

INTERNAL QUALITY ASSURANCE CELL PT. CHIRANJI LAL SHARMA GOVT. COLLEGE



Code of Conduct Handbook



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PT. CHIRANJI LAL SHARMA GOVT. COLLEGE, SECTOR 14 (UE),
KARNAL-132001, HARYANA

Handbook on Code of Conduct
[For Different Stakeholders]

Code of Conduct for Students

[A]. Conduct

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that, (i) The student shall be regular in the classes and must complete his/her studies in the Institute. (ii) In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority. (iii) In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

The various forms of Misconduct, the Students should refrain from, include:

1. Every student must attend all the classes as per time-table.
2. Every student must maintain at least 75% attendance in the classes.
3. They must make it a habit to check the notice board of the college for important instructions and deadlines.
4. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
5. Continuous absence of 6 days or 15 days absence in the month will result in the name getting stuck of the rolls.
6. A fine of Rs. 5 per day/ period of absence shall be levied.
7. There is no provision of leave for students. In extraordinary cases or ill health exemption from name struck off can be given that too as per university rules and the student has to still maintain 75% attendance.
8. Students have to bring their parents/guardians to seek readmission within 15 days of their name getting struck off the rolls. Admission may be given with a penal payment of Rs. 500/-.
9. No admission shall be given if name is struck off the rolls twice in a semester.
10. All students must carry their id-cards in person and show them when asked for by the faculty/staff.
11. Use of mobile phone for no academic purposes is strictly forbidden in the campus. In case of emergency calls should be attended from parents/guardians in an orderly manner without disturbing the classes.
12. In event of misbehaviour or disorderly conduct or gross indiscipline the students can be suspended or terminated from college.
13. Maintain cleanliness in the campus and should refrain from using single use plastic.
14. Should not destroy or mutilate the college properties.

15. Students using vehicles should wear helmet/use seat belt and are expected to follow all the traffic rules.
16. Intentionally damaging or destroying, stealing and/or accessing without prior permission, the Institute's property or property of other students and/or faculty members & support staff.
17. Maintain decorum and sit in designated areas in the canteen.
18. Campus is under CCTV surveillance 24X7 so they should refrain from doing any indecent/obnoxious activity that is against the spirit of an educational institution.
19. Inability or refusal to produce the identity card issued by the institution, on demand by campus security personnel.
20. Participating in activities including:
 - i) Organizing meetings and processions without permission from the institution.
 - ii) Accepting membership of religious or terrorist groups banned by the institution and/or by the Government of India.
 - iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks, harmful chemicals and banned drugs contrary to law or policy.
 - iv) Smoking within the campus.
 - v) Possessing, consuming, distributing, selling of alcohol and/or narcotics in the Institute and/or throwing empty bottles in the premises.
 - vi) Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
 - vii) Rash driving on the campus that may cause any inconvenience to others.
 - viii) Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
 - ix) Misdemeanour and/or exhibiting disruptive attitude in class room and/or at the time of students' body elections or during any activity of the Institute.
 - x) Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
21. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on campus without the prior permission.
22. Students are not permitted to take photographs, do recording of, stream, and/or provide to media (print and/or electronic), either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff, or any other activity on campus without prior permission.
23. Students are expected to exercise restraints while using Social Media. They should desist from posting derogatory comments about individuals and/or bodies related to the Institute.
24. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.

If there is a case against a student for any breach of the mentioned codes of conduct, a committee will be formed which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action. The committee may give a hearing to the said student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

[B]. Academic

Academic integrity is essential for the success of an Institution, and hence its violation constitutes a serious offence. The Policy on academic integrity forms an integral part of the Code which applies to all students of the Institution.

The principles of academic integrity require that a student should

- i) Properly acknowledge and cite the use of ideas, results, material or words of others.
- ii) Make sure that all assignments in a course are submitted by him/her alone.
- iii) Perform academic activities without the aid of impermissible materials or collaborations.
- iv) Obtain all data or results by ethical means and report them accurately without suppressing any results.
- v) Ensure all academic documents are prepared without plagiarism, cheating and conflict of interest.

[C]. Anti-Ragging

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations').

Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee: The Anti-Ragging Committee shall examine all ragging complaints and come out with recommendation based on the nature of the incident.

A student found guilty by the committee will attract one or more of the following punishments:

- a) Suspension from classes, hostel, mess and other academic and non-academic privileges.
- b) Withholding/withdrawing scholarship/fellowship and other benefits.
- c) Debarring from appearing in any test/examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- g) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- h) If need be, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

[D]. Gender Discrimination and Allied Harassment:

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

E: Library: College has a well equipped library. All the students must visit the library regularly.

1. There is a provision of best library user award.
2. Different newspapers and periodicals are available for students
3. Books are issued for a 14 day period and must be returned/reissued before this time.
4. Late fee @ per day will have to be given
5. If library card is lost @ fine of Rs. 50/- have to be paid for reissue which shall be done once per semester only after FIR is lodged in police station a copy of some needs to be submitted in library.

Code of Conduct for the Principal

As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his/her conduct as proclaimed by the University Grants Commission (UGC) in concurrence with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Haryana as in the Haryana Civil Service Rules (HCSR). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by Pt. Chiranji Lal Sharma Govt. College, are enumerated underneath:

1. To ensure the principles of teaching learning process are implemented in spirit and soul for overall qualitative improvement of the institution
2. To uphold and upkeep the ethos of inclusiveness in the institution.
3. To protect the collective interest of different sections of the institution.
4. To institutionalize equality for all the stakeholders in the College by upholding and maintaining the essence of justice and non-discrimination for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To generate and maintain required alertness among all the stakeholders of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
6. To generate and maintain required alertness against any cases of ragging.
7. To generate and maintain required alertness against any cases of corruption.
8. To maintain and promote academic activities in all possible avenues already explored and encourage exploration of newer avenues.
9. To create an environment conducive for research oriented academic conferences in the College.
10. To uphold, upkeep and enforce discipline in all stakeholders of the institution.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.
12. To endeavour for the upkeep of tranquillity of the region surrounding the College.
13. To promote and maintain cordial relations with the society and harmonious environment of the College.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging overall development and timely implementation of government policies for the overall development of the institution and benefit and academic growth of students.

Code of Conduct for Teachers

Being the cadres of Haryana Education Service, the teachers of the College should follow the code of conduct laid down in Haryana Government Civil Service Rules.

They are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines, whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession.

A definitive code for this Institution encompasses the following:

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge; 47
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities including community service. .

II. TEACHERS AND THE STUDENTS

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;

- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI TEACHERS AND GUARDIANS:

Teachers should:

- i. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to

the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII TEACHERS AND SOCIETY

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Code of Conduct for Non-Teaching Staff

Being the employees of the Government of Haryana, all the non-teaching staff of this College should follow the code of conduct stipulated by the State Government as Per Haryana Civil Service Rules. The College has put forward its code of ethics for the non-teaching staff along the following lines.

Professional Conduct

- (i) The non-teaching staff should acquaint themselves and adhere with the College policies.
- (ii) Each of them should perform the duties he/she has been assigned sincerely as well as with accountability.
- (iii) They should avail no leave without prior intimation. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- (iv) The non-teaching staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he/she engage himself in any trade or business within college premises.
- (v) They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- (vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff, students, principal, alumni, guests, parents etc that might tarnish the overall image of the institution.

Workplace Conduct

- (i) They should be punctual.
- (ii) They should also be responsible for the proper use and maintenance of college equipment and furniture.
- (iii) No non-teaching staff should be under the influence of drugs or alcohol during office hours.
- (iv) The non-teaching staff often has access to confidential information through official records. It is expected that they respect the confidentiality of such matters.
- (v) There should be no falsification of official documents and tempering with official records entrusted to them.
- (vi) The non-teaching staff should show no discrimination on basis of gender, caste or religion.

Professional Relationship

- (i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations, in libraries and laboratories, and so on. It is expected that they behave in a helpful, friendly and cordial manner towards the students.
- (ii) Any matter of contention with the college authorities should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.

- (iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities.
- (iv) The non-teaching staff are the first to come into contact with the guardians of students during admissions and examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution.