



Ph. No. : 0120-4900197,4981029

Mob. : 9711149573

MODERN COLLEGE OF PROFESSIONAL STUDIES

(Approved by NCTE & Affiliated to C.C.S. University, Meerut)

ANAND INDUSTRIAL ESTATE, MOHAN NAGAR, GHAZIABAD-201007 (U.P.)

Email : info@moderncollege.org | Website : www.moderncollege.org

CODE OF CONDUCT

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1	Code of Conduct for Principal
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3	Code of Conduct for Librarian
4	Code of Conduct for Laboratory In- Charge
5	Code of Conduct for Administrative Office
6	Code of Conduct for Students

Principal

Modern College of Professional Studies
431, Anand Indl. Area,
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PRINCIPAL

The reporting of the principal to the institute's top management (Secretary & Correspondent) and supporting them in the following functions:

- A. Academic/ General Administration / Monitoring
- B. Design and Development
- C. Leadership
- D. Visionary
- E. Planning and Execution

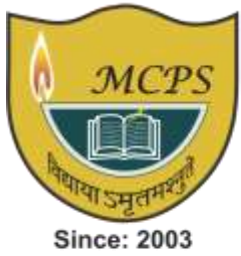
A. Academic/ General Administration / Monitoring

One of the important responsibilities of a principal is regulation of Academic, General Administration, monitoring and executing the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the government monitoring bodies such as C.C.S University Meerut, top management, students and their parents. The following are some of the important responsibilities coming under this category:

- Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- Monitoring the student's discipline and conduct (including attendance) and maintaining the decorum of the institution.
- Monitoring effective teaching as per the prescribed curriculum and as per the teaching methodology recommended by the University / NCTE / Management.
- Monitoring all the procedures to be followed by the office which include admission, fee-collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
- Monitoring all the liaison activities with governmental, corporate and other academic institutions.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, Coordinators, College Academic Council.

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- Maintaining and monitoring the procurement and purchase of all required materials like furniture & fittings, lab equipment, books for the library and any such other requirement for the institution as per the prescribed procedures.
- Monitoring the auditing and inspections of the institution conducted by the regulating bodies such as NCTE, State Government, and C.C.S University.
- Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

B. Design and Development

The principal also needs to take up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the principal:

- Identifying the core competencies of the institution either existing or probabilistic and projecting in the institutional activities.
- Recruiting the right kind of faculty members suitable for the institution keeping in view the future needs of the institution.
- Facilitating and nurturing the faculty and giving all the necessary guidance and support for academic and professional development.
- Designing and developing the working and learning culture in the institution.
- Focusing on the development of necessary infrastructure most prominently the library and laboratories with an international ambience.
- Establishing strong partnerships with industries, institutions that conduct research, and consultancies, as well as signing MOUs to enhance certain college strengths.
- Designing a new and updated policy for promoting our college as a center of excellence.
- Create an environment for internal and external stakeholders can effectively use the system's benefits in accordance with their expectations.
- Developing research and technical consultation facilities in our college for the societal needs.
- Designing and developing college admission procedures and policies that have been approved by management, as well as monitoring admission activities.

C. Leadership

The principal will exhibit the true qualities of a leader by being a role model to their colleagues. The following are some of the leadership functions.

- The principal shall demonstrate himself/herself as an excellent teacher and one of the best among his colleagues.
- Engage in research, training and consultancy in order to establish credentials as an academician of international standards.



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- Establishing high standards of discipline, commitment, and involvement in the work process.
- To inspire all his / her colleagues towards the achievement of the goals of the organization and lead them from the forefront.
- Understanding the problems and concerns of all colleagues and taking care of their requirements.

D. Visionary Functions

These functions are the ultimate functions of a principal. The following are some of the visionary functions:

Creating a long-term plan for the institution and working with top management to put it into action.

- Taking steps at regular intervals to help achieve the vision.
- Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
- Establishing necessary systems, procedures and policies facilitating and realizing the vision.
- Developing a plan and executing the same to attain accreditation like NAAC and other quality systems for college.

E. Planning, Execution and Reporting

- The principal requires preparing long-term as well as short-term plans (concrete documents) and presenting them to the Secretary and Correspondent.
- Principal shall implement and execute the perspective plan of the college.
- The principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken up or intend to take up to the Secretary and Correspondent.
- Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Secretary and Correspondent.
- Oversees the service records of faculty and non-teaching staff and get the service records periodically updated through respective heads of units.
- Planning to conduct a periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow-up of all matters discussed at such meetings.

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TEACHING STAFF

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, his/her students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt by the students. Needles to say that although dedication is un-measurable and intangible but its impact can be felt.
4. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
6. Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: "give respect to command respect".
7. Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all round growth.

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8. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also as far as possible faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
9. Although everybody has a right to look for his / her own career development, faculty member should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside MCPS and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the institute. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.
10. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.
11. Behavior of the faculty member with the fellow staff member / other faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / other faculty member and the management especially before the students.
12. A faculty member must follow the law of the college and should not indulge him/ her in an activity which can be detrimental to the reputation of the institute.

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LIBRARIAN

He/she is responsible for the procurement and provisioning of textbooks, reference books, journals and research papers to the students and the faculty members of the college. The major responsibilities are listed below:

- Maintain a required number of textbooks & reference books as per university/NCTE norms.
- Procure books as demanded/ required by the faculty members duly approved by authorities.
- Ensure automation of the library system which includes functions like a receipt, issue, search, reservation of books, etc.
- Arrange procurement of journals, magazines, newspapers, etc.
- Issue/ receive books to the members of the Book bank and other members of the library.
- Maintain Library records and discipline within the library.
- Maintain books in a good state /get the same bound, if required.
- Maintain membership of DELNET, INDEST, consortium, etc.

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LABORATORY IN-CHARGE

- Up to date maintaining of the Stock Register and Consumable Registers.
- Responsible to find out the requirements of consumables for the laboratory and procure the same, before the commencement of the academic year.
- Plan the procurement of equipment for the coming year/semester in advance. This can be done by making visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges.
- Monitor the adequate Infrastructure facilities in the laboratories.
- Maintain all the laboratories.
- To hold those responsible for any breakage/loss etc. and recover costs from them.
- To ensure the cleanliness of the laboratories and switch off the equipment after use.
- Requisition of consumables shall be submitted to the principal for necessary action.
- Responsible for the movement of any item out of the concerned laboratory and maintaining a register for the same.
- Seating of the Lab in-charges shall be available in the laboratories and maintenance and care of resources/services of the institute are always expected.
- Responsible for maintaining a master record of equipment, Laboratory, models, lab course materials, R&D activities, etc.

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REGISTRAR/ADMINISTRATIVE OFFICE

The major responsibilities of the Registrar and Administrative office are as follows: All matters pertaining to students' admission, attendance, results, records/files, marks sheet, degrees, and convocation.

- Maintenance of all records of Examination forms, scholarship forms, Affiliation, Faculty approvals and communication with the University.
- Compiling Examination records for Theory & Practical Examination.
- Contacting the Examiners & freezing of dates for Practical Examination.
- Maintain the records of appointments of teaching and non-teaching staff.
- Distribution of Marksheets and certificates to the students.
- Responsible for Security and Housekeeping Services.
- Institutional Repair & Maintenance work.
- Purchase & Bill Payment of all Vendors.
- Insurance of Buildings, other Assets & Vehicles of Institutes.
- Monitoring, Hiring & Duty Allotment of all non-teaching staff.
- Maintenance of building and repair work.
- Ensure welfare schemes, leaves, increments, pay & allowance for the employees.
- Communicate with University about students' legal matters and the social welfare department regarding students' scholarships.

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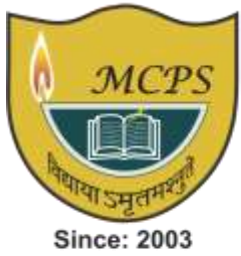
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STUDENTS

1. All students should reach the classroom on time and shall not leave the class without the permission of the teacher.
2. Students must adhere to the Dress Code of the Institute.
3. Every student must carry his / her Identity Card while entering the campus and identify himself with help of the Identity Card whenever ask for.
4. No guests / visitors shall be allowed with the students in the class/lab/ library.
5. Students coming by two wheelers are instructed to wear helmet. They should possess a valid driving license. The vehicle must be parked in the allotted space only.
6. 75% of attendance is mandatory for all students. In the event of continued poor performance in internal tests and poor class attendance by any student, the Director/principal has the authority to withhold permission for him/her to write the university examinations.
7. Students should not enter the office room, staff room or computer lab without permission.
8. Use of mobile phones in the classrooms, Library, labs, workshop area etc. is strictly prohibited.
9. No one will be allowed to listen to Music from any device inside the college campus.
10. Students must help keep the institute neat and clean and also preserve and maintain the greeneries. Eatables / beverages are not allowed inside the study areas including labs, library and workshops. Students should have their tiffin inside the canteen or class room. Smoking and consuming alcohol are prohibited in the premises of the institute.
11. Students must take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated.
12. The behavior of the students, both within and outside the college premises should be decent and befitting to a professional institution.
13. Students shall keep themselves informed of the instructions issued to them from time to time orally or through notices/ circulars and emails.
14. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories.
15. This, being an eco-friendly campus, plastic or other trash should not be thrown inside the college or in the premises.
16. Students are expected to contribute towards the academic/ social/environmental initiatives that the Institute may undertake.

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17. Any unhealthy relationship between the students that might affect their academic performance, breach their personal space or affect the reputation of the institution will be strictly dealt with.
18. Students are prohibited from organizing or attending meetings in the college, distributing notices, collecting money and exhibiting banners, flags, posters etc. without the permission of the Principal.
19. Political/ organizational activities are banned in the campus, except those official activities which are specifically permitted or sponsored by the college authorities.
20. All expressions or activities which are immoral, anti-social, communal and anti-national are strictly prohibited in the College campus.
21. The principal shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the principal and his decision shall be final.
22. Under disciplinary action, the Director/ principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.

Special Request to Parents/Guardians

Parents are requested to contact the college authorities periodically to get first-hand information about the attendance, academic progress, etc. of their wards. Parents are reminded that they are not absolved of their responsibility in the education of their children once their daughters/sons are admitted to the college. They should follow the students' progress in studies and her/his general conduct in and outside the college. Their co-operation is solicited specially to ensure regular attendance of classes.

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