

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA

Annual Awareness Programme on Code of Conduct

Plan of action for the academic year: 2020-21

Maris Stella College has a prescribed code of conduct for staff and students which is printed in the College Handbook and Education Manual and is also displayed on the college website. The management believes that to guide and equip the staff and students in moral and ethical values is a primary responsibility. To discharge this responsibility, it conducts awareness programmes regularly so that the staff and students are enabled to carry out their duties and responsibilities by adhering to the rules and regulations and prescribed code of conduct.

The IQAC prepares annual action plans to create awareness on the code of conduct through awareness programmes, motivational sessions and guest lectures for the staff and students. The plans for 2020-21 are:

For students:

1. Awareness programmes and guest lectures to orient students on aspects that govern them during their course of study in the college to become responsible citizens:
 - (i) Rules and Regulations of the College
 - (ii) Vision & Mission and Core Values of the college
 - (iii) Code of Conduct
 - (iv) Human Values and Professional Ethics
 - (v) Discipline and Friendship
 - (vi) Health and Hygiene
 - (vii) Anti-ragging
 - (viii) Fostering Healthy Relationships
 - (ix) Tolerance and Harmony
 - (x) Patriotism and Constitutional Obligations
 - (xi) Leadership Qualities & Citizenship
 - (xii) Malpractices and Plagiarism

The following occasions will be used to drive home the code of conduct expected from staff and students by inviting eminent persons from the educational institutions, corporate sectors, police department, judiciary, health department etc:

- (i) Student Induction Programme (ii) Student Orientation Programmes
- (iii) Leadership Training Programmes (iv) Mentoring
- (v) Activities organized by Anti-Ragging Committee
- (vi) Celebration of National Festivals and Commemorative Days
- (vii) Fests & Cultural week (viii) Departmental Activities

- 2. Life Skill Courses: (i) Human Values and Professional Ethics (ii) Personality Development (iii) Health & Hygiene
- 3. Skill Development Courses: (i) Research Methodology (ii) Public Relations

For non-teaching, administrative and support staff:

- 1. Orientation programme for newly appointed staff members on rules and regulations of the college, code of conduct, workspace policies, vision & mission of the college
- 2. Guest lectures and motivational talks on healthy relationships, professional ethics and teamwork

For faculty:

- 1. Orientation programme for newly appointed faculty members on rules and regulations of the college, code of conduct, workspace policies, vision & mission of the college
- 2. Orientation programme for new HoDs about roles and responsibilities
- 3. Guest lectures on research methodology, professional ethics, teamwork and maintenance of healthy relationships

The roles and responsibilities are assigned to the student representatives, faculty coordinators of different committees/cells, HoDs, Deans of academic affairs, Deans of student affairs,

Controller of examinations, Vice-Principals to schedule and implement the plan of action on code of conduct prepared by the IQAC.