

Handbook on Code of Conduct

Code of Conduct for Students

1. All the students should get their identity cards made from the college library after admission. It should be signed by the college principal. Students must keep their identity cards with them during their stay in the college. It is the duty of the students to show his/her identity card if demanded by the principal or any other lecturer/authority of the college. It should not be passed on to other students.
2. In case of lose/damage theft of identity card a new identity card will be re-issued to a student only on a payment of Rs. 100/- on submission of FIR and with the special permission of the principal.
3. Students are advice not to roam around in the verandas or outside the classrooms under any circumstances so as to avoid disturbance in teaching.
4. If any student is found by violating any of the code of conduct or any other instructions displayed on notice board from time to time the principal will have the right to suspend/terminate the students from the college.
5. If a student remains absent from the class 07 day continuously or 14 days in a month, the name of the student would be struck off from the college rolls.
6. Use of mobile phones by students in the college campus is strictly prohibited.
7. The girls as well as boys should come to the college in dignified and proper dress.
8. Smoking and use of drugs in the college campus is a punishable offence.
9. No students should take part in any strike or provoke any other student to go on strike or any illegal activity what so ever. Violation of this rule may attract stringent punishment.
10. Students are expected to protect college property and maintain the beauty of college campus by their appropriate action.
11. Calling out any students from the class is undesirable and will be considered as an act of gross indiscipline. Parents must contact the office to call their ward from the class after explaining the emergency involved. In such a case the students will be called by college administrative office and allowed to meet the parents/guardian.
12. Students are not allowed to bring/invite outsider in the college permission.
13. Students must remain in discipline and it is their moral duty to show respect toward their teachers and elders.
14. Students must read the notice board daily before leaving the college to get information about instructions/orders issued by the principal from time to time
15. Boys should show courtesy to let the girls leave the class first, after the bell goes and as the period begins the girls students should also be allowed to enter the class first.
16. It is mandatory for all the students to be present in the college functions which will lead to the imposition of fine on them.
17. Disfiguring of the college walls, tempering with college property is strictly prohibited.
18. No unofficial functions will be allowed to be held in the college premises.

19. All the legal disputes relating to examinations/ admission of students will be subject to court having jurisdiction in Cheeka (kaithal). If forged bogus documents have been submitted by a candidate, strict legal action will follow.
20. Students are advice to park their vehicles properly in the vehicle stand by using proper lock for the safety of their vehicles, and in no case the college will be responsible for any loss/theft of the vehicle.

Code of Conduct for the Principal

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem 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 Service Rules. 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 D.A.V. College, Cheeka are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
3. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
4. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
5. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
6. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

7. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
8. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the college.
9. To promote and maintain the practice of extra-curricular activities amongst the students.
10. To promote and maintain harmonious relationships with college governing body and its members.

Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

Code of conduct for Governing Body

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- (a) The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- (b) The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- (c) Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- (d) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- (e) The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- (f) The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection members of governing body. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality.

Code of Conduct for Teachers

Being the college is under Grant in Aid from Govt. of Haryana, the teachers of this College should follow the code of conduct laid down in Haryana Government Service Rules.

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 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 must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

[A]. Professional Values

- (i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- (ii) He 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.
- (iii) He 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. There should not be any partiality or vindictive attitude towards any of them.
- (iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instill a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.

(vi) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

[B]. Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
- (ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and conferences/workshops organization and participation.
- (iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- (iii) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

[C]. Professional Integrity

- (i) Teachers must maintain ethical behavior in professional practice.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- (iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[D]. Professional Collaboration

- (i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- (iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.
- (v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College
- (vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- (vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
- (viii) Teachers must maintain cordial relation with the principal and management in exercise of their duty.

Code of Conduct for Support Staff

Being the employees of the college under Grant in Aid for Government of Haryana all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

Professional Conduct

- (i) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- (ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he 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 ant secular activities.
- (vi) They should not engage in remarks or behavior that might be considered disrespectful to Principal, their non-teaching colleagues, teaching staff or students.

Workplace Conduct

- (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- (ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.

(v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

(vi) The support staff should show no discrimination on basis of gender, caste or religion.