



SH. L.N. HINDU COLLEGE, ROHTAK

(Affiliated to M.D. University, Rohtak)

Accredited by NAAC with B (2.74) Grade

Tel: 01262-265345

Code of Conduct Handbook for Students, Teachers, Governing Body, Principal, Officials and Support Staff

Code and Conduct for Students

The college expects the students to adopt a target-oriented, mature and professional approach to their studies and their general conduct around the college. We expect the students to abide by the Code of conduct as given below:

- (a) Every student is required to wear his/her identity card visibly/well displayed at all times during college hours. Unable to produce the identity card, issued by the college or refusing to produce it on demand by campus security guards or other authorities will be deemed an offence.
- (b) Students are required to dress in a dignified manner that is appropriate and suitable for an academic environment.
- (c) Students are not permitted to use the mobile phone within the campus. Switch off mobile phones on the college campus and keep them out of sight in the classes.
- (d) Students are expected to keep the campus neat and clean. Do not drop or leave litter around the college campus and put it into the dust bins.
- (e) Students are expected to treat all members of the college community with honour, respect and courtesy.
- (f) Students are not allowed to bring Non-students/ Visitors on to the college campus. Unauthorised visitors should be immediately reported to a member of staff/college security guards.
- (g) Students should not loiter in the corridors/outside the class-rooms during the classes.
- (h) Smoking, consumption of intoxicants (an alcoholic drink or drug), chewing of tobacco, pan masala, gutka etc. and gums is banned in all spaces throughout the college and immediately outside the college entrances.
- (i) Students should not indulge in any anti-social or criminal activity within or outside college, which may tarnish the image of the college.

- (j) Students are prohibited to use college facilities to send or view any obscene, offensive or illegal material.
- (k) Students are expected to switch off the lights, fans and other electric equipments/gadgets when not in use.
- (l) Organising meetings and processions on the campus and immediately outside the entrances of the college without the written permission of the Principal is strictly prohibited.
- (m) Stealing, misusing, defacing, damaging or destroying the college property will be severely dealt with.
- (n) Indiscipline during any activity/functions of the college will be viewed very seriously subject to exemplary punishment.
- (o) Students are required not to interact on behalf of the college with media representatives or invite media persons on to the college campus without the written permission of the Principal.
- (p) Students should read the college notice boards daily on entering and before leaving the college and open their email account daily to get information regarding important instructions/orders issued by the Principal.
- (q) Students should not waste drinking water. Turn off the taps after the use. Do not leave the taps dripping or flowing.
- (r) Students are expected to be environment and eco friendly and always try to conserve the greenery of the college campus.
- (s) Students are permitted to park their registered vehicles on the Parking Zone reserved for them only during college timings. The wearing of helmet is mandatory for two wheeler riders.

Code and Conduct for Teachers

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (a) Adhere to a responsible pattern of conduct and demeanour expected of him/her by the community.
- (b) Manage his/her private affairs in a manner consistent with the dignity of the profession.
- (c) Seek to make professional growth continuous through study and research.
- (d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- (e) Maintain active membership of professional organisations and strive to improve education and profession through them.
- (f) Perform his/her duties in the form of teaching, tutorials, practices, seminars and research work, conscientiously and with dedication.
- (g) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research.
- (h) Abide by the Act, Statute and Ordinance of the university and respect its ideals, vision, mission, cultural practices and tradition.
- (i) Co-operate and assist in carrying out the 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.
- (j) Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students

Teachers should:

- (a) Respect the rights and dignity of the students in expressing their opinion.
- (b) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- (c) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (d) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (e) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.

- (f) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
- (g) Pay attention to only the attainment of the students in the assessment of merit.
- (h) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (i) Aid students to develop an understanding of our national heritage and national goals.
- (j) Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should:

- (a) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (b) Speak respectfully of other teachers and render assistance for professional betterment.
- (c) Refrain from making unsubstantiated allegations against colleagues to higher authorities.
- (d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and Authorities:

Teachers should:

- (a) 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 organisations for change of any such rule detrimental to the professional interest.
- (b) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (c) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

- (d) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
- (e) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- (f) Adhere to the terms of contract.
- (g) Give and expect due notice before a change of position takes place.
- (h) 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.

Teachers and Non-Teaching Staff

Teachers should:

- (a) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- (b) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teachers and Guardians Teachers should:

- (a) Try to see through teachers' bodies and organisations 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.

Teachers and Society Teachers should:

- (a) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (b) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (c) 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.
- (d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- (e) 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 and Conduct for Principal

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- (b) Conduct himself / herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- (c) Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of him/her by the community.
- (g) Manage his/her private affairs in a manner consistent with the dignity of the profession.
- (h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research.
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Code of conduct for Governing body

The Governing body of the college is constituted and functions as per the rules mentioned in M.D. University Calendar and The Haryana Affiliated Colleges (Security of Service) Act 1979, amended 2006.

Code of conduct and responsibilities of Officials and Support staff Professional Behaviour and Confidentiality

- (a) Staff members should reflect professional behaviour required in an educational institution.
- (b) Staff members should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal.
- (c) They should ensure effective communication and fast disposal of the correspondences with various stakeholders.

- (d) They should not use their position in the college for private advantage or gain.
- (e) They should not indulge in activities that might bring disrepute to the college and tarnish its image.
- (f) They should not undermine their colleagues and treat them with dignity and work in a family environment with completely professional approach.
- (g) They should maintain the secrecy of the office in all circumstances and work with all transparency.
- (h) They should not interfere unnecessary in the working of others.
- (i) They should not violate the policies and procedures prevailing in the college.
- (j) They should continuously strive for their professional growth and participate in various activities planned in the college.
- (k) They should attend their duties at the designated places.
- (l) They should clearly understand the dignity of labour.
- (m) They should work in all perseverance under the guidance and instructions of their superiors.
- (n) They should be familiar with job requirements (e.g. proper preparation and maintenance of records, viz. Service Books, Personal Files, other University and Directorate Higher Education related Record etc.), using available methods/systems.
- (o) They should update their knowledge with developments relevant to the job and being familiar with communication channels and college procedures applicable to both students and staff.

Actions of Indiscipline and action:

The following are examples of unacceptable behaviour of Administrative Staff/support staff:

- (a) Any form of physical/verbal violence towards students, teaching/non-teaching colleagues and visitors.
- (b) Sexual offences, sexual insults or sexual discrimination against students, teaching/non-teaching colleagues and visitors.
- (c) Theft/damaging money/property of college, students, teaching/non-teaching colleagues and visitors.
- (d) Unauthorized absence from work.
- (e) Consuming alcohol or drugs and smoking
- (f) Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.

Indulging in any of the above mentioned inappropriate actions and other actions which are not acceptable will be regarded as gross misconduct and disciplinary action will be taken.