



Christ Church College, Kanpur

CODE OF CONDUCT FOR NON-TEACHING STAFF

The Code of Conduct serves as a guideline for non-teaching staff members to maintain professionalism, integrity, and ethical behavior while carrying out their duties at Christ Church College, Kanpur. Adherence to these principles fosters a positive work environment and contributes to the overall well-being of the institution.

1. Every staff member employed in the college shall discharge their duties efficiently, diligently, and under the rules and regulations of the college.
2. Staff members are required to participate in tasks related to examinations conducted by the University or College.
3. Staff members must obtain prior permission for any absences from their duties. In case of valid reasons, they should adhere to the institute's policies regarding attendance and leave.
4. Staff members are expected to establish and maintain positive relationships with students and faculty through appropriate interaction, cooperation, and maintaining professional boundaries.
5. Staff members should treat students with care, and kindness, and always respect their dignity.
6. It is the responsibility of every staff member to meet the required standards for every assigned task and duty.
7. Staff members must abide by the requirements of maintaining confidentiality related to important work and information of the Institution.
8. Staff members are responsible for the care and protection of the equipment and property of the Institution assigned to them.
9. No staff member shall engage directly or indirectly in any trade or business without prior permission from the college authorities.
10. Before accepting any honorary work that does not interfere with regular duties, staff members must obtain written permission from the Principal.
11. Staff members involved in any legal proceeding shall inform the Principal about the same.
12. Staff members shall not associate with any political party or organization involved in politics or subscribe to any political movement.
13. Staff members shall not engage or participate in any activity that is anti-secular or tends to create disharmony in society.


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Christ Church College, Kanpur

POLICY FOR ADVANCED AND SLOW LEARNERS

Christ Church College, Kanpur recognizes the diverse learning abilities of its students and is committed to providing a supportive and inclusive environment for both slow and advanced learners. Through continuous monitoring and mentorship, the college aims to address the individual learning needs of every student.

Slow Learners:

1. Remedial Classes: Additional classes will be organized to reinforce foundational skills and tackle specific learning challenges faced by slow learners.
2. Personalized Support: Teachers will provide personalized support to slow learners by offering study materials, e-resources, and individual guidance tailored to their needs.

For Advanced Learners:

1. Career Counselling: The college's career counselling cell will conduct seminars and lectures aimed at guiding advanced learners toward various competitive exams and career pathways.
2. Competitions, Conferences, and Workshops: Opportunities such as essay competitions, quizzes, conferences, and workshops will be provided to stimulate the intellectual growth and interests of advanced learners.

General Support:

- Mentorship: Every student will be assigned a mentor who will offer guidance and motivation concerning both academic and personal matters.
- Inclusive Learning Environment: The college is committed to fostering an inclusive learning environment where all students can thrive regardless of their learning pace.
- Sports and Co-curricular Activities: Students interested in sports and other co-curricular activities will receive regular training to enhance their skills and encourage their participation in intercollegiate events.

Implementation:

- Faculty members will actively monitor students' progress and identify their individual learning needs.
- The college administration will allocate resources and support systems to ensure the effective implementation of the policy.
- Feedback mechanisms will be established to evaluate the effectiveness of the support measures and make necessary adjustments.

Christ Church College, Kanpur is dedicated to nurturing the academic and personal growth of its students. By implementing this policy, the college aims to create a conducive learning environment where both slow and advanced learners can thrive and achieve their full potential.



Sufala Chaturvedi
IQAC COORDINATOR
Coordinator
Internal Quality Assurance Cell,
Christ Church College, Kanpur



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IQAC POLICY ON PROGRAM AND COURSE OUTCOMES

Christ Church College, Kanpur is committed to transparency, academic excellence, and the holistic development of its students. To uphold these principles, the college emphasizes the articulation and achievement of program and course outcomes across all academic disciplines.

Mission Statements and Objectives:

- The college ensures that its mission statements and objectives are prominently featured on the college website and in the prospectus.
- During the orientation program for first-year undergraduate and postgraduate students, the overarching program objectives are clearly explained, emphasizing career opportunities, and showcasing alumni achievements.

Course Outcomes and Pedagogic Strategies:

- **Distinct Learning Outcomes:** Every course offered by the college is equipped with distinct learning outcomes that are linked to broader program objectives.
- **Effective Pedagogic Strategies:** Faculty members employ effective pedagogic strategies by articulating clear learning objectives and expected outcomes at the beginning of each session and before every syllabus unit.

Enhancing Student Engagement:

Clear articulation of learning outcomes enhances student engagement as they recognize the relevance of the topics covered, fostering a cohesive learning environment.

Implementation:

1. **Faculty Development:** Faculty members will receive training and support to effectively articulate and achieve program and course outcomes.
2. **Continuous Evaluation:** The effectiveness of pedagogic strategies and the achievement of program and course outcomes will be continuously evaluated through feedback mechanisms and assessment practices.

Christ Church College, Kanpur is dedicated to promoting transparency, academic excellence, and student success. By articulating and achieving program and course outcomes, the college aims to provide a dynamic and empowering learning environment where students can thrive and achieve their academic and career goals.



Sujata Chaturvedi
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IQAC POLICY FOR E-WASTE DISPOSAL

Christ Church College, Kanpur recognizes the importance of responsible e-waste disposal to safeguard the environment and promote sustainable practices. This policy outlines the guidelines and procedures for properly disposing of electronic waste generated within the college premises.

1. E-Waste Collection and Segregation:

- **Designated Collection Points:** The college will establish designated collection points for depositing electronic waste, clearly marked and easily accessible to students, faculty, and staff.
- **Segregation:** E-waste will be segregated based on type (e.g., computers, printers, batteries) to facilitate proper disposal and recycling processes.

2. Authorized E-Waste Handlers:

Selection of Authorized Handlers: The college will engage authorized e-waste handlers or recyclers certified by the appropriate regulatory authorities to ensure compliance with environmental regulations.

3. Awareness and Training:

Awareness Campaigns: The college will conduct awareness campaigns and educational programs to inform the college community about the importance of e-waste disposal and the potential environmental impacts of improper disposal.

4. Data Security:

Data Sanitization: Before disposal, electronic devices containing sensitive data will undergo data sanitization processes to ensure the protection of personal and confidential information.

5. Documentation and Reporting:

Documentation: Records of e-waste disposal activities, including quantities and types of electronic waste collected and disposed of, will be maintained for documentation and reporting purposes.

6. Continuous Improvement:

- **Feedback Mechanisms:** Feedback mechanisms will be established to solicit input from the college community regarding the effectiveness of e-waste disposal procedures and identify areas for improvement.
- **Continuous Monitoring:** The college will continuously monitor its e-waste disposal practices and update its policies and procedures as necessary to ensure compliance with evolving environmental standards and regulations.

Christ Church College, Kanpur is committed to promoting environmental sustainability and responsible e-waste management. By adhering to the guidelines outlined in this policy, the college aims to minimize its environmental footprint and contribute to preserving natural resources for future generations.



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