

HAND BOOK
ON
CODE OF CONDUCT

**(For Students, Teaching Faculty, Non-Teaching Staff and
Principal)**



**K.L.MEHTA DAYANAND COLLEGE FOR WOMEN,
FARIDABAD**

INDEX

Section	Particulars	Page No.
	Preamble	3
I	Code of conduct for students	4
II	Code of conduct for teaching faculty	7
III	Code of conduct for non – teaching staff	9
IV	Code of conduct for Principal	10
V	Code of Conduct for Governing Body	11

PREAMBLE

The handbook indicates the standard procedures & practices of K.L. Mehta Dayanand College for Women, Faridabad for students, teaching faculty, non-teaching staff and the Principal.

The code of conduct provides a guide & basis of expectations for all the stakeholders & lays down values, principles & practices that establish standards for ethical conduct of teaching faculty, non-teaching staff, students, the Principal and the Governing body.

CODE OF CONDUCT FOR STUDENTS

1. It is mandatory for the students to carry their ID card daily & must wear it.
2. The college lays special emphasis on the maintenance of discipline and proper decorum in and outside the classrooms. Students will be rusticated if found involved in any kind of indiscipline.
3. Students are not supposed to roam about in corridors when classes are going on.
4. Students must make it a habit to read the notice board/display board daily.
5. Disorderly conduct, misbehaviour, shouting in the corridors, damaging the college property shall be severely dealt with.
6. It is the moral duty of the students to show due respect to their teachers and elders. They are expected to be polite to the office staff, guests and peons and extend them all possible help.
7. Students are expected to attend all classes very regularly and punctually. The students will not be given attendance if entered late in class.
8. No meeting of the students will be held in college campus without prior approval of the Principal.

9. Students leaving the classroom without the permission of teacher shall be penalised.
10. Students who take part in anti-college / immoral activities are suspended from the college.
11. As per the decision of the Haryana Government, which the colleges have been asked to comply with strictly, students are not allowed to use mobile phones in College Campus.
12. The college gate will remain closed till 1.00 p.m.
13. Parents are supposed to visit the College frequently and meet the concerned lecturers to enquire about the progress of their wards. Last Saturday of every month will be Parent - teacher meeting.
14. It is appreciable for all students to attend the "Morning Prayer" at 9.00 a.m.
15. It is compulsory for all students to appear in Mock Test.
16. Students with less than 75% attendance and those who do not take Mock Test will not be allowed to appear in Semester End examinations.
17. As per University rule, Class tests and Assignments are mandatory.
18. Students are not allowed to park cars inside the Campus.

19. Any student who remains absent from Mock Test for medical reasons will have to submit Medical certificate issued by Government Hospitals.
20. Ragging is strictly prohibited in college premises, students who will involve themselves in ragging activities will be fined or punished.
21. It is mandatory for the students using two wheelers to wear helmet.
22. Students should use the canteen area for refreshment purpose only.
23. Each student should have an e-mail id and Bank Account.
24. Students are required to maintain decorum of an educational institution while dressing up.
25. Visitors are not allowed to meet the students in the classes.
26. Students should take care of their belongings. The college will not be responsible for any loss.
27. Students must keep campus neat & clean and throw waste only in waste bin.

CODE OF CONDUCT FOR TEACHING FACULTY

1. Uphold the honour & dignity of teaching profession.
2. Provide an innovative & quality education to students.
3. Deal justly & impartially with the students regardless of their religion, caste & economic status.
4. Interact positively with the parents of students.
5. Be good counsellors to students.
6. An employee is required to observe scheduled working hours during which she must be present in the campus.
7. No employee can engage in any private tuition & undertake employment outside college.
8. The staff is required to dress decently in order to maintain the decorum of the college.
9. Refrain from inciting students against other students, colleagues & administration.
10. Co-operate with the authorities for betterment of the institution.
11. Maintain active membership of professional organisation & strive to improve education & profession through them.
12. Discourage & not indulge in plagiarism & non-ethical behaviour in teaching & research.

13. Recognize the difference in aptitude & capabilities among students & strive to meet their individual needs.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Report to duty on time.
2. Adhere strictly to the laws & regulations of the college.
3. Respect & maintain the hierarchy in the administration.
4. Remain on duty during college hours.
5. Deal positively with staff, students & parents.
6. Must not divulge official secrets, conceal, alter or forge official documents.

CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should oversee & monitor the administration of the academic performance & general administration of the institution to ensure efficiency & effectiveness in the overall administrative tasks.
2. The Principal should take all the necessary actions as and when required to maintain discipline in the college.
3. The Principal should form various college level committees which are necessary for the development of the college.
4. The Principal should encourage faculty members to update their knowledge by attending seminars/ workshops/ conferences.
5. The Principal should listen to the student's ideas and set a supportive tone.
6. Ensure that the staff & students are aware of rules & policies laid down by the college & enforce them properly.
7. Principal should exhibit outstanding & strong leadership skills and empower all staff members & students to reach their maximum potential.

CODE OF CONDUCT FOR GOVERNING BODY

1. The governing body is responsible for the proper financial management, including the development of assets of the college & management of its academic affair.
2. The governing body of the college is responsible for ensuring management of the institution & for planning its future development.
3. Governing body ensures compliance with the statutes, ordinances & provisions regulating the institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by State government & affiliating University.
4. The governing body should ensure that non-discriminatory system is in place to provide equality of opportunity for staff & students.
5. The governing body should actively monitor the implementation of reservation of seats for students as part of requirements of State & National government.
6. The governing body should make appointments of college staff judiciously and on the basis of merit.