



HANDBOOK OF  
**CODE OF CONDUCT**  
OF  
**MANIKPUR ANCHALIK COLLEGE**



**DISCIPLINE • RESPECT • INTEGRITY • RESPONSIBILITY**

*Learn Today, Lead Tomorrow*



**SESSION 2026-27**

## ***From the Principal's Desk***

It gives me great pleasure to present the Code of Conduct Handbook of Manikpur Anchalik College. This handbook has been prepared to promote discipline, integrity, accountability, and mutual respect among all stakeholders of the institution.

Established in 1993 and provincialized in 2013, Manikpur Anchalik College has been committed to providing quality higher education and fostering the holistic development of students, particularly those from the surrounding rural and semi-urban areas. The college strives to create an academic environment that nurtures knowledge, values, responsibility, and ethical conduct.

The Code of Conduct Handbook outlines the standards of behaviour and responsibilities expected from students, teachers, non-teaching staff, Heads of Departments, Governing Body members, hostel residents, and other stakeholders. It reflects the institution's commitment to academic excellence, professional ethics, and good governance in accordance with the guidelines of the UGC and other statutory bodies.

I encourage all members of the college community to familiarize themselves with the provisions of this handbook and adhere to them in both letter and spirit. Collective commitment to these principles will help maintain the dignity, harmony, and reputation of our institution.

With best wishes,



Principal  
Manikpur Anchalik College  
Bongaigaon, Assam  
**Principal**  
**Manikpur Anchalik College**  
**Manikpur**

## INTRODUCTION

The Code of Conduct of Manikpur Anchalik College has been formulated to provide a clear framework of expected behaviour and responsibilities for all stakeholders associated with the institution. It reflects the college's commitment to academic excellence, integrity, accountability, and mutual respect.

Manikpur Anchalik College has grown over the years as a prominent Centre of higher education dedicated to expanding educational opportunities for students from diverse socio-economic backgrounds. Established in 1993 and provincialized in 2013, the college has consistently worked towards fostering intellectual growth, ethical values, and social awareness among its learners. The institution strives to create a supportive academic environment that encourages knowledge, character building, and responsible citizenship.

This Code of Conduct outlines the standards of behaviour expected from students, teachers, administrative personnel, non-teaching staff, hostel residents, and other stakeholders. It aims to maintain a safe, inclusive, and disciplined campus environment conducive to learning, research, and personal development. The provisions of this handbook are aligned with the guidelines of the University Grants Commission (UGC), affiliating university regulations, Government norms, and relevant statutory provisions. It also reflects the institutional commitment to transparency, fairness, and good governance in all academic and administrative processes.

The Code of Conduct is not merely a set of rules but a guiding document intended to foster cooperation, responsibility, and respect within the college community. Adherence to these principles will help maintain institutional harmony, uphold the dignity of the college, and strengthen its academic reputation.

All members of the college community are expected to familiarize themselves with the provisions of this handbook and comply with them in both letter and spirit. Collective commitment to these standards will contribute to the creation of a progressive, inclusive, and ethically grounded educational environment.

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# **CODE OF CONDUCT**

## **INTRODUCTION**

A Code of Conduct is a set of guiding principles meant to promote discipline, responsibilities and professional integrity of all the stakeholders of the college. It serves as a framework to promote discipline, accountability, transparency and academic excellence. To ensure a harmonious and accountable institutional environment, Manikpur Anchalik College has prepared this Handbook of Code of Conduct which outlines the responsibilities and duties of all stakeholders of the College.

## **OBJECTIVES**

- Promote a culture of integrity, discipline, and professionalism within the institution.
- Ensure ethical behaviour and accountability among all stakeholders.
- Maintain a safe, inclusive, and respectful academic environment.
- Provide clear guidelines for conduct and responsibilities of students, teachers, principal, and staff.

## **SCOPE and APPLICABILITY**

- Students
- Teachers
- Principal
- Head of the Departments
- Non-teaching Staff
- Parents/ Guardians
- Hostel Residents
- Library

# **GENERAL INSTITUTIONAL VALUES AND**

## **1. INTRODUCTION**

The institution is committed to fostering an academic environment rooted in integrity, respect, inclusivity, and social responsibility. Institutional values guide the behaviour of all stakeholders—students, teachers, administrators, and staff—and contribute to a culture of ethical governance and academic excellence.

These values are aligned with the principles of the Indian Constitution, UGC regulations, and the vision of higher education under NEP 2020.

## **2. CORE INSTITUTIONAL VALUE**

The institution promotes honesty and transparency in all academic activities, including teaching, learning, research, and evaluation. Plagiarism, unfair practices, and academic misconduct are strictly discouraged.

### **Respect and Inclusivity**

All members of the institution are expected to respect diversity and uphold equality irrespective of gender, caste, religion, language, ethnicity, or socio-economic background.

### **Professionalism and Accountability**

Teachers, staff, and administrators shall perform their duties with sincerity, transparency, and accountability while maintaining the dignity of their profession.

### **Discipline and Responsibility**

Students and employees are expected to maintain discipline, follow institutional rules, and contribute to a harmonious academic environment.

### **Gender Sensitivity and Safety**

The institution is committed to providing a safe and inclusive campus environment. Mechanisms such as the Internal Complaint Committee (ICC) ensure protection against gender-based harassment and discrimination.

## **Social Responsibility**

The institution encourages community engagement, environmental awareness, and responsible citizenship among students and staff.

## **Transparency and Ethical Governance**

Institutional decisions and administrative practices shall be guided by fairness, transparency, and accountability in accordance with statutory regulations.

## **3. Institutional Commitment**

The institution commits to upholding these values through:

- Transparent governance and responsible administration
- Promotion of ethical teaching and research practices
- Protection of the rights and dignity of all stakeholders
- Ensuring a safe, inclusive, and disciplined campus environment
- Continuous quality improvement through internal mechanisms such as IQAC

## **CODE OF CONDUCT FOR THE STUDENTS**

### **RULES & REGULATIONS REGARDING INTERNAL / SEMESTER EXAMINATIONS:**

1. Student should maintain silence in the examination hall.
2. Students should carry identity card for internal examination and Admit Card for semester examinations.
3. Students are not allowed to enter the exam hall after fifteen minutes of the commencement of examination.
4. Carrying mobile phones during examinations is strictly prohibited. Any student found indulging in malpractice or using unfair means in the examination shall be expelled from the examination hall.
5. The students must be entered in the examination hall before 15 minutes of the commencement of examination.

## **GENERAL RULES FOR STUDENTS:**

1. Students shall attend classes regularly and maintain prescribed attendance (75%).
2. Students should follow all the college rules, academic calendar, and examination guidelines. They shall follow anti-ragging and gender-sensitivity norms of the college.
3. Students shall promote harmony, inclusivity, and respect for diversity. They should respect teachers, staff, fellow students, and visitors.
4. Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus. Students should not indulge in hooliganism when they are in the college premises. Any such activity is a serious offence with the student liable to be suspended or rusticated.
5. Students are expected to maintain cleanliness in the campus and must not litter. Consumption of junk food is strictly prohibited within the college campus.
6. Students should ensure that no damage is done to college property and the same shall be considered a punishable offence. Use of internet, computers, laptops and tablets by the students within the college campus, must be strictly restricted to academic purpose only.
7. Theft or abuse of the Institute computers and other electronic equipment such as computer, tube light and bulbs, fans and other services which includes unauthorized entry, use, tamper, etc. of Institute classrooms, computers, networks and other restricted facilities and interference with the work of others is a punishable offence.
8. Presence of every student is mandatory in the induction meeting chaired by the Principal or convened by the department on commencement of an academic session.
9. Students are not supposed to bring expensive camera mobile phones to the college. The loss of the same will solely be the responsibility of the student.
10. Scholarship amount of the student will be released only when all the scholarship holders put in 75% attendance every month.

## **USE OF LIBRARY**

1. Students must carry a valid college identity card while using the library. Entry to the library shall be permitted during the notified library hours only.
2. Silence must be strictly maintained in the library premises. Mobile phones should be kept in silent mode.
3. Eating, drinking, or bringing food items into the library is not allowed.
4. Books, journals, and other materials should be handled with care. Writing, marking, folding pages, or damaging library materials is strictly prohibited.
5. Borrowed books must be returned on or before the due date. Late return of books may attract fines as per library rules.
6. Loss or damage of library materials must be compensated by replacing the item or paying the cost as determined by the library authority.

## **STRICTLY PROHIBITED CONDUCT UNDER THE CODE:**

1. Assaulting, Harassing, Intimidating or Threatening another individual or group.
2. Endangering the health or safety of others, stealing, misusing, destroying, defacing or damaging college property or property belonging to someone else.
3. Using, possessing or distributing illegal drugs, consumption of alcohol in the College campus.

## **DISCIPLINARY ACTION AGAINST VIOLATION OF RULES:**

Violation may result in:

1. Warning or fine
2. Suspension from classes or other activities
3. Expulsion from college in serious cases

The decision of the disciplinary authority shall be final.

## **CODE OF CONDUCT FOR TEACHERS:**

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a greater role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. Students also consider them as their role model. A definitive code for teachers of this Institution encompasses the following:

## **GENERAL RULES FOR TEACHERS:**

### **Teachers shall:**

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. They shall Prepare lesson plans and adopt innovative and learner-centric teaching method.
2. Complete the prescribed syllabus within the stipulated time. Maintain punctuality and regularity in classes, examinations, meetings, and institutional activities.
3. They shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
4. They should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. Maintain professional boundaries with students at all times.
5. Inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge. The teacher should instil a scientific and democratic outlook among his students.
6. Participate in research, seminars, workshops, FDPs, and professional development programmes.
7. Teachers shall maintain honesty and fairness in evaluation and assessment. Uphold confidentiality of examination records and institutional matters. Avoid discrimination on the basis of gender, caste, religion, region, language, or socio-economic background.
8. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
9. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.

## **PROHIBITED CONDUCT OF TEACHERS**

The following actions are strictly prohibited:

1. Plagiarism or academic dishonesty
2. Sexual harassment or any form of misconduct to any student or any fellow teachers.
3. Discrimination, favouritism, or abuse of authority,
4. Disclosure of confidential information without authorization.
5. Misuse of institutional resources for personal gain

## **DISCIPLINARY ACTION AGAINST VIOLATION OF RULES:**

Violation of this Code may result in:

1. Served with a Show Cause Notice
2. Suspension
3. Disciplinary action as per Government/UGC service rules
4. The decision of the competent authority shall be final and binding.

## **PROFESSIONAL ETHICS FOR TEACHERS**

### **1. INTRODUCTION**

Teachers play a vital role in shaping the intellectual, moral, and social development of students. In accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges (2018), teachers are expected to maintain the highest standards of professional ethics and integrity in their academic and professional activities.

## **2. PROFESSIONAL ETHICS**

Teachers shall:

- Adhere to responsible patterns of conduct and behavior expected of the teaching profession.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinions by participation in professional meetings, seminars, conferences, etc.
- Maintain active membership in professional organizations and strive to improve education and knowledge.
- Perform duties in the form of teaching, tutorials, practicals, seminars, and research work conscientiously and with dedication.

## **3. Responsibilities Towards Students**

Teachers shall:

- Respect the right and dignity of students.
- Encourage students to improve their attainments and develop their personalities.
- Be fair and impartial in academic evaluation.
- Avoid discrimination based on caste, religion, gender, language, or socio-economic background.
- Refrain from harassment or exploitation of students in any form.

## **4. Responsibilities Towards Colleagues**

Teachers shall:

- Treat colleagues with respect and dignity.
- Maintain cooperative relationships with fellow teachers and staff.
- Refrain from making unsubstantiated allegations against colleagues.
- Encourage a spirit of academic cooperation and teamwork.

## **5. Responsibilities Towards the Institution**

Teachers shall:

- Adhere to institutional policies and regulations.
- Participate in academic and administrative activities of the institution.
- Protect and responsibly use institutional property and resources.
- Work for the development and reputation of the institution.

## **6. Responsibilities Towards Society**

Teachers shall:

- Promote constitutional values such as equality, secularism, and social justice.
- Contribute to community development and social awareness.
- Encourage students to engage in responsible citizenship and community service.

## **Code of Conduct for the Principal**

### **1. Introduction**

The Principal is the academic and administrative head of the institution and is responsible for maintaining academic standards, administrative efficiency, and institutional integrity. The Principal shall perform duties in accordance with the provisions of the UGC Regulations, Government rules, and the statutes of the affiliating university, while upholding the highest standards of ethics and professionalism.

### **2. Duties and Responsibilities**

The Principal shall:

- Provide academic and administrative leadership to the institution.
- Ensure effective implementation of university statutes, UGC regulations, and Government policies.
- Promote quality in teaching, learning, research, and extension activities.

- Encourage faculty development through research, seminars, workshops, and training programmes.
- The Principal is also supposed to properly maintain the self-assessment reports of teachers and their service books.
- The Principal will also take into account any other work related to the college/institution relating to the administration of the institute as may be assigned to him/her by the Management from time to time.
- The Principal shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.
- The Principal possess the right to grant medical/ casual/ earned/duty leave to college staff members subject to the rules enshrined for the same.
- Ensure proper functioning of institutional bodies such as IQAC, statutory committees, and academic councils.
- Maintain discipline and a conducive academic environment in the institution.
- Ensure transparent financial management and proper utilization of institutional resources.
- Facilitate student welfare and holistic development through academic and extracurricular activities.

### **3.Financial Administration:**

- Subject to the budget allocations for a specific area of expenditure, the Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time,
- Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
- All contracts for and on behalf of the college, when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college, shall be executed by the Principal.

- The Principal shall forward monthly salary bills of all the staff of the college to the government and the concerned sections for necessary action. The Principal shall countersign TA bills.
- The Principal or the officer delegated with such powers shall countersign all kinds of scholarship bills in respect of students of the college.
- Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

#### **4 Ethical Standards**

The Principal shall:

- Maintain integrity, fairness, and impartiality in decision-making.
- Promote equality, inclusiveness, and respect for diversity.
- Encourage democratic participation and consultative decision-making.
- Uphold confidentiality in sensitive institutional matters.
- Act as a role model for teachers, staff, and students in maintaining professional ethics.

#### **5. Prohibited Conduct**

The Principal shall not:

- Misuse institutional authority or resources for personal benefit.
- Engage in favouritism, discrimination, or unfair practices.
- Violate statutory regulations or institutional policies.
- Disclose confidential information without proper authorization.

#### **6. Disciplinary Action**

Any violation of this Code may invite disciplinary proceedings as per the UGC regulations, Government service rules, and statutes of the affiliating university. The competent authority shall take appropriate action in accordance with applicable laws and regulations.

## **7. Commitment Clause**

By accepting the office, the Principal commits to uphold the values, mission, and academic integrity of the institution and to discharge duties with honesty, transparency, and dedication.

## **CODE OF CONDUCT FOR THE HEAD**

### **INTRODUCTION**

The Head of the Department (HOD) plays a crucial role in academic leadership, departmental administration, and coordination between faculty members and institutional authorities. The HOD is responsible for ensuring effective teaching-learning processes, maintaining discipline within the department, and supporting institutional goals in accordance with university regulations, UGC guidelines, and institutional policies.

### **2. DUTIES AND RESPONSIBILITIES**

The Head of the Department shall:

- Provide academic leadership and guidance to faculty members and students of the department.
- Ensure proper implementation of the academic curriculum and timely completion of the syllabus.
- Prepare departmental plans, schedules, and academic activities in accordance with the academic calendar.
- Monitor attendance, academic performance, and academic progress of students.
- Encourage faculty members to participate in research, seminars, workshops, and professional development programmes.
- Maintain departmental records, reports, and documentation required for academic and administrative purposes.
- Coordinate with the Principal, IQAC, and other institutional bodies in academic and administrative matters.
- Facilitate smooth functioning of departmental meetings, academic discussions, and decision-making processes.

- The Head of the Department shall maintain and monitor the leave records of the faculty members of the department and forward them to the competent authority for necessary approval.
- The guidelines and directives issued by the IQAC are implemented at the departmental level through the initiative and coordination of the Head of the Department.

### **3. ETHICAL STANDARDS**

The Head of the Department shall:

- Maintain fairness, transparency, and impartiality in academic and administrative decisions.
- Encourage a cooperative and respectful environment within the department.
- Promote academic integrity and ethical practices in teaching, research, and evaluation.
- Respect diversity and ensure equality among students and staff members.
- Uphold the dignity and reputation of the institution.

### **4. PROHIBITED CONDUCT**

The Head of the Department shall not:

- Engage in favouritism or discrimination in academic or administrative matters.
- Misuse departmental authority or institutional resources for personal benefit.
- Disclose confidential information related to students, staff, or institutional matters without authorization.

### **5. DISCIPLINARY ACTION**

Violation of this Code may invite disciplinary proceedings in accordance with institutional rules, university statutes, and Government regulations.

## **6. COMMITMENT ACTION**

By accepting the responsibility of Head of the Department, the individual agrees to uphold the principles of academic leadership, professionalism, and ethical governance in the best interest of the institution.

### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

Non-teaching staff of a college ensure efficient administrative functioning and service delivery within the institution.

### **GENERAL RULE FOR NON-TEACHING STAFF**

Staff shall:

1. Perform assigned duties honestly, sincerely and punctually. Maintain accurate records and documentation.
2. Follow instructions and orders of competent authority/ Principal.
3. All matters related to UGC/College to be checked corrected and make available to the Principal.
4. All non-teaching staff shall sign the attendance at the beginning of the College before 10 A.M. and work for the proper functioning of the College.
5. No non-teaching staff shall absent themselves without written prior permission of the Principal as a matter of course.
6. Any habitual late coming or absence without proper permission will be viewed seriously and appropriate action will be taken.
7. The non-teaching staff should acquaint themselves with the college policies and adhere to them to the best of their ability.
8. Non -teaching staff should not indulge in any disrespectful behavior with the teachers and students. Support academic and administrative activities.
9. The staff should ensure that service book of all teachers should be kept updated and properly maintained.

10. The staff should assist teachers in college work if the need arises as per the directions of the Principal.
11. The Accounts department should prepare, examine and analyse accounting and other financial records and other financial statements from time to time.
12. The Accounts section should also ensure that the necessary documents and records related to various committees are systematically arranged and show no discrepancy.
13. They must protect confidential information.

### **PROHIBITED CONDUCT OF NON-TEACHING STAFF:**

1. Corruption or illegal gratification.
2. Harassment or discrimination.
3. Misuse of official records or property.
4. All members of the non-teaching staff are requested to refrain from any activity which will lead to the disruption of the peace and calm of the Campus and shall not indulge themselves in activities prejudicial to the interest of the Institution or other individual staff members like incitement, abuse, and assault including reference to Community

### **DISCIPLINARY ACTION**

Violation may result in disciplinary action as per Government service rules.

### **CODE OF CONDUCT FOR HOSTEL RESIDENTS**

#### **1. INTRODUCTION**

The Boys' Hostel is provided to facilitate a safe, disciplined, and conducive environment for students pursuing their academic activities. Hostel residents are expected to maintain decorum, mutual respect, and responsible behaviour to ensure peaceful community living.

## **2. DUTIES AND RESPONSIBILITIES**

Hostel residents shall:

- Follow the rules and regulations prescribed by the hostel authority.
- Maintain discipline and cooperate with the Hostel Warden and hostel staff.
- Adhere to the prescribed hostel entry and exit timings.
- Maintain cleanliness and hygiene in hostel rooms and common areas.
- Use hostel facilities and property responsibly.
- Inform the warden in case of illness, emergency, or absence from the hostel.

## **3. ETHICAL STANDARDS**

Hostel residents shall:

- Respect the rights, privacy, and dignity of fellow residents.
- Maintain peaceful and cooperative relations with other students.
- Promote a healthy academic environment within the hostel.
- Follow the principles of mutual respect and responsible conduct.

## **4. PROHIBITED CONDUCT**

The following activities are strictly prohibited in the hostel:

- Ragging in any form.
- Consumption or possession of alcohol, tobacco, drugs, or any intoxicating substances.
- Bringing unauthorized persons into the hostel rooms.
- Gambling, fighting, or creating disturbance.
- Damage or misuse of hostel property.
- Use of electrical appliances without permission from hostel authorities.

## **5. DISCIPLINARY ACTION**

Violation of hostel rules may result in:

- Warning or fine
- Suspension of hostel privileges
- Expulsion from the hostel

## **6. COMMITMENT CLAUSE**

By residing in the Boys' Hostel, every student agrees to abide by the hostel rules and regulations and to maintain discipline and harmony within the hostel premises.

## **CODE OF CONDUCT FOR THE PARENTS/ GURDIANS**

### **1. INTRODUCTION**

Parents and guardians play an important role in supporting the academic development, discipline, and overall well-being of students. The institution encourages constructive cooperation between parents/guardians and the college to maintain a healthy academic environment and to promote the holistic development of students.

### **2. DUTIES AND RESPONSIBILITIES**

Parents/guardians shall:

- Encourage their wards to maintain discipline, regular attendance, and academic commitment.
- Ensure that their wards comply with the rules and regulations of the institution.
- Maintain regular communication with teachers and the institution regarding the academic progress and well-being of their wards.
- Attend parent-teacher meetings or guardian meetings when invited by the college.
- Inform the institution in case of any serious personal, medical, or behavioural issues concerning their ward.

### **3. ETHICAL STANDARDS**

Parents/guardians shall:

- Respect the authority and decisions of the institution and its staff.
- Maintain courteous and respectful communication with teachers, staff, and administrators.
- Cooperate with the institution in maintaining discipline and a conducive academic atmosphere.

### **4. PROHIBITED CONDUCT**

Parents/guardians shall not:

- Interfere with the academic or administrative functioning of the institution.
- Use abusive language or behave disrespectfully toward teachers, staff, or other students.
- Attempt to influence academic evaluation, admission procedures, or institutional decisions unfairly.

### **5. DISCIPLINARY MEASURES**

In case of serious misconduct or violation of institutional rules by students, parents/guardians may be called upon to cooperate with the institution in resolving the matter in accordance with institutional policies.

### **6. COMMITMENT CLAUSE**

Parents/guardians are expected to support the institution in maintaining discipline, academic integrity, and a positive learning environment for all students.

### **CODE OF CONDUCT FOR LIBRARY USERS**

The library is a vital academic resource that supports teaching, learning, and research activities of the institution. All library users are expected to maintain discipline, respect

library resources, and follow the prescribed rules to ensure a peaceful and productive study environment.

## **2. DUTIES AND RESPONSIBILITIES**

Library users shall:

- Carry a valid college identity card while using the library.
- Maintain silence and discipline inside the library premises.
- Follow the instructions of the librarian and library staff.
- Use library books, journals, and other materials carefully.
- Return borrowed books within the prescribed time.
- Maintain cleanliness and proper decorum within the library.

## **3. ETHICAL STANDARDS**

Library users shall:

- Respect the rights of other users by maintaining a quiet study environment.
- Use library facilities only for academic and research purposes.
- Handle books, journals, and digital resources responsibly.
- Respect library property and institutional resources.

## **4. PROHIBITED CONDUCT**

The following activities are strictly prohibited in the library:

- Making noise or disturbing other users.
- Writing, marking, or tearing pages from books or journals.
- Using mobile phones in a disruptive manner.
- Bringing food or beverages into the library.
- Unauthorized removal of library materials.
- Damage or misuse of library furniture or equipment.

## 5. Disciplinary Action

Violation of library rules may result in:

- Warning or suspension of library privileges
- Fine for late return of books
- Replacement or payment for lost or damaged materials
- Further disciplinary action as per institutional rules

## 6. Commitment Clause

All library users are expected to follow the library rules and cooperate with library authorities in maintaining discipline and preserving library resources for the benefit of the academic community.

## MONITORING AND ENFORCEMENT MECHANISM

To ensure effective implementation of the Code of Conduct, the institution has established appropriate mechanisms to address grievances, misconduct, and violations in a fair and transparent manner.

The Principal, being the head of the institution, oversees the enforcement of the Code of Conduct and ensures that disciplinary measures are taken in accordance with institutional rules and statutory provisions.

The following bodies assist in monitoring and enforcement:

- **Anti-Ragging Cell:** Ensures a ragging-free campus in accordance with UGC regulations.
- **Students' Grievance Redressal Cell:** Addresses academic and non-academic grievances of students.
- **Internal Complaint Committee (ICC):** Deals with complaints related to sexual harassment and gender-based misconduct as per the POSH Act.

Appropriate action is taken based on the recommendations of these bodies under the authority of the Principal.

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## **CODE OF CONDUCT**

### **INTRODUCTION**

A Code of Conduct is a set of guiding principles meant to promote discipline, responsibilities and professional integrity of all the stakeholders of the college. It serves as a framework to promote discipline, accountability, transparency and academic excellence. To ensure a harmonious and accountable institutional environment, Manikpur Anchalik College has prepared this Handbook of Code of Conduct which outlines the responsibilities and duties of all stakeholders of the College.

### **OBJECTIVES**

- Promote a culture of integrity, discipline, and professionalism within the institution.
- Ensure ethical behaviour and accountability among all stakeholders.
- Maintain a safe, inclusive, and respectful academic environment.
- Provide clear guidelines for conduct and responsibilities of students, teachers, principal, and staff.

### **SCOPE and APPLICABILITY**

- Students
- Teachers
- Principal
- Head of the Departments
- Non-teaching Staff
- Parents/ Guardians
- Hostel Residents
- Library

## **GENERAL INSTITUTIONAL VALUES AND**

### **1. INTRODUCTION**

The institution is committed to fostering an academic environment rooted in integrity, respect, inclusivity, and social responsibility. Institutional values guide the behaviour of all stakeholders—students, teachers, administrators, and staff—and contribute to a culture of ethical governance and academic excellence.

These values are aligned with the principles of the Indian Constitution, UGC regulations, and the vision of higher education under NEP 2020.

### **2. CORE INSTITUTIONAL VALUE**

The institution promotes honesty and transparency in all academic activities, including teaching, learning, research, and evaluation. Plagiarism, unfair practices, and academic misconduct are strictly discouraged.

#### **Respect and Inclusivity**

All members of the institution are expected to respect diversity and uphold equality irrespective of gender, caste, religion, language, ethnicity, or socio-economic background.

#### **Professionalism and Accountability**

Teachers, staff, and administrators shall perform their duties with sincerity, transparency, and accountability while maintaining the dignity of their profession.

#### **Discipline and Responsibility**

Students and employees are expected to maintain discipline, follow institutional rules, and contribute to a harmonious academic environment.

#### **Gender Sensitivity and Safety**

The institution is committed to providing a safe and inclusive campus environment. Mechanisms such as the Internal Complaint Committee (ICC) ensure protection against gender-based harassment and discrimination.

## **Social Responsibility**

The institution encourages community engagement, environmental awareness, and responsible citizenship among students and staff.

## **Transparency and Ethical Governance**

Institutional decisions and administrative practices shall be guided by fairness, transparency, and accountability in accordance with statutory regulations.

## **3. Institutional Commitment**

The institution commits to upholding these values through:

- Transparent governance and responsible administration
- Promotion of ethical teaching and research practices
- Protection of the rights and dignity of all stakeholders
- Ensuring a safe, inclusive, and disciplined campus environment
- Continuous quality improvement through internal mechanisms such as IQAC

## **CODE OF CONDUCT FOR THE STUDENTS**

### **RULES & REGULATIONS REGARDING INTERNAL / SEMESTER EXAMINATIONS:**

1. Student should maintain silence in the examination hall.
2. Students should carry identity card for internal examination and Admit Card for semester examinations.
3. Students are not allowed to enter the exam hall after fifteen minutes of the commencement of examination.
4. Carrying mobile phones during examinations is strictly prohibited. Any student found indulging in malpractice or using unfair means in the examination shall be expelled from the examination hall.
5. The students must be entered in the examination hall before 15 minutes of the commencement of examination.

**GENERAL RULES FOR STUDENTS:**

1. Students shall attend classes regularly and maintain prescribed attendance (75%).
2. Students should follow all the college rules, academic calendar, and examination guidelines. They shall follow anti-ragging and gender-sensitivity norms of the college.
3. Students shall promote harmony, inclusivity, and respect for diversity. They should respect teachers, staff, fellow students, and visitors.
4. Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus. Students should not indulge in hooliganism when they are in the college premises. Any such activity is a serious offence with the student liable to be suspended or rusticated.
5. Students are expected to maintain cleanliness in the campus and must not litter. Consumption of junk food is strictly prohibited within the college campus.
6. Students should ensure that no damage is done to college property and the same shall be considered a punishable offence. Use of internet, computers, laptops and tablets by the students within the college campus, must be strictly restricted to academic purpose only.
7. Theft or abuse of the Institute computers and other electronic equipment such as computer, tube light and bulbs, fans and other services which includes unauthorized entry, use, tamper, etc. of Institute classrooms, computers, networks and other restricted facilities and interference with the work of others is a punishable offence.
8. Presence of every student is mandatory in the induction meeting chaired by the Principal or convened by the department on commencement of an academic session.
9. Students are not supposed to bring expensive camera mobile phones to the college. The loss of the same will solely be the responsibility of the student.
10. Scholarship amount of the student will be released only when all the scholarship holders put in 75% attendance every month.

## **USE OF LIBRARY**

1. Students must carry a valid college identity card while using the library. Entry to the library shall be permitted during the notified library hours only.
2. Silence must be strictly maintained in the library premises. Mobile phones should be kept in silent mode.
3. Eating, drinking, or bringing food items into the library is not allowed.
4. Books, journals, and other materials should be handled with care. Writing, marking, folding pages, or damaging library materials is strictly prohibited.
5. Borrowed books must be returned on or before the due date. Late return of books may attract fines as per library rules.
6. Loss or damage of library materials must be compensated by replacing the item or paying the cost as determined by the library authority.

## **STRICTLY PROHIBITED CONDUCT UNDER THE CODE:**

1. Assaulting, Harassing, Intimidating or Threatening another individual or group.
2. Endangering the health or safety of others, stealing, misusing, destroying, defacing or damaging college property or property belonging to someone else.
3. Using, possessing or distributing illegal drugs, consumption of alcohol in the College campus.

## **DISCIPLINARY ACTION AGAINST VIOLATION OF RULES:**

Violation may result in:

1. Warning or fine
2. Suspension from classes or other activities
3. Expulsion from college in serious cases

The decision of the disciplinary authority shall be final.

## **CODE OF CONDUCT FOR TEACHERS:**

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a greater role to play in shaping the character and career of the students. Besides this, good character of a teacher has an

everlasting impression in the society at large. Students also consider them as their role model. A definitive code for teachers of this Institution encompasses the following:

### **GENERAL RULES FOR TEACHERS:**

#### **Teachers shall:**

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. They shall Prepare lesson plans and adopt innovative and learner-centric teaching method.
2. Complete the prescribed syllabus within the stipulated time. Maintain punctuality and regularity in classes, examinations, meetings, and institutional activities.
3. They shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
4. They should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. Maintain professional boundaries with students at all times.
5. Inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge. The teacher should instil a scientific and democratic outlook among his students.
6. Participate in research, seminars, workshops, FDPs, and professional development programmes.
7. Teachers shall maintain honesty and fairness in evaluation and assessment. Uphold confidentiality of examination records and institutional matters. Avoid discrimination on the basis of gender, caste, religion, region, language, or socio-economic background.
8. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
9. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.

## **PROHIBITED CONDUCT OF TEACHERS**

The following actions are strictly prohibited:

1. Plagiarism or academic dishonesty
2. Sexual harassment or any form of misconduct to any student or any fellow teachers.
3. Discrimination, favouritism, or abuse of authority,
4. Disclosure of confidential information without authorization.
5. Misuse of institutional resources for personal gain

## **DISCIPLINARY ACTION AGAINST VIOLATION OF RULES:**

Violation of this Code may result in:

1. Served with a Show Cause Notice
2. Suspension
3. Disciplinary action as per Government/UGC service rules
4. The decision of the competent authority shall be final and binding.

## **PROFESSIONAL ETHICS FOR TEACHERS**

### **1. INTRODUCTION**

Teachers play a vital role in shaping the intellectual, moral, and social development of students. In accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges (2018), teachers are expected to maintain the highest standards of professional ethics and integrity in their academic and professional activities.

## **2. PROFESSIONAL ETHICS**

Teachers shall:

- Adhere to responsible patterns of conduct and behavior expected of the teaching profession.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinions by participation in professional meetings, seminars, conferences, etc.
- Maintain active membership in professional organizations and strive to improve education and knowledge.
- Perform duties in the form of teaching, tutorials, practicals, seminars, and research work conscientiously and with dedication.

## **3. Responsibilities Towards Students**

Teachers shall:

- Respect the right and dignity of students.
- Encourage students to improve their attainments and develop their personalities.
- Be fair and impartial in academic evaluation.
- Avoid discrimination based on caste, religion, gender, language, or socio-economic background.
- Refrain from harassment or exploitation of students in any form.

#### **4. Responsibilities Towards Colleagues**

Teachers shall:

- Treat colleagues with respect and dignity.
- Maintain cooperative relationships with fellow teachers and staff.
- Refrain from making unsubstantiated allegations against colleagues.
- Encourage a spirit of academic cooperation and teamwork.

#### **5. Responsibilities Towards the Institution**

Teachers shall:

- Adhere to institutional policies and regulations.
- Participate in academic and administrative activities of the institution.
- Protect and responsibly use institutional property and resources.
- Work for the development and reputation of the institution.

#### **6. Responsibilities Towards Society**

Teachers shall:

- Promote constitutional values such as equality, secularism, and social justice.
- Contribute to community development and social awareness.
- Encourage students to engage in responsible citizenship and community service.

### **Code of Conduct for the Principal**

#### **1. Introduction**

The Principal is the academic and administrative head of the institution and is responsible for maintaining academic standards, administrative efficiency, and institutional integrity. The Principal shall perform duties in accordance with the provisions of the UGC Regulations, Government rules, and the statutes of the affiliating university, while upholding the highest standards of ethics and professionalism.

## 2. Duties and Responsibilities

The Principal shall:

- Provide academic and administrative leadership to the institution.
- Ensure effective implementation of university statutes, UGC regulations, and Government policies.
- Promote quality in teaching, learning, research, and extension activities.
- Encourage faculty development through research, seminars, workshops, and training programmes.
- The Principal is also supposed to properly maintain the self-assessment reports of teachers and their service books.
- The Principal will also take into account any other work related to the college/institution relating to the administration of the institute as may be assigned to him/her by the Management from time to time.
- The Principal shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.
- The Principal possess the right to grant medical/ casual/ earned/duty leave to college staff members subject to the rules enshrined for the same.
- Ensure proper functioning of institutional bodies such as IQAC, statutory committees, and academic councils.
- Maintain discipline and a conducive academic environment in the institution.
- Ensure transparent financial management and proper utilization of institutional resources.
- Facilitate student welfare and holistic development through academic and extracurricular activities.

### **3.Financial Administration:**

- Subject to the budget allocations for a specific area of expenditure, the Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time,
- Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
- All contracts for and on behalf of the college, when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college, shall be executed by the Principal.
- The Principal shall forward monthly salary bills of all the staff of the college to the government and the concerned sections for necessary action. The Principal shall countersign TA bills.
- The Principal or the officer delegated with such powers shall countersign all kinds of scholarship bills in respect of students of the college.
- Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

### **4 Ethical Standards**

The Principal shall:

- Maintain integrity, fairness, and impartiality in decision-making.
- Promote equality, inclusiveness, and respect for diversity.
- Encourage democratic participation and consultative decision-making.
- Uphold confidentiality in sensitive institutional matters.
- Act as a role model for teachers, staff, and students in maintaining professional ethics.

## **5. Prohibited Conduct**

The Principal shall not:

- Misuse institutional authority or resources for personal benefit.
- Engage in favouritism, discrimination, or unfair practices.
- Violate statutory regulations or institutional policies.
- Disclose confidential information without proper authorization.

## **6. Disciplinary Action**

Any violation of this Code may invite disciplinary proceedings as per the UGC regulations, Government service rules, and statutes of the affiliating university. The competent authority shall take appropriate action in accordance with applicable laws and regulations.

## **7. Commitment Clause**

By accepting the office, the Principal commits to uphold the values, mission, and academic integrity of the institution and to discharge duties with honesty, transparency, and dedication.

## **CODE OF CONDUCT FOR THE HEAD**

### **INTRODUCTION**

The Head of the Department (HOD) plays a crucial role in academic leadership, departmental administration, and coordination between faculty members and institutional authorities. The HOD is responsible for ensuring effective teaching-learning processes, maintaining discipline within the department, and supporting institutional goals in accordance with university regulations, UGC guidelines, and institutional policies.

## 2. DUTIES AND RESPONSIBILITIES

The Head of the Department shall:

- Provide academic leadership and guidance to faculty members and students of the department.
- Ensure proper implementation of the academic curriculum and timely completion of the syllabus.
- Prepare departmental plans, schedules, and academic activities in accordance with the academic calendar.
- Monitor attendance, academic performance, and academic progress of students.
- Encourage faculty members to participate in research, seminars, workshops, and professional development programmes.
- Maintain departmental records, reports, and documentation required for academic and administrative purposes.
- Coordinate with the Principal, IQAC, and other institutional bodies in academic and administrative matters.
- Facilitate smooth functioning of departmental meetings, academic discussions, and decision-making processes.
- The Head of the Department shall maintain and monitor the leave records of the faculty members of the department and forward them to the competent authority for necessary approval.
- The guidelines and directives issued by the IQAC are implemented at the departmental level through the initiative and coordination of the Head of the Department.

### **3. ETHICAL STANDARDS**

The Head of the Department shall:

- Maintain fairness, transparency, and impartiality in academic and administrative decisions.
- Encourage a cooperative and respectful environment within the department.
- Promote academic integrity and ethical practices in teaching, research, and evaluation.
- Respect diversity and ensure equality among students and staff members.
- Uphold the dignity and reputation of the institution.

### **4. PROHIBITED CONDUCT**

The Head of the Department shall not:

- Engage in favouritism or discrimination in academic or administrative matters.
- Misuse departmental authority or institutional resources for personal benefit.
- Disclose confidential information related to students, staff, or institutional matters without authorization.

### **5. DISCIPLINARY ACTION**

Violation of this Code may invite disciplinary proceedings in accordance with institutional rules, university statutes, and Government regulations.

## **6. COMMITMENT ACTION**

By accepting the responsibility of Head of the Department, the individual agrees to uphold the principles of academic leadership, professionalism, and ethical governance in the best interest of the institution.

### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

Non-teaching staff of a college ensure efficient administrative functioning and service delivery within the institution.

### **GENERAL RULE FOR NON-TEACHING STAFF**

Staff shall:

1. Perform assigned duties honestly, sincerely and punctually. Maintain accurate records and documentation.
2. Follow instructions and orders of competent authority/ Principal.
3. All matters related to UGC/College to be checked corrected and make available to the Principal.
4. All non-teaching staff shall sign the attendance at the beginning of the College before 10 A.M. and work for the proper functioning of the College.
5. No non-teaching staff shall absent themselves without written prior permission of the Principal as a matter of course.
6. Any habitual late coming or absence without proper permission will be viewed seriously and appropriate action will be taken.
7. The non-teaching staff should acquaint themselves with the college policies and adhere to them to the best of their ability.
8. Non -teaching staff should not indulge in any disrespectful behavior with the teachers and students. Support academic and administrative activities.
9. The staff should ensure that service book of all teachers should be kept updated and properly maintained.

10. The staff should assist teachers in college work if the need arises as per the directions of the Principal.
11. The Accounts department should prepare, examine and analyse accounting and other financial records and other financial statements from time to time.
12. The Accounts section should also ensure that the necessary documents and records related to various committees are systematically arranged and show no discrepancy.
13. They must protect confidential information.

### **PROHIBITED CONDUCT OF NON-TEACHING STAFF:**

1. Corruption or illegal gratification.
2. Harassment or discrimination.
3. Misuse of official records or property.
4. All members of the non-teaching staff are requested to refrain from any activity which will lead to the disruption of the peace and calm of the Campus and shall not indulge themselves in activities prejudicial to the interest of the Institution or other individual staff members like incitement, abuse, and assault including reference to Community

### **DISCIPLINARY ACTION**

Violation may result in disciplinary action as per Government service rules.

### **CODE OF CONDUCT FOR HOSTEL RESIDENTS**

#### **1. INTRODUCTION**

The Boys' Hostel is provided to facilitate a safe, disciplined, and conducive environment for students pursuing their academic activities. Hostel residents are expected to maintain decorum, mutual respect, and responsible behaviour to ensure peaceful community living.

## **2. DUTIES AND RESPONSIBILITIES**

Hostel residents shall:

- Follow the rules and regulations prescribed by the hostel authority.
- Maintain discipline and cooperate with the Hostel Warden and hostel staff.
- Adhere to the prescribed hostel entry and exit timings.
- Maintain cleanliness and hygiene in hostel rooms and common areas.
- Use hostel facilities and property responsibly.
- Inform the warden in case of illness, emergency, or absence from the hostel.

## **3. ETHICAL STANDARDS**

Hostel residents shall:

- Respect the rights, privacy, and dignity of fellow residents.
- Maintain peaceful and cooperative relations with other students.
- Promote a healthy academic environment within the hostel.
- Follow the principles of mutual respect and responsible conduct.

## **4. PROHIBITED CONDUCT**

The following activities are strictly prohibited in the hostel:

- Ragging in any form.
- Consumption or possession of alcohol, tobacco, drugs, or any intoxicating substances.
- Bringing unauthorized persons into the hostel rooms.
- Gambling, fighting, or creating disturbance.
- Damage or misuse of hostel property.
- Use of electrical appliances without permission from hostel authorities.

## **5. DISCIPLINARY ACTION**

Violation of hostel rules may result in:

- Warning or fine
- Suspension of hostel privileges
- Expulsion from the hostel

## **6. COMMITMENT CLAUSE**

By residing in the Boys' Hostel, every student agrees to abide by the hostel rules and regulations and to maintain discipline and harmony within the hostel premises.

## **CODE OF CONDUCT FOR LIBRARY USERS**

The library is a vital academic resource that supports teaching, learning, and research activities of the institution. All library users are expected to maintain discipline, respect library resources, and follow the prescribed rules to ensure a peaceful and productive study environment.

### **2. DUTIES AND RESPONSIBILITIES**

Library users shall:

- Carry a valid college identity card while using the library.
- Maintain silence and discipline inside the library premises.
- Follow the instructions of the librarian and library staff.
- Use library books, journals, and other materials carefully.
- Return borrowed books within the prescribed time.
- Maintain cleanliness and proper decorum within the library.

### **3. ETHICAL STANDARDS**

Library users shall:

- Respect the rights of other users by maintaining a quiet study environment.
- Use library facilities only for academic and research purposes.
- Handle books, journals, and digital resources responsibly.
- Respect library property and institutional resources.

#### **4. PROHIBITED CONDUCT**

The following activities are strictly prohibited in the library:

- Making noise or disturbing other users.
- Writing, marking, or tearing pages from books or journals.
- Using mobile phones in a disruptive manner.
- Bringing food or beverages into the library.
- Unauthorized removal of library materials.
- Damage or misuse of library furniture or equipment.

#### **5. Disciplinary Action**

Violation of library rules may result in:

- Warning or suspension of library privileges
- Fine for late return of books
- Replacement or payment for lost or damaged materials
- Further disciplinary action as per institutional rules

#### **6. Commitment Clause**

All library users are expected to follow the library rules and cooperate with library authorities in maintaining discipline and preserving library resources for the benefit of the academic community.

## MONITORING AND ENFORCEMENT MECHANISM

To ensure effective implementation of the Code of Conduct, the institution has established appropriate mechanisms to address grievances, misconduct, and violations in a fair and transparent manner.

The Principal, being the head of the institution, oversees the enforcement of the Code of Conduct and ensures that disciplinary measures are taken in accordance with institutional rules and statutory provisions.

The following bodies assist in monitoring and enforcement:

- **Anti-Ragging Cell:** Ensures a ragging-free campus in accordance with UGC regulations.
- **Students' Grievance Redressal Cell:** Addresses academic and non-academic grievances of students.
- **Internal Complaint Committee (ICC):** Deals with complaints related to sexual harassment and gender-based misconduct as per the POSH Act.

Appropriate action is taken based on the recommendations of these bodies under the authority of the Principal.

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