



Hindu Kanya Mahavidyalaya Jind

Affiliated to the CRSU, Jind

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Internal Quality Assurance Cell (IQAC)

Code of Conduct (Handbook)
For Various Stakeholders

Principal
H.K.M.V, Jind

CODE OF CONDUCT FOR STUDENTS

1. The college will start with morning prayers and till 12:30 p.m. no student will be allowed to leave the college premises.
2. It is expected that students should greet their teachers and meet college staff respectfully.
3. After admission each student would be given an identity card. Without identity card girls would not be allowed to enter college and they would be fined.
4. Students are required to read notice board regularly to update themselves about latest notification issued by the college.
5. It is expected that students conduct themselves with dignity and maintain discipline in canteen, library, classes and during the college functions.
6. Each student should respect national flag and national anthem.
7. If a student quarrel with other students she would be expelled from the college.
8. Students should study in library during vacant period instead of roaming in galleries.
9. Students who are found making noise in front of principal's office would be fined.
10. It is punishable to write anything on walls, furniture or blackboard.
11. Students are required to keep cycles and scooties in sheds allotted for them. Students who bring cycles or scooties without paying fees will be fined Rs. 500.
12. Use roads and lawns for coming in the college and going to the classrooms. It is forbidden to move in flower beds.
13. It is duty of students to not pluck the flowers or leaves. Students who are found plucking flowers or leaves will have to face disciplinary action.
14. No student is allowed to participate directly or indirectly in any kind of protest.
15. It is expected that students come in college in graceful and sober attire.
16. It is prohibited to eat or drink in classrooms.
17. It is prohibited to bring alcohol tobacco, cigarette in the college premises.
18. Ragging is a punishable crime.
19. Do not bring costly valuable items such as jewelry and cash in college.
20. Use of mobile is strictly prohibited in the college premises. Students found using it would be fined Rs. 500.

CODE OF CONDUCT FOR TEACHERS (Based on UGC guidelines)

1. A teacher should conduct himself/herself according with the ideal of the profession.
2. There should be no incompatibility between his precepts and practice.
3. The teacher should be calm, patient and communicative by temperament and amicable in disposition.
4. Manage their private affairs in a manner consistent with the dignity of profession.
5. Seek to make professional growth continuous through study and research.
6. Express free and frank opinion by participation at professional meetings, seminars and conferences etc. towards the contribution of knowledge.
7. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
8. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college.
9. Respect the right and dignity of the student in expressing his/her opinion.
10. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
11. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
12. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
13. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
14. Speak respectfully of other teachers and render assistance for professional betterment.
15. 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.

CODE OF CONDUCT FOR SUPPORT STAFF

1. They should perform the duties they have been assigned sincerely and diligently.
2. They should avail of leave with prior information.
3. They should not undertake any other job during stipulated office hours.
4. They should not use remarks that are disgraceful to principal, non-teaching, colleagues, teaching staff or students.
5. They should be punctual.
6. They should not be under the influence of drugs or alcohol, smoking during office hours.

CODE OF CONDUCT FOR THE PRINCIPAL:

1. To develop work culture and promote progressiveness.
2. To protect the collective interests of different sections of the institution.
3. To foster development in the college.
4. To maintain transparency in administrative and financial matters.
5. To maintain discipline in the college.
6. To initiate and propagate the spirit of welfare for teaching and non-teaching staff.

CODE OF CONDUCT FOR MANAGING COMMITTEE:

1. To involve themselves in the developmental activities of the college.
2. To solve issues, complaints and doubts in amicable manner.
3. To implement ethical principle in day to day activities.
4. To not execute cruel, dull and obsolete regulations.
5. To help financially and use transparency in executing rules and regulations.