handbook on Code of Ethics and Conduct along with Standard Procedures

1. Preamble

This Handbook indicates the standard procedures and practices of St. Aloysius (Autonomous) College (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the College's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.

2. Jurisdiction

- a. The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College related activities and functions.
- b. College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include -
 1. Any violations of the Sexual Harassment Policy of the College against other
 2. Students of the College.
 3. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;



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4. Possession or use of weapons, explosives, or destructive devices off campus
5. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
6. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community. The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

- a. This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.
- b. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that a) he/she shall be regular and must complete his/her studies in the College. b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the College subject to written consent of the Deans c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the College on a scholarship, the said grant shall be revoked.
- c. College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.



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- d. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:
 - e. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - f. Intentionally damaging or destroying College property or property of other students and/or faculty members.
 - g. Any disruptive activity in a class room or in an event sponsored by the College
 - h. Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards
 - i. Participating in activities including-
 - a) Organizing meetings and processions without permission from the College.
 - b) Accepting membership of religious or terrorist groups banned by the
 - c) College/Government of India
 - d) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - e) Unauthorized possession or use of harmful chemicals and banned drugs
 - f) Smoking on the campus of the College
 - g) Possessing, Consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College
 - h) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - i) Rash driving on the campus that may cause any inconvenience to others



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- j) Not disclosing a pre-existing health condition, either physical or psychological, to a Medical Officer which may cause hindrance to the academic progress.
- k) Theft or unauthorized access to others resources.
- l) Misbehavior at the time of student body elections or during any activity of the College.
- m) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
- n) Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- o) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- p) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- q) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
- r) Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.



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- s) Damage to, or destruction of, any property of the College, or any property of others on the College premises.
- t) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- u) Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis
- v) person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4. Breach of Code of Conduct

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- a. Warning- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- b. Restrictions -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- c. Community Service - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.



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- d. Expulsion- Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc.
- e. Monetary Penalty- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- f. Suspension- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc.
- g. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.
- h. Ineligibility to reapply for admission to the College for a period of three years
- i. Withholding the grade card or certificate for the courses studied or work carried out.

5. APPEAL

- a. If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:
- b. I accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- c. Refer the case back to the committee for reconsideration. In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.



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6. Academic Integrity

As a premier institution for research and education, the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its research missions, and hence, violations of academic integrity constitutes a serious offence.

6.1 Scope and Purpose

a. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the College and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: *These examples are only illustrative, NOT exhaustive.*

b. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

c. The principles of academic integrity require that a student,

- Properly acknowledges and cites use of the ideas, results, material or words of others.
- Properly acknowledges all contributors to a given piece of work.
- Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.



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- Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.2 Violations of this policy include, but are not limited to:

1. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.



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f. Paraphrasing or changing an author's words or style without citation.

2. Cheating includes, but is not limited to:

- a. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- b. Allowing or facilitating copying, or writing a report or taking examination for someone else.
- c. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e. Creating sources, or citations that do not exist
- f. Altering previously evaluated and re-submitting the work for re-evaluation
- g. Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

3. **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made



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4. on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- a. Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- d. Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e. Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f. Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a. **Student roles:** Before submitting a thesis (M.Sc. or PhD) to the department, the student is responsible for checking the thesis for



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- b. plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the College, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- c. **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the College's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity
- d. **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the College, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Department Head. Upon receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis



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7. Anti-Ragging

The College has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

The said UGC Regulations shall apply mutatis mutandis to the College and the students are requested kindly to

1. *Ragging constitutes one or more of the following acts:*

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student; indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other students;
- b. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- c. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- d. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- e. any act of financial extortion or forceful expenditure burden put on a student by other students;
- f. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;



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- c. Debarring from appearing in any test/ examination or other evaluation process.
 - d. Withholding results. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
 - e. Suspension/ expulsion from the hostels and mess.
 - f. Cancellation of admission.
 - g. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - h. In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
 - i. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities. The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and
 - j. circumstances of each incident of ragging and nature and gravity of the incident of ragging.
5. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to: i) In case of an order of an institution, affiliated to or constituent part, of the College, to the Principal of the College.

8. SEXUAL HARASSMENT

The College's Policy on prevention and prohibition of sexual harassment at workplace, 2019 shall apply mutatis mutandis to the students of the College which can be accessed and reviewed by the students at <http://www.staloyuscollege.ac.in/misc/harassment.htm> Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not



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limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. STUDENT GRIEVANCE PROCEDURE

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the College campus, they have a substantial interest in the governance of the College. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.



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Resources

1. https://www.iisc.ac.in/wp-content/uploads/2019/02/SIH_2018.pdf
2. <https://www.iisc.ac.in/about/student-corner/academic-integrity/>
3. National Academy of Sciences article "On being a scientist," http://www.nap.edu/openbook.php?record_id=4917&page=R1
4. <http://www.admin.cam.ac.uk/univ/plagiarism/>
5. <http://www.aresearchguide.com/6plagiar.html>
6. <https://www.indiana.edu/~tedfrick/plagiarism>
7. <http://www.files.chem.vt.edu/chem-ed/ethics/index.html>
8. http://www.ncusd203.org/central/html/where/plagiarism_stoppers.html
9. <http://sja.ucdavis.edu/files/plagiarism.pdf>
10. <http://web.mit.edu/academicintegrity/>
11. <http://www.northwestern.edu/provost/students/integrity/>
12. <http://www.ais.up.ac.za/plagiarism/websources.htm#info>
13. <http://ori.dhhs.gov/>
14. <http://www.scientificvalues.org/cases.html>



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1. Finance Committee and Office Staff

The Finance Committee and Office Staff at St. Aloysius College play a crucial role in managing the financial operations and integrity of the institution. Their responsibilities encompass a wide range of financial activities, from account keeping to budget preparation and fund management. It is essential that these duties are performed with utmost professionalism, accuracy, and ethical standards. As such, a specific code of conduct is established to guide the Finance Committee and Office Staff in their responsibilities.

Code of Conduct:

Account Keeping and Compilation:

- Maintain accurate and timely records in all books of accounts.
- Ensure regular compilation of financial statements and reports.
- Manage accounts receivables effectively to ensure prompt recovery of dues.
- Accurately account for student fees and other related transactions.
- Handle student caution deposits responsibly, ensuring proper refund or adjustment as necessary.
- Regularly review expenditure against the budget and take corrective actions as required.
- Manage payables efficiently, ensuring all bills for supplies and services are processed promptly.
- Implement a robust internal audit system.
- Prepare and submit annual financial reports to the competent authority.
- Fulfill any other financial tasks as assigned by college authorities.

Budget Preparation:

- Collect and compile budget details from various departments.
- Prepare the budget for approval by the relevant body.
- Monitor budget execution and report any deviations to the appropriate authority.
- Undertake any additional budget-related tasks as assigned by the college authorities.



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Fund Management:

- Supervise and control various funds, including the Endowment and General funds.
- Invest funds responsibly as per college decisions.
- Manage renewals and withdrawals of deposits to meet expenditures.
- Keep separate accounts for grants and ensure expenditures are made for the intended purposes.
- Explore ways to augment the college's finances.
- Prepare and submit regular cash flow projections.
- Handle any additional fund management tasks as assigned.

Salary and Wages:

- Process payroll accurately and disburse salaries and wages in a timely manner.
- Maintain records of statutory deductions and ensure compliance with relevant laws.
- Prepare remuneration bills for various services and ensure prompt disbursement.
- Manage income tax deductions and compliance, including filing returns and issuing tax certificates.
- Handle professional tax deductions and remittances as per the Act.
- Process payments related to leave encashment, gratuity, and other statutory benefits.
- Manage all matters related to salary disbursements and deductions.
- Oversee sanction and recovery of advances to employees.
- Undertake any additional tasks related to salary and wages as assigned by college authorities.

Adhering to this code of conduct, the Finance Committee and Office Staff at St. Aloysius College are committed to upholding the highest standards of financial management and integrity, ensuring the college's financial health and accountability.



CODE OF CONDUCT

About

कोड ऑफ़ कंडक्ट का हिन्दी में मतलब है आचरण-संहिता या आचारसंहिता. यह किसी व्यक्ति, दल या संगठन के लिए तय किए गए सामाजिक व्यवहार, नियम और ज़िम्मेदारियों का समूह होता है.

आचार संहिता का मतलब है कि हर कर्मचारी को आचार संहिता से वाकिफ़ होना चाहिए और उसका पालन करना चाहिए. हर कर्मचारी को यह सुनिश्चित करना चाहिए कि अनुचित और अनावश्यक खर्च से बचा जाए और वे संगठन की मौजूदा नीतियों का पालन करें. हर कर्मचारी को ईमानदारी, प्रतिबद्धता के साथ काम करना चाहिए और हमेशा संगठन के हितों को प्राथमिकता देनी चाहिए.
