

## Code of Conduct for Students

### 1. Application of Rules

These rules shall apply to all the students of Pt. J.L.N. Government College, Faridabad which is affiliated to Maharshi Dayanand University, Rohtak.

### 2. Acts of Indiscipline and Misconduct.

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violation of the discipline shall include:

- Disruption of teaching, study, examination, research or administrative work, curricular or extra-curricular activity of the members of the College, including any attempt to prevent any member of the College or its staff from carrying on his or her work and doing any act reasonably likely to cause such disruption.
- Damaging or defacing College property or the property of the members of the College or any other property inside or outside the College Campus.
- Engaging in any attempt as wrongful confinement of teachers, officers, employees and students of the College or camping inside or creating nuisance inside the boundaries of the College Campus.
- Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
- Smoking in the College Campus.
- Eve-teasing or disrespectful behaviour to women or girl students.
- Any assault upon or intimidation of or insulting behaviour towards a teacher, officer, employee or student or any other person.
- Causing or colluding in the unauthorised entry of any person in the campus or in the unauthorised occupation of any portion of College premises by any person.
- Getting enrolled in more than one course of study simultaneously in violation of University rules.
- Committing forgery, tampering with or misuse of University/College documents or records, identification cards et cetera.
- Furnishing false certificate or false information to any office under the control and jurisdiction of the University/College.
- Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the College premises.
- Indulging in acts of gambling in the College premises.

- Possessing or using weapons such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the College premises.
- Arousing communal, caste or regional feelings or creating disharmony among students.
- Not disclosing one's identity when asked to do so by an employee or officer of the College who is authorized to ask for identity.
- Tearing of pages, defacing, burning or destroying books of any library or seminar.
- Unauthorised use of College furniture in the college campus.
- Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University/College.
- Any coercive or disorderly behaviour with the College staff including teachers, office staff, support staff or college maintenance staff.
- Any act of moral turpitude.
- Any offence under law.
- Committing any of the offences specified in the examination (Control of unfair means and disorderly conduct) of Maharshi Dayanand University, Rohtak.
- Violation of Traffic Rules as notified by the Proctor.
- Pasting of posters or distributing pamphlets, handbills etc. of objectionable nature or writing on walls and disfiguring buildings of the college.
- Any other act which may be considered by the Proctor or the Discipline Committee to be an act of violation of discipline.

### **3. Disciplinary Action.**

As per the norms of Maharshi Dayanand University, Rohtak, "Without any prejudice to the powers of the Vice-Chancellor as specified under Statute 39, the following Officers are authorized to take disciplinary action by way of imposing penalties as specified in Clause 4 of these regulations other than those specified in Sub-Clause (ix), (x), (xi), (xii), (xiii) & (xiv):

- Proctor
- Deans of the Faculties
- Heads of the Departments
- Principals of the Colleges/Institutions
- Any other person employed by the University and authorised by the Vice-Chancellor for the purpose provided that the penalties on the offences relating to Examinations will be dealt with by the relevant bodies.

### **4. Nature of Penalties:**

The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons, be imposed on a student, namely:

- Written warning and information to the guardian.

- Fine as may be warranted by the nature of case.
- Suspension from the Class/Department/College/Library or withdrawal of any other facility of this nature.
- Suspension or cancellation of scholarships, fellowships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency.
- Recovery of pecuniary loss caused to College property.
- Debarring from participation in Sports/NCC/NSS and other such activities.
- Disqualifying from holding any representative position in the Class/ College/ Sports/Clubs and in similar other bodies.
- Expulsion from the College/Library/Clubs for a specified period.
- Debarring from an examination.
- Non-issue of Migration Certificate.
- Expulsion from the University/College for a specified period.
- Disqualifying from further studies, or prohibition for future admission or re-admission.
- Any student against whom an allegation of misconduct has been made may be suspended from the rolls of the University by the Vice-Chancellor, pending enquiry or pending trial on a cognizable offence by a court of Law.

#### **5. Opportunity to be given before Award of Penalty**

No penalty, provided in sub-clauses (ix), (x), (xi), (xii), (xiii) and (xiv) of Clause 4 shall be imposed without giving to the student a reasonable opportunity of being heard.

#### **6. Review of/Appeal against the Penalty**

The College will constitute a committee to look into the offence caused and the student will be given the full opportunity to present his/her case. The case may also be referred to the College Council. Finally, a review would lie to the committee/College Council issuing the orders within seven days, and an appeal would lie against the orders of the authorities mentioned in these rules to the committee/College Council. The Principal would then take the final decision, after taking due cognizance of the recommendations of the committee/ College Council.

#### **7. Prohibition of Ragging**

**The instruction for curbing ragging as conveyed by the UGC vide letter No. FA-I/ 97 (CPP-II) dated 7th July, 2001 in view of the judgement of Supreme Court in Civil Writ Petition No. 656 of 1998 ‘Vishwa Jagriti Mission V/s Centre Govt.’ given below shall be adhered to strictly:**

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which punishment may include expulsion from the Institute, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of

- (i) withholding scholarships or other benefits
- (ii) debarring from representation in events
- (iii) withholding results
- (iv) suspension or expulsion from hostel or mess, and the like
- (v) lodging of FIR to local police.

If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment can be awarded to act as a deterrent.

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any other student, indulging in rowdy or indiscipline activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in freshers or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student will be deemed to be an act of ragging.

Hon'ble Supreme Court of India in SLP(C) No. 24295/2004 in the matter of University of Kerala V/s Council of Principals, Colleges of Kerala and others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain, and if his explanation is not found satisfactory, the authority would expel him from the Institution.

**The applicants at the time of admission are required to give an affidavit (Appendix O) against ragging.**

### **8. Check on the menace of sexual harassment and violence against females**

Sexual harassment is taken as a serious act of indiscipline. The college Women Studies & Development Cell, Aarohan, will check the menace of sexual harassment and violence against females. The "Sexual Harassment" includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The Women Cell shall take all precautionary measures to prevent sexual harassment and violence against female students in the College. It shall also ensure that there is no hostile environment towards females. No female student should have reasonable ground to believe that she is at a disadvantage or is being discriminated against. If any complaint of sexual harassment comes to the notice of the Committee, immediate disciplinary action along with appropriate action in accordance with the law would be taken.

## **Code of Professional Ethics based on U.G.C. Document on Service Rules, Point 17.**

### **Code of Conduct for the 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.

#### **I. Professional Conduct of the Teachers:**

As creators of the citizens and the civic society of tomorrow, the teachers should --

- (i) Adhere to a responsible pattern of conduct and demeanor 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;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

(ix) 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; and

(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **II. Teachers' Conduct towards their Students:**

*Teachers are role models for their students. They can open up a whole new universe for their students, and help them create new ones.*

Thus, the teachers should --

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise 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 students, a scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity 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 making 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 organisations 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 organisations 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 the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) 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:**

Teachers should --

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

#### **VI. Teachers and Guardians:**

Teachers should --

- (i) 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.

#### **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; 98 THE GAZETTE OF INDIA: EXTRAORDINARY [PART III—SEC. 4]
- (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 College Principal:**

*The college Principal is the leader and the caretaker of the college/ institution.*

In this capacity, a 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 responsibility, 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 them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non-ethical behaviour 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.

## **In Charge Physical Education and Sports in the College) /Librarian in the College should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.