

SADANLAL SANWALDAS KHANNA GIRLS' DEGREE COLLEGE

ALLAHABAD

(A Constituent College of University of Allahabad)



CODE OF CONDUCT HANDBOOK

**Code of conduct handbook for Students, Teachers, Governing body,
Administrators including Principal / Vice- Principal/Officials and Support Staff**



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TABLE OF CONTENTS

Description	Page
Prelude	3
Vision & Mission	3
Aims & Objectives	4
Core Values	4
Human Value & Professional Ethics	5
Code of Conduct for Students	6
Code of Conduct for Faculty members (Teaching)	7
Code of Conduct for Governing Body	10
Code of Conduct for the Principal/Vice-Principal	10
Code of Conduct for Administrative / Support Staff	11
Code of Conduct for Self Finance Employees	13

PRELUDE



Sadanlal Sanwaldas Khanna Mahila Mahavidyalaya, Prayagraj, was established In the International year for Women, 1975, by the joint efforts of late S.N. Kakkar (Ex- Union Minister, of India), Prof. D.D. Khanna (Ex-Head of Department of Defence Studies, University of Allahabad) and Sri Shyam Narain Kapoor, members of the Khattri Pathshala Society with the motto “आनोभद्राः क्रतवोयन्तुविश्वतः (Let noble thoughts come to us from every side.)”.The college has grown from a single faculty to composite institution where in education is being imparted in the faculty of Arts, Science, Commerce, Teacher- Education and Law at the under-graduate and post-graduate level. The college is exclusively for women and aims to cater the needs of students belonging to diverse socio-economic backgrounds, with the objective of cultivating moral, intellectual, spiritual, social, and emotional values for all round development of the students.

The Institution is a Constituent College of the Central University of Allahabad. It has been Accredited with CGPA of 3.46 on fourpoint scale at ‘A’ Grade in 2014 and has been awarded the status of “College with Potential for Excellence”.

OUR MISSION & VISION

OUR VISION:

(To help the girl students discover their innate potentials and promote them towards their personal and social benefits.)

The college believes in and teaches the philosophy of UBUNTU, which simply translated means, “I am because We are”

‘How can one be happy when the others are sad?’

Let all of us always have this attitude and spread happiness wherever we go. Let’s have a “UBUNTU” Life.....

OUR MISSION:

To raise the level of education of the girls belonging to the lower and middle sections of society as well as minority class. The realization & achievement of their goals. To make the girls students independent & self-reliant. To undertake future courses and training programmes in order to make them economically independent.

AIMS AND OBJECTIVES

- ❖ To provide holistic education and advancement of learning accompanied by modern teaching aids
- ❖ Provision of need-based higher education to cope with the changing requirements of the society
- ❖ To empower economically and socially challenged girl students through education and training
- ❖ To transform girl students into leaders of change
- ❖ Attainment of excellence and all-round personality development through academics and co-curricular activities.
- ❖ To enhance the employability of girl students through skill sets designed for value addition
- ❖ To promote life skills education among girls, build their emotional resilience and intelligence, increase participation in decision making and development of leadership skills through gender equity initiatives
- ❖ To make students socially committed and adaptable to global changes

CORE VALUES

S.S. Khanna Girls' Degree College is an institution which caters education to a large number of girl students belonging to different cultures, languages, religions, ethnic communities and social strata with the motto “आनोभद्राः क्रतवोयन्तुविश्वतः (Let noble thoughts come to us from every side.)”. The College is a Multi-disciplinary Institution which offers education in the field of Science, Arts, Commerce, Teacher-Education and Law. Apart from imparting traditional education, the College endeavors towards growing human values and ethics among students by encouraging them to participate in extension activities and programmes like NSS, NCC and Ranging related to society, environment and community development.

The core values that guide the College practice are:

Respect

- ❖ Respect for all stakeholders of the College
- ❖ Respect for women
- ❖ Respect for seniors and elder people
- ❖ Respect for the country
- ❖ Respect for self

Excellence

- ❖ Excellence in the quality of education being imparted

- ❖ Creation of skill among the students and staff through regular organization of Seminars/Workshops
- ❖ Excellence in inculcating values for society, environment and country
- ❖ Excellence in ICT Enabled Teaching and Learning

Service

- ❖ Service to the students beyond classrooms like Counseling classes, Remedial classes and Tutorials
- ❖ Service to the students to get placement
- ❖ Service to resolve the problems of the students personally

Integrity

- ❖ Inculcate moral values and Integrity of character
- ❖ Inculcate Religious Integrity
- ❖ Inculcate Regional Integrity

HUMAN VALUES AND PROFESSIONAL ETHICS

Human values are the guiding principles of all our thoughts, beliefs, behaviour and actions. As the main anchor of our actions, they guide us towards our success. Professional ethics enshrines personal and institutional rules that govern behaviour within the context of a particular profession. Our Institution instils human values and professional ethics into the minds of the staff and the students to facilitate development of holistic perspective among them towards their personal and professional life. The College conducts activities like Swachh Bharat Abhiyan, Health Camps, Community Service programmes and other extension and outreach programmes in the areas close to the College campus to inculcate in the students and the staff their social responsibility. Students, teachers, Administrative staff (Principal), Governing Body members and support staff abide by specific codes of conduct of the College. The Institution observes Independence Day, Republic day and Human Rights Day to generate patriotic fervour, nationalism and feeling of love and adoration towards motherland and among stakeholders of the College.

The conduct of College Students, Teachers, Governing Body, Administrators including Principal, Vice-Principal and support staff should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

"Code of Conduct" has been prepared to make all the staff to know the rules and regulations and code of conduct that exist in the College. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.

CODE OF CONDUCT FOR STUDENTS:

Preamble

All students must abide by the rules and regulations of the University of Allahabad and the College. The College authority may take disciplinary action if any student violates the College rules and regulations. Students are advised to adhere to the rules and regulations of the College and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules.

General Rules and Regulations for Students

1. Students shall observe strict modesty in dress.
2. Students should wear identity cards inside the campus and also when participating in any educational activity outside the campus. Any violation of these orders will lead to disciplinary action.
3. Presence of every student is mandatory in the induction meeting chaired by the Proctor on commencement of new academic session.
4. Use of plastic within the campus is strictly prohibited.
5. Students should attend classes regularly and on time.
6. As per the University guidelines, for appearing in the terminal examination, a student must record 75% attendance in each subject. Even in case of absence on medical ground a student must register 65% attendance to be eligible to appear in the examination. The Principal, as per the University rules, reserves the right to debar a student from appearing in the terminal examination or cancel the admission of a student with short attendance.
7. All financial assistance or scholarship will be withdrawn from the students recording less than 75% attendance, unless specifically condoned.
8. In case of any damage or loss of any book issued to a student by the College library, the student will be penalised for the same.
9. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited.
10. **Students shall not entertain visitors** without prior permission in the campus. Students are expected to read notices/circulars displayed on the College notice board. Aftermath of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
11. Spitting and throwing bits of paper inside the College campus are harmful and must be avoided. Students should refrain from possessing and consuming harmful material such as gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
12. Use of smear coloured powder and splash colour water in the guise of festivals and functions on or during any other occasion in the College campus is strictly prohibited.
13. Students should strive hard to maintain and improve the cleanliness of the College campus. Scribbling on the desks or the black board or on the walls of the College is strictly prohibited.

14. Use of internet, computers, laptops, and tablets by the students within the College campus, must be strictly restricted to academic purposes only.
15. Students should be attentive to not to harm the reputation of the College or individual (fellow students and College staff) through social and electronic media.
16. Students should respect the College property. Students should not destroy/ damage/ deface the College property. Any damage so caused will be considered a punishable offence.
17. It is unlawful for any student to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
18. Students shall not indulge in any kind of misdemeanour bringing opprobrium to the College.
19. All vehicles should be parked in the allotted place. Students coming by two wheelers have to compulsorily wear Helmet.
20. While attending functions within the College or representing it outside, the students will conduct themselves in such a way as to bring recognition/ honour to themselves and to the College.

Anti-Ragging RAGGING is a CRIMINAL offence.

It is mandatory for all students to file an undertaking that they shall not resort to ragging. The UGC has laid down specific regulations in that respect called UGC Anti-Ragging Regulation 2009. The students and the college authorities are bound to act in accordance with the UGC Regulation.

CODE OF CONDUCT FOR TEACHERS

- 1) **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.
- 2) **A Teacher should:**
 - a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
 - b) Manage their private affairs in a manner consistent with the dignity of the profession;
 - c) Seek to make professional growth continuous through study and research;
 - d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
 - e) Maintain active membership of professional organisations and strive to improve education and profession through them;

- f) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- g) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- h) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- i) 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
- j) Participate in extension, co-curricular and extra-curricular activities, including the community service.

3) Teachers and Students 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 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.

4) 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.

5) 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.

6) Teaching 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.

7) 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.

8) Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (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 the College Principal/ Vice-Principal

A Principal/Vice-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.

CODE OF CONDUCT FOR GOVERNING BODY

Introduction

The responsibilities of the Governing Body, as the entity controlling a large and prestigious College are onerous. The function of governance is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code is intended to ensure that members are aware of and accept the responsibilities associated with coveted membership and follow high standards of ethical and professional conduct, as members of the Governing Body.

Objectives:

The objectives of the Code of Conduct are:

- ☐ To set out decided pack of ethical ideologies.

- ☐ To endorse and preserve the confidence and faith in the governing body of S. S. Khanna Girls' Degree College, Allahabad
- ☐ To avert unethical practices.
- ☐ To endorse compliance with best management practices in all the activities of the College.

Conduct as Members:

Members shall:

- ☐ Treat each other, College staff and students with professionalism, courtesy and respect.
- ☐ Not negatively influence other members.
- ☐ Participate actively and work co-operatively with fellow members in carrying out their responsibilities as members.
- ☐ Act at all times honestly and in good faith.
- ☐ Have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board.

Code of Conduct: Governing Body

- 1) The Governing Body of every college shall be responsible for power management of the affairs of the college and may exercise all such power and functions as may be necessary for the purpose. In particular, and without prejudice to the generally of the foregoing provision, the Governing Body of the college shall be responsible for ensuring.
- 2) That review is made of the results of the college and the University examinations and measures are adopted for academic improvement and maintenance of academic standards; and that working hours and actual teaching days of the college, workload and number of classes engaged for each course/subject taught are in conformity with University Acts and Statutes.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF/SUPPORT STAFF

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.

7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- ☐ acting in a fair, courteous and mature manner to students, colleagues and other stakeholders.
- ☐ co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service
- ☐ endeavoring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality.
- ☐ respect for institute's property.
- ☐ maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.;
- ☐ taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises.
- ☐ being fit for work (ie not adversely influenced by drugs, alcohol, etc.).
- ☐ being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- ☐ being familiar with communication channels and Institute procedures applicable to both students and staff.
- ☐ ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security.
- ☐ respect for the rights and opinions of others.

Note :

In addition to above All teacher and Staff who are employed against cader post created for the college by state Government at the relevant time or by the University of Allahabad shall governed by the conduct and discipline provisions as contained in the Allahabad University Act 2005 read with the Ist Statutes and the Ordinance of the University.

CODE OF CONDUCT FOR SELF FINANCE TEACHERS AND EMPLOYEES

All the provisions as applicable to cadre teachers and Employees in the matter of there conduct would apply to teachers and Employees appointed in self finance department, except in respect of leave, and disciplinary actions.

Disciplinary Actions

The Governing Body of the college will have the authority to take disciplinary action against the teachers and class III employees working in self-financed department.

The procedure for such disciplinary action shall be in conformity with the principals of natural justice.

The principal shall be authority to take disciplinary action against class IV Employee/MTS working in self finance department. The procedure for the same shall be in conformity with the principles of natural justice.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

Leave Rules for Self Finance Teaching and Non-Teaching Employees

- 1) Teaching and non-teaching staff in Self finance department shall be entitled to 08 days of Casual leave, 10 days of Special Privilege Leave at the discretion of the Governing Body in case of service of one full academic session (365 days). If the duration of service is less, then leave will be reduced in the same ratio.
- 2) Special privilege leave will be granted in unavoidable circumstances with the joint permission of the Principal and the Manager of the College.
- 3) Non-teaching staff employees under the Self Finance mode will be granted 10 days leave during the summer vacation. This leave will be granted in the period of summer vacation only.
- 4) In case of teaching and non-teaching employees under self-finance mode all leave application must be forwarded by the Coordinator of the Faculty and then forwarded to the Principal of the College, which would further be forwarded to the Manager of the College.
- 5) Privilege leave and Casual Leave will not accumulate in the next session.

Note:

Any thing not provided under these conduct rules shall be regulated by rules applicable to Allahabad University teachers and staff, subject to such modification as the Governing Body may decide.