



HAND BOOK

ON

CODE OF CONDUCT

Kanahiya Lal D.A.V. (P.G.) COLLEGE
ROORKEE – 247667
District Haridwar, Uttarakhand

Code of Conduct for the Students

- College timings are from 9.00 a.m. to 4.00 p.m. throughout the year.
- Every student at the college must always have a valid ID card with a recent photo and the Principal's signature on it. Always wear this ID around your neck.
- Students must strictly follow to the prescribed uniform of the College.
- Attendance rules will be governed according to UGC,NCTE and University rules.
- Only urgent notices will be read aloud in the classroom, so students are advised to check notice boards and college website regularly for any updates.
- Ragging is an offence and strictly prohibited in the college campus. Any student affected by the ragging must inform immediately to the Principal/Proctorial board/Anti-Ragging committee.
- Any student(s) found engaging in such conduct shall be inquired by the Proctorial board, if found guilty, he/she/they will be expelled from the college.
- Alcohol, guthkha and smoking is strictly prohibited in the college premises.
- Every student should help to keep college premises, class rooms and desk- chairs clean and neat. Everyone must use dust bin for garbage.
- College premises, library and all corridors are under CCTV surveillance, everyone must follow the disciplinary manners in college premises and classroom.
- During class time, students should not wander around campus unnecessarily. Any act of disobedience, misconduct, misbehaviour, loitering, or indiscipline on the part of a student may result in suspension from the college.
- For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, disciplinary action will be taken against him/her/them.
- Students must conserve electricity and water. They must switch off lights & fans when they leave the class room or study room of library.
- Furniture of the classrooms should not be moved or displaced.
- Students must take proper care of all the college property. Any deterioration of the college's property, including walls, doors, windows, fixtures, furniture, and other items, is a breach of college discipline and is punishable offence. It is strictly forbidden to write on walls, pillars, furniture, bathrooms, or other surfaces.
- In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerned teacher, who will help them with first-aid and solve their problem.
- Each student should park his/her vehicle at the proper parking space outside the college gate.
- A student must not deliberately offer incorrect information or misrepresent himself or herself to any college office. Forgery, alteration, illegal possession or use of college papers, records, or identification, forged or fraudulent communications (paper or electronic mail) are forbidden.

The Professional Ethics & Code of Conduct for The Principal

- The Principal exhibits effective leadership qualities in all academic and administrative activities of the College.
- Observance and implementation of directives issued by the Government/ U.G.C./ Director of Education / Higher Education / University/Management and other concerned authorities.
- Aids in formulating a strategy and plan to carry out the mission and vision.
- Provide guidance, leadership, and directions to achieve goals to all stakeholders.
- Supervise and oversee the administration of academic activities.
- Ready to adapt new technologies and methods for an efficient teaching-learning process and to familiarize students and teachers with global developments.
- Monitoring the academic curriculum of the students.
- To give college students a platform to address the problems of the competitive world by utilizing their abilities in curricular and extracurricular activities.
- Maintain Assessment Reports and Service Books of the teaching and non-teaching staff of the college.
- Require the teaching and non-teaching staff to adhere with the code of conduct of the institution
- Encourage the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
- To motivate teaching and non-teaching staff members for their professional development.

The Professional Ethics & Code of Conduct for Non-Teaching Staff

- Every one of the non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the College/Management /U.G.C/University from time to time.
- Must report for duties daily on time.
- Maintain their professional knowledge & skills and update himself/ herself professionally for the proper discharge of duties assigned to him/her.
- Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
- Respect the student's right and dignity when supporting them with any form of help/guidance, etc.
- Speak respectfully and behave politely with everyone in the college. (The Principal, teachers, Students, visitors, parents etc.)
- Treat students fairly and impartially regardless of their religion, caste, political, economic, social, or physical attributes.

- Co-operate with authorities to upgrade institution, keeping the profession's dignity in mind.
- Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- Should adopt a humane approach in dealing with students who are physically challenged.
- Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.

The Professional Ethics & Code of Conduct for the Teachers

- The teacher ought to be sincere, committed, and academically oriented.
- Every teacher should apply their knowledge and experience for overall development of the students and the college.
- Maintain their professional knowledge & skills, update himself/ herself professionally for the proper discharge of duties assigned to him/her.
- Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
- Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
- The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the prescribed teaching days.
- The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission of the college.
- Every teacher should inform the college discipline/code of conduct to the student's time to time and encourage/compel them to follow accordingly.
- Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
- Teacher should assist with the College/University Examinations, evaluation, Moderation etc.
- Examination evaluation and practical examination should be fairly evaluated by the teacher, without keeping the view of partiality.
- The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.

- No teacher shall incite, instigate or provoke any student/s, or any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
- The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, Institution & Nation.
- Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
- The teacher should adopt a humane approach in dealing with students who are physically challenged.
- Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.

Reference :

<https://www.ugc.ac.in/searchresult.aspx?q=ugc+regulations+july+2018&cx=000457167406620127635%3afugsadtztkk&cof=FORID%3a9>

[As per the guidelines of UGCNotification dated 18th July, 2018i.e. UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education]