



DEV SAMAJ COLLEGE OF EDUCATION FOR WOMEN, FEROZEPUR



Inside Bansi Gate, Ferozpur-152002

Aided, Permanently Affiliated to Panjab University, Chandigarh

Recognized by NCTE & UGC Act (2f), Section 12 (B)

NAAC Accredited with 'A' Grade



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1	Code of Conduct

CODE OF CONDUCT

In order to maintain and promote the reputation of the college for academic excellence and integrity, the college management has framed the code of conduct. The code of conduct for Principal, teaching, non-teaching staff and Students is given to them at the time of appointment. The code of conduct for the students is given in the Handbook of Information and explained to them during annual Students Orientation Programme in the beginning of session.

The code of conduct is based on the guidelines given by University Grants Commission.

- ✚ Every stakeholder of the college shall abide by the code of conduct prescribed for them by the institution.
- ✚ Every faculty involved in teaching and research activities is expected to conform to the highest standards of honesty and integrity. Activities such as plagiarism, misinterpretation and falsification of data are prohibited.
- ✚ All research must be conducted according to the guidelines laid by Panjab University, Chandigarh and the UGC.
- ✚ Every teaching and non-teaching staff member who is involved, directly or indirectly, in the preparation of a bill to any government or private body is expected to use his/her best efforts to ensure that the bill addresses only those services rendered and products delivered and in the correct amount, supported by appropriate documentation.
- ✚ The college reserves the right to amend the Code of Conduct of its stakeholders at its own discretion, at any time and without any notice.
- ✚ DSCEW has established a unique identity in society with its distinctive history and culture. It aims at fostering an environment which is conducive to intellectual, ethical and civic development of students. This demands a partnership between the institution, staff and students.

We expect our employees and students to behave well within and beyond the campus. It is mandatory for them to abide by the code of conduct which shall serve as a guiding compass for them. They are requested to be well conversant with this code which can also be viewed on official website of the college.

CODE OF CONDUCT FOR PRINCIPAL

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. Be fair to personnel and students.
3. Maintain integrity by being honest in words and action.

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 uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution.
6. 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 among them.
7. 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.
8. The Principal will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/She should also be participating in extra-curricular activities of the College as in extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the faculty and students.
9. Assume responsibility and accountability for his/her performance.
10. Maintain good moral character.
11. Not fake records or direct others to do so.
12. Not knowingly misappropriate, divert or use money, property or equipment committed to his charge for personal advantage.
13. Not reveal confidential information unless required by law.
14. Make concerted efforts to communicate to parents all information which should be revealed in the interest of students.
15. Be fair in his disciplinary actions for all the members of faculty, nonteaching staff and students.
16. Manage their private affairs in a manner consistent with the dignity of the profession.
17. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
18. Participate in extension, co-curricular and extra-curricular activities, including the community service.
19. Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff, Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.
20. Safe guard the interests of teachers/non-teaching staff members and the Management
21. Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially. Regarding Accounts matters

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the college and should endeavor for its enrichment by encouraging research activities. 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, arranged for regular seminars and participate in conference/symposium/workshop/seminars.

CODE OF CONDUCT FOR TEACHERS

1. Every teacher shall discharge his/her duty efficiently and diligently to match with academic standards and performance norms laid by college management.
2. Every teacher shall update his/ her knowledge and skills to equip himself/ herself professionally for proper discharge of duties assigned to her/him.
3. Teachers must report for duty on time as per prescribed working hours.
4. Acknowledge and respect the uniqueness, individuality and specific needs of pupils and promote their holistic development.
5. Avoid conflict between their professional work and private interest which could reasonably be deemed to impact negatively on students.
6. Treat your colleagues with courtesy and as professional equals regardless of their status.
7. No teacher 'shall', in any manner, criticize adversely in public the administrative actions of the college authorities.
8. Deal justly with each student and work towards developing good human relations.
9. No teacher shall act in any manner that violates the norms of decency or morality.
10. No teacher shall incite or provoke any student or staff member, into any form of action which disrupts academic activities of college.
11. Teachers are barred from using cell phones while taking classes
12. Do not smoke, drink or eat during teaching sessions.
13. Respect the confidentiality of information about a student unless required by law.
14. Do not discriminate on grounds of race, religion, gender, color or creed.
15. Do not use institutional or professional privileges for personal advantage.
16. Teachers should not collect any money from students except when specifically authorized for any fund-raising programme.
17. 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/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

18. They shall not prevent any student from expressing his/her viewpoint although it may differ from that of his/her own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
19. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
20. The following lapses, if established after the enquiry shall constitute improper conduct on the part of the College teacher: -
 - ❖ Failure to perform her academic duties including class lecture, demonstration, assessment, guidance, invigilation and such other acts or actions, which reflect on her stature as a teacher and the dignity of her profession.
 - ❖ Gross partiality in assessment of students, deliberately over marking / under-marking or attempts at victimization.
 - ❖ Raising question of caste, creed, religion, race and/or sex in her dealings within the institution is prohibited.
21. Refusal to carry out the decision of appropriate administrative and academic bodies and or functionaries of the college. But this will not inhibit her right to express meaningful and responsible differences with their policies or decisions. A militant approach is to be totally eschewed.
22. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.

CODE OF CONDUCT FOR ADMINISTRATING STAFF

1. Administrative staff should look after students' admission and examination.
2. Administrative staff should be well versed in e- administration.
3. Administrative staff should behave politely and compassionately with parents/guardians. Administrative staff should develop co-operative and friendly relationships with faculty members.
4. Administrative staff should perform all professional activities through proper channels.
5. Administrative staff should not be involved in unethical practices.
6. Administrative staff should not remain absent from duties without prior permission.
7. Administrative staff should not engage directly or indirectly in any trade or business.
8. Maintain integrity by being honest in words and action.
9. Refrain from passing any information pertaining to college to any individual or agency.
10. Avoid applying leave during the examinations (both External and Internal).

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Loyalty to college by being punctual and reliable in all duties.
2. Treat students with care and kindness.

3. Be supportive and cooperate with staff members.
4. Exercise self-discipline and restraint at all times and deal politely with staff, students and general public.
5. Must not remain absent from duty without official approval.
6. Avoid unethical practices and not do anything that will tarnish the image of college.
7. Notify the principal immediately if there is reasonable cause to suspect that student is likely to be harmed.
8. Non-teaching staff working in the laboratory and library should maintain stock register in proper order.
9. Avoid social networking sites such as Facebook, Whatsapp, etc for demeaning, demoralising the management, institution, colleagues etc., Not to involve in any kind of gossips in the premises or on social media like whatsapp, Facebook, Twitter or any such platform.
10. Invigilation duties are part and parcel of academics.
11. Must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution.

CODE OF CONDUCT FOR STUDENTS

1. Dress up in a manner that is appropriate for academic environment. Interact with all members of college community with politeness and courtesy.
2. Respect differences in relation to gender, race, nationality, disability and religion.
3. Be ambassadors of college in local area, extend respect to all members of local community.
4. Use facilities like books, equipment and resources provided to assist you in a careful and responsible manner.
5. Alert the college security staff if you are aware of any potential risk to yourself or others.
6. Carry your college ID at all times when on campus.
7. Switch off your mobile phone in class.
8. Don't bring outsiders inside the college campus. If you are aware of any unauthorized visitors you must report this to members of staff.
9. Avoid disposing of litter inappropriately in college campus.
10. Don't be in possession of any bladed article or offensive weapon or firearms.
11. Maintain academic integrity by not cheating or using unfair means during exams.
12. Don't steal or knowingly possess stolen property.
13. Participation in on-campus and off-campus riots, demonstrations or activities which significantly disrupt the normal operations of college is prohibited.
14. Ragging is strictly prohibited.

15. The college prohibits all forms of sexual harassment, sexual assault, indecent exposure, stalking or any other gender-based conduct.
16. The students should not degrade, corrupt or damage college equipment.
17. Parking vehicles in no parking zones or in area earmarked for other persons is not allowed.
18. Students are expected not to interact on behalf of the institute with media representatives or invite media persons on campus without permission of authorities.
19. The students must maintain a satisfactory standard of academic performance. They must be committed to studies, attend classes regularly, participate actively and constructively in all the classroom activities and complete all tasks allocated to them.
20. A student should get at least 75% of attendance, if not he/she is not eligible to appear for the examination, as per the university rule.



Principal
Dev Samaj College of
Education for Women
Ferozepur City.