

M E S College of Arts Commerce and Science Malleswaram, Bengaluru

**CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR NON-TEACHING
STAFF OF M E S INSTITUTIONS**

Non-teaching and support staff appointed by the MES, at the Management office as well as at its institutions, shall abide by the following Rules that together constitute the Code of Conduct during their employment with the MES:

1. Personnel appointed by MES at all times exhibit utmost competence, prudence, transparency and a helpful attitude in the discharge of their duties and conduct themselves in a manner that upholds the image of the Society.
2. They are liable to inter-Institutional transfers within the MES group of institutions.
3. They shall accept training or deputation duties within or outside the institutions, as and when so directed by the Management.
4. They shall wear the Institutional ID cards at all times during their stay on the Institutional premises.
5. They shall adhere to the working hours as stipulated by the MES Management /HOI/ HOD of the Institution.
6. They shall participate and help in all institutional, academic, cultural and extra-curricular activities and serve in any capacity in such functions as may be called upon.
7. They shall adhere to the norms of biometrics/ institutional digital campus solutions and such others as required by the Management, from time to time.
8. They shall be responsible for the properties/equipment/furniture/library resources or any such other items as entrusted to them by the Management or the HOI.
9. They shall undertake additional duties related to stock verification, extra-curricular activities, etc. as may be allotted by the HOI/Management from time to time.
10. They shall refrain from using their mobile phones inside the institution during office hours.
11. They shall not Indulge in, or encourage, any form of malpractice connected with examination or any unlawful activity and treat all stakeholders (students, parents, administrators and teachers) with due concern and cordiality.
12. During the period of their service, they cannot join any other Institution or pursue any course of studies without the prior written approval of the Head of Institution.
13. They cannot absent themselves without prior sanction of leave or without previous permission of the Head of the Institution. They cannot leave the country without prior sanction from the MES Management.
14. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require leave of any kind may be refused or revoked by the management,

on a case-to-case basis.

15. They cannot accept any remuneration related to any job from any source other than the Institution or engage in business without the knowledge of the authorities.
16. They shall not enter into any monetary transactions with any student or parent; nor shall exploit one's influence for any personal ends.
17. They shall not directly or indirectly, knowingly or otherwise interfere in the governance/admissions/other activities of any MES institution.
18. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues.
19. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
20. They shall refrain from taking part in activities having potential to spread a feeling of hatred or enmity among different communities, religion, caste, category or linguistic groups.



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CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHERS OF M E S INSTITUTIONS

1. Teachers shall at all times conduct themselves in a manner that inspires, motivates, persuades and guides students in their educational endeavors.
2. Teachers appointed by MES are liable to inter-Institutional transfers within the group of institutions under it, and must be willing to accept training or deputation duties as and when directed by the Management.
3. Teachers are expected to wear the Institutional ID cards during their stay on the Institutional premises, as also insist the same from their students, and adhere to the dress code of the institution viz. sarees for lady staff members and formal dress for male staff members.
4. Teachers shall adhere to the working hours as stipulated by the Institution, MES Management or concerned regulatory authority.
5. Teachers shall attend the morning assembly and participate in all cultural and extra-curricular activities, and serve in any capacity in such functions as called upon.
6. Teachers shall adhere to the norms of biometrics/Institutional digital campus solutions as required by the Management.
7. Teachers shall be responsible for the equipment/furniture entrusted to them.
8. Teachers shall diligently undertake additional duties such as stock verification, etc. assigned to them by the HOI/Management from time to time.
9. Use of mobile phones is strictly not permitted in the Classrooms, Labs and Corridors, except for taking attendance under the ERP package/Nipomo campus solutions package.
10. Teachers shall not Indulge in or encourage any form of malpractice connected with examinations or any unlawful activity, and refrain from inciting students against other students/teachers/administrators/management members
11. During the period of their service, teachers cannot join any other Institutions or pursue any course of studies without the prior approval of the Head of Institution/Management.
12. Teachers cannot absent from the institution without prior sanction of leave or without previous permission of the HoI. They cannot leave the country without prior sanction from the MES Management.
13. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require, leave of any kind may be refused or revoked by the management, on a case-to-case basis.

14. Teachers cannot accept any remuneration related job from any source other than officially-permitted or engage in any business.
15. Teachers shall keep pace with the advancement in their subject domain in particular and in the area of education generally and shall constantly strive to endeavour to upgrade their skills, including ICT skills.
16. All teachers are responsible for maintaining their Class Attendance Register, Lesson Plan Book, Daily Diary and Examination Registers. For any loss of the records, they shall be solely accountable.
17. All teachers are required to get their Lesson Plan Book signed every fortnight and the Daily work Diary every week, from the HOD/HOI respectively.
18. All teachers are strictly forbidden from inflicting any corporal punishment upon any student notwithstanding any compelling circumstances whatsoever. They shall also exhibit utmost fairness in their assessment of the students without any bias.
19. Teachers shall strive to develop the institution as a community and human resource development centre, providing knowledge and information and developing skills and attitudes as needed for such development.
20. Teachers shall not knowingly or willfully neglect their duties, including correction of class-work or homework or assignments submitted by the students.
21. Teachers shall not discriminate against any student on the ground of gender, caste, creed, language, place of origin, social and/or cultural background.
22. Teachers shall not enter into any monetary transactions with any student or parent; nor shall they exploit their influence for any personal ends.
23. Teachers cannot undertake private tuitions to any students or other persons as per the norms of the regulatory bodies.
24. Teachers shall publish any book/s or keys/guides on their own or assist in such publications directly or indirectly, only with the prior permission from the Management.
25. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues and refrain from divulging confidential information about the students/institution to any outsiders.
26. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
27. They shall refrain from being in touch with the students on any social media like WhatsApp, Twitter, Facebook, Instagram etc., or get unduly friendly or personal with them or have any interaction, which goes beyond the classroom.

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Code of Conduct for Students of M E S Institutions

Students are expected to adhere to the rules and regulations and follow the code of conduct.

1. Students must come in formal attire and wear the college identity card compulsorily.
2. Discipline should be maintained in the campus.
3. Ragging is strictly prohibited under UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions 2009, under section 26(1)(g) of the UGC Act 1956. Disciplinary action will be taken against those who indulge in ragging.
4. Good manners are expected of students. Rude behaviour with the staff and fellow students will be strictly dealt with.
5. Use of mobile phones within the campus is restricted for academic purpose only.
6. Loitering within the campus is strictly prohibited especially, during the class hours.
7. Students should not cause any damage to the institutional property.
8. Regularity in attending the classes is mandatory.
9. Students should keep the campus clean.
10. Students are expected to uphold the culture and values of the institution.


