

PREFACE

The college is a community of cultured intellectuals. It is expected that the freedom should be enjoyed with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity. Mahatma Gandhi's seven principles are strived to be followed, that is wealth with work, pleasure with conscience, knowledge with character, commerce with morality, science with humanity, religion with sacrifice and politics with principle.

In order to maintain the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals, certain policies which are being followed since the inception of the college are given shape through this code of conduct. This handbook indicates the rules and regulations and practices of Sri Sanatan Dharam Prakash Chand kanya Snatakottar Mahavidyalaya for all the students, teaching and non teaching staff and administrative staff as well. All these stakeholders must know that it is incumbent upon them to abide by this code of conduct in order to foster and propagate the core values of S.D. College.

CODE OF CONDUCT FOR STUDENTS

Students are expected to maintain the highest standards of discipline and dignity in behaviour inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should behave in a manner that is commensurate with the discipline and core values of vision and mission of the college. The following is a summary of the rights, responsibilities and rules governing student conduct of the institution.

- Students should have at least 75% attendance in the lectures and labs of every subject.
- Students are required to follow the dress code prescribed by the institute.
- Student must observe and strictly follow the disciplinary rules and regulations of the institute. Any behavior obstructing teaching, research, administration, other proceeding or activities in the campus are entitled for punishment.
- Students should refrain themselves from any act of discrimination (physical or verbal) based on gender, caste, creed, race, religion, region, disability, etc.
- Students can be punished, if they involve in any disruptive activity.
- Entry in the campus without ID card is prohibited.
- Students are expected to spend their free time in library or at the allotted spaces for their leisure time.
- Carrying or use of any weapon, harmful chemicals, banned drugs, explosives or fireworks contrary to law or policy are strictly banned.
- Student should park their vehicles in the allotted parking space.
- Ragging is banned in and outside campus.
- Students are not permitted to record either audio or video lectures in classrooms or activities of other students and faculty members without prior permission. They should not use the social media or such related activities which bring defamation to the institute.
- Cheating or copying during exams or manipulating evaluated work, copying from other students assignment/report, research paper/presentation etc. will be taken on serious note.

If any other case against the student come to light, which is not mentioned above in Student's Code of Conduct then a committee will be formed for inquiry into the alleged violation and accordingly recommended suitable disciplinary action against the said student will be taken.

Detailed code of conduct for students is incorporated in the college prospectus.

CODE OF CONDUCT FOR TEACHERS

Teaching is noblest of all the professions and it signifies a position of public trust. Teachers are charged with the responsibility of shaping the future of the nation by giving direction and moral ethics to the future generations. The basic ethical values underlying the code are care, equality, integrity, respect, honesty, reliability etc. in their professional practice. Teachers should demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.

This code of conduct sets the standards of professional behaviour for teachers in their relationship with students, colleagues and other stakeholders. Pursuance of professional code of conduct also demands that preference should be given to duty over personal responsibilities and unless there is sufficient cause to do otherwise.

- Teacher should conduct in a responsible manner in the development of government policies affecting education.
- Report to duty at least 10 minutes in advance.
- Stay in campus during duty hours is mandatory.
- Respect and maintain hierarchy in the administration.
- Teachers are bound to follow the leave rules. Leave application should be submitted in advance mentioning the nature and duration of leave and can be availed only after the approval of sanctioning authority.
- Any leave except leave on medical grounds cannot be claimed as a right. Even the sanctioning leave is liable to be cancelled by the sanctioning authority on the pretext of any urgent work.
- Strive for consistency, firmness and understanding in disciplinary dealing with pupils.

- Not to discriminate on grounds of ability, race, colour and creed.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- To discharge duties efficiently and diligently to match with the academic standards of the UGC/Higher Education of Uttarakhand State/Central Government.

In addition to points mentioned above following are also expected from a teacher.

- Students should be encouraged to express their viewpoint.
- A teacher has to update in various fields with recent methodologies and other applications and will pursue research work, seminars, conferences, workshop etc.
- A teacher should carry other responsibilities such as admission/sports/extension activities/cultural/sports and many more for the holistic development of students.
- Teacher should not take private tuitions as it negatively impacts upon the quality of teaching.
- Teacher must respect the confidentiality of all the information relating to examinations/committee meetings and in other matters unless legally or legitimately demanded.
- Should seek to develop positive relationship with pupils/students, colleagues, parents, college management and others in teaching community that are characterised by professional integrity.

CODE OF CONDUCT FOR PRINCIPAL

Principal as the head of institution is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. She safeguards the interests of teachers, non teaching staff members and the management. A Principal influence is far reaching, for this reason Principals are holding high ethical standards and are required to adhere a strict code of conduct and as the chief executive and academic head of the college shall be responsible for:-

- Timely submission of information/returns to different authorities viz. government university UGC, management etc. especially regarding account matters.

- Academic growth of the college and to promote the practice of extracurricular activities along with overall administration of the institute.
- Participating in the teaching, research and training programs of the college.
- Admission of students and to maintain discipline in the institute.
- Receipt, expenditure and maintenance of the true and correct accounts.
- Supervision of curricular, extracurricular or extra-mural, students welfare activities of the institute and maintenance of records.
- Regulations Observance of the Act, Statuted Ordinances, Rules, and other orders issued by the government.
- Supervision of overall examination.
- Maintenance of Self Assessment Reports of teachers and their Service Books.
- To generate and maintain required alertness among all the stakeholders of the college so that the chances of incidents of sexual harassment get eradicated. (The sexual harassment of women at workplace: prevention, prohibition and redressal Act 2013 will provide the redressal methods of issues related to sexual harassment within the boundary of college campus)
- To uphold and maintain the essence of social justice irrespective of different caste, creed, religion, gender and identity for all the stakeholders in the college. There should be no scope of any discriminatory and desperate practice at any level within the stretch of the college.
- To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the Institution to maintain campus serenity required for academics.
- For enriching all academic activities Principal should put best efforts to provide adequate infrastructure and financial support for the college. She also should encourage and provide facilities to the faculty members to take up research projects, participate and organise conference, seminar, workshop, symposium, publish research paper, books etc.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF/ SUPPORT STAFF

Being the employee of an educational institution all the Administrative Staff/Support Staff members are expected to display/maintain the highest possible standards of professional behavior that is required for the smooth functioning of the institute.

Professional conduct of support staff is assessed in relation to-

- Job performance
- Workplace conduct
- Relationship with students
- Relationship with faculty colleagues and general public

College expects that administrative staff/support staff will follow the given code of ethics-

- The support staff should acquaint themselves with the college policies and adhere to their best ability.
- They should seek to co-operate with their colleagues, providing support, help and guidance as required by Head of the Department, Administrative Head, other academic Staff etc.
- They should behave courteously and avoid words and deeds that might bring the institute into disrepute or might undermine collegues in the perception of staff/students/parents/community.
- They will strive for their professional development.
- They should be punctual and sensitive for the smooth functioning of college activities.
- They will maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- They should respect for institute's property and also be responsible for the proper use and maintenance of college equipments and infrastructure.
- Being fit for work i.e. not adversely influenced by drugs, alcohol etc. during duty hours.
- Being familiar with job requirements (viz. proper preparation, use of suitable methods/systems, maintenance of appropriate/required

record etc. including keeping up data with development relevant to the job.

- Ensuring all assessments/exams/tests are conducted in a fair and proper prescribed manner and that procedures are strictly followed with respect of confidentiality and security.
- Respect for the rights and opinions of others.
- They should not undertake any other job within the stipulated office hours. Neither they should engage themselves in any trade or business within college premises.
- They should perform their duties sincerely, honestly, diligently as well as with accountability. There should be no falsification/distortion of official documents entrusted to them.

Professional and ethical standards to attain Institutional Teaching, Learning and Research Goals

Fundamental values which everyone should put into practice to become touchstones for flourishing scholarly community include academic integrity. Academic Integrity is the code of ethical standards such as honesty, trust, fairness, respect, responsibility to develop and maintain the standards and values of the academic institutions and try to maintain the educational environment in which all students can learn and be responsible for their work and behavior.

Academic misconduct is unacceptable. These principles serve to guide implementation of academic integrity policy in our institution:-

- 1. PLAGIARISM:-** Plagiarism set out as cheating, fabrication and facilitating academic dishonesty. It is considered a form of intellectual theft and fraud when someone uses someone else words or ideas and pass them off as their own. It includes-
 - Intentionally or carelessly presenting other's work or original ideas as your own.
 - It involves submission of any report, book, thesis, research paper, data, article at sector loosely paraphrased or verbatim that is authored and published earlier by oneself.
 - Self plagiarism constitutes reproduction of one's own previously published academic work without fair citation.

- Submission of purchased or downloaded term paper or other materials to satisfy a course requirement.

A teacher should be alert and curb cheating by all means.

Cheating can be defined in many ways-

- Copying communicating and exchanging of sheets, question papers with another person during exam.
- Copying of homework assignment, term papers, thesis for manuscripts.
- By stealing and borrowing a paper from illegal sources
- Creating sources or citations that do not exist
- Altering marks in previously evaluated work and allegedly violating the norms of re-valuation
- Disturbing other candidates for consulting other person inside outside of the exam hall during the examination.
- Being in possession of books, notes, typed sheets or any other material connected or not connected with the examination.
- Illegally carrying or using electronic photographic communicating devices equipments during the examination.
- Misbehavior with invigilator or fellow candidates.
- Pestering the invigilator for issues included but not limited to extra time allotment, allowing to set for exam in absence of necessary ID proof or document etc.
- Carrying or using harmful weapons inside the examination hall
- Giving exam on another students admit card.

ANTI-RAGGING:- All the educational institutions should strictly follow the directions of Honorable Supreme Court of India. It is clearly mentioned in the regulation that RAGGING is totally banned. Ragging is disorderly conduct by a student as an individual or group whether by words spoken or written or by an act which has the effect of teasing, treating or handling the fresher or any other students with rudeness indulging in rowdy or undisciplined activities which cause or are likely to cause a physical or psychological harm or to raise fear or apprehension due to sense of shame and embarrassment will be treated

as guilty of ragging and will be entitled for disciplinary action. Our institution has a coherent and an effective anti ragging policy, which believes:-

- Ragging is banned and all the students are advised to refrain from all such activities which are mentioned above and directly or indirectly related to ragging.
- A wholehearted co-ordination with the members of anti ragging committee will be appreciated.
- After witnessing the incidents of ragging all students should immediately intimate about this to the officials of anti ragging squad.

As per the orders of Supreme Court of India and subsequent notification from UGC writing constitutes one or more of any intention by any students or groups of students on:

- Any act of indiscipline, teasing or handling with rudeness which causes or is likely to cause annoyance, headship, physical or psychological harm or to raise fear or apprehension.
- Any act that prevents, destructs the regular academic activity.
- Any act of financial extortion or forceful expenditure.
- Any act of physical torture, which included- sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act of wrongful confinement, kidnapping, molestation for committing unnatural offences, use of criminal forces, trespass or intimidation.

Measures for curbing Ragging:

- Our institution constitute an anti ragging committee/squad in the chairmanship of the Principal, Heads of the Discipline committee and Students welfare Committee, at the beginning of every academic year.
- It shall comprise of faculty members, Student's fresher's category as well as seniors and selected non teaching staff nominated by the Principal.
- This committee/squad shall be fully responsible to ensure that the incidence of ragging as defined by Supreme Court and University

Grants Commission shall used to regulate and monitor and also to make ensure that the instruction of these regulations are followed fully at all points of time.

- The function of anti ragging squad will include taking rounds of the college campus and to maintain vigilance at all times and take immediate action on noticing any incidence of ragging.
- The squad will also have the responsibility wherever required to investigate incidences of ragging.

Punishment for violating anti ragging rules:-

Every student shall submit an oath paper that he or she will not get involved in any kind of ragging activities. Even then if a student or group of students is found guilty by the anti ragging committee, any of the following punishment depending upon the level of the crime will be imposed.

- Suspension from attending classes and other academic activities for a specified period.
- Withholding/withdrawing scholarship/fellowship.
- Cancellation of admission
- Debarring from appearing in any test/examination.
- First Information Report (FIR) can be filed depending on the seriousness/intensity of the crime.

Any member of Governing Body needs any primary information from institute he/she will communicate to the principal and will not have oral or written communication with the employee.