



# **AGGARWAL COLLEGE BALLABGARH**

**A Post Graduate Co-educational College**

**(Affiliated to M.D. University, Rohtak )**

**NAAC ACCREDITED A++ GRADE (CGPA : 3.57)**

**ISO 9001:2015 & ISO 14001:2015 Certified  
COLLEGE WITH POTENTIAL FOR EXCELLENCE**

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## **Code of Conduct Handbook for Students, Teachers, Governing Body, Principal-Officials and Support Staff**





# Aggarwal College Ballabgarh

(Affiliated to M.D. University, Rohtak)

## (CODE OF CONDUCT FOR STUDENTS)

The College expects the students to adopt a target-oriented, mature and professional approach to their studies and their general conduct around the college. We expect students to abide by the Code of Conduct as given below:

1. Every student is required to wear his/her Identity Card visibly/well-displayed at all times during college hours. Unable to produce the Identity Card, issued by the College or refusing to produce it On Demand by Campus Security Guards or other authorities will be deemed an offence.
2. Students are required to dress in a dignified manner that is appropriate and suitable for an Academic Environment.
3. Students are not permitted to use the mobile phone within the Campus. Switch off Mobile Phones on the college campus and keep them out of sight in the classes.
4. Students are expected to keep the campus neat and clean. Do not drop or leave litter around the college campus and put it into the dust bins.
5. Students are expected to treat all members of the college community with honour, respect and courtesy.
6. Students are not allowed to bring Non-students/ Visitors on to the college campus. Unauthorised visitors should be immediately reported to a Member of the Staff/College Security Guards.
7. Students should not loiter in the corridors/ outside the class-rooms during the classes.
8. Smoking, consumption of intoxicants (an alcoholic drink or drug), chewing of Tobacco, Pan Masala, Gutka etc. and Gums is banned in all spaces throughout the college and immediately outside the college entrances.
9. Students should not indulge in any anti-social or criminal activity within or outside college, which may tarnish the image of the college.
10. Students are prohibited to use college facilities to send or view any obscene, offensive or illegal material.
11. Students are expected to switch off the lights, fans and other electric equipments/ gadgets when not in Use.
12. Organising Meetings and Processions on the campus and immediately outside the Entrances of the College without the written permission of Principal is strictly prohibited.
13. Stealing, Misusing, Defacing, Damaging or Destroying the college property will be severely dealt with.
14. Indiscipline during any Activity/ Functions of the college will be viewed very seriously subject to exemplary punishment.
15. Students are required not to interact on behalf of the college with media representatives or invite media persons on to the college campus without the written permission of the Principal.
16. Students should read the College Notice Boards daily on Entering and before Leaving the college and open their E-mail account daily to get information regarding important instructions/ orders issued by the Principal.
17. Students should not waste Drinking Water. Turn off the taps after the Use. Do not leave the taps dripping or flowing.
18. Bullying, assaulting intimidating, on threatening any member of the college community will be treated as an offence.
19. Misbehaviour with girls will be considered as a serious case of Misconduct. Give them priority while Entering and Leaving the classes without any obstructions.
20. Students are expected to be Environment-friendly and Eco-friendly. Conserve the greenery of the college campus.
21. Students are permitted to park their Registered Vehicles on the 'Parking Zone' reserved for them only during College Timings. The Wearing of Helmet/Protective Headgear is Mandatory for Two Wheeler Riders.

If any student fails to comply with the Code of Conduct or fails to observe any aspect of the code of conduct, strict disciplinary action may be taken against her/him by the Principal. Principal is the final authority to suspend or to expel the student violating any of the rules of the College and instructions displayed on the Notice Boards or communicated through E-mail from time to time. Heavy penalty/fine will be imposed on the students violating the rules and regulations of the college.

# **CODE OF PROFESSIONAL ETHICS (Code of Conduct for Teachers and Principal))**

## **I. 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers 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.

## **II. TEACHERS AND THE STUDENTS:**

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students 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.

### **III. TEACHERS AND COLLEAGUES:**

Teachers should:

- (i) Treat other members of the 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 lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. 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 organizations for change of any such rule detrimental to the professional interest;
- (ii) (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) (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) (vi) Should adhere to the conditions of contract;
- (vii) (vii) Give and expect due notice before a change of position is made; and
- (viii) (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.

### **V. TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **VI. TEACHERS AND GUARDIANS:**

Teachers should:

- (i) Try to see through teachers' bodies and organizations, 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.

### **VII. TEACHERS AND SOCIETY:**

Teachers should:

- (i) Recognize 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.

**College Principal should:**

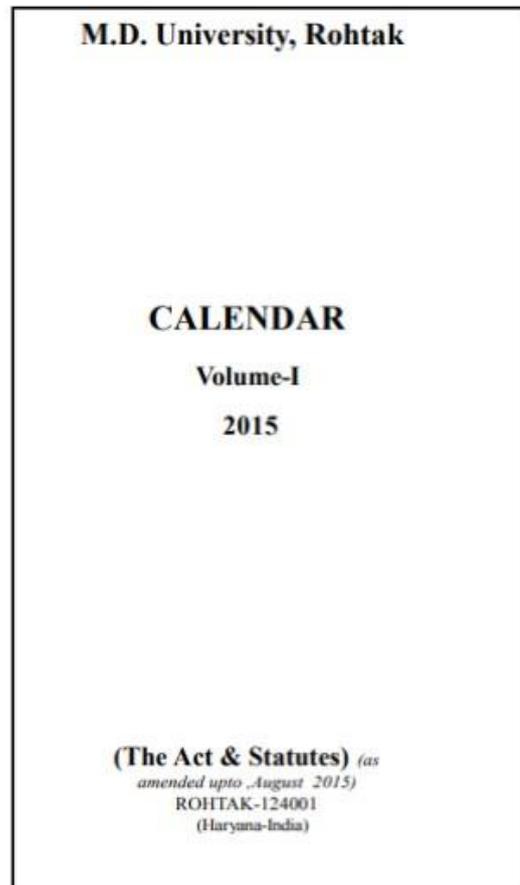
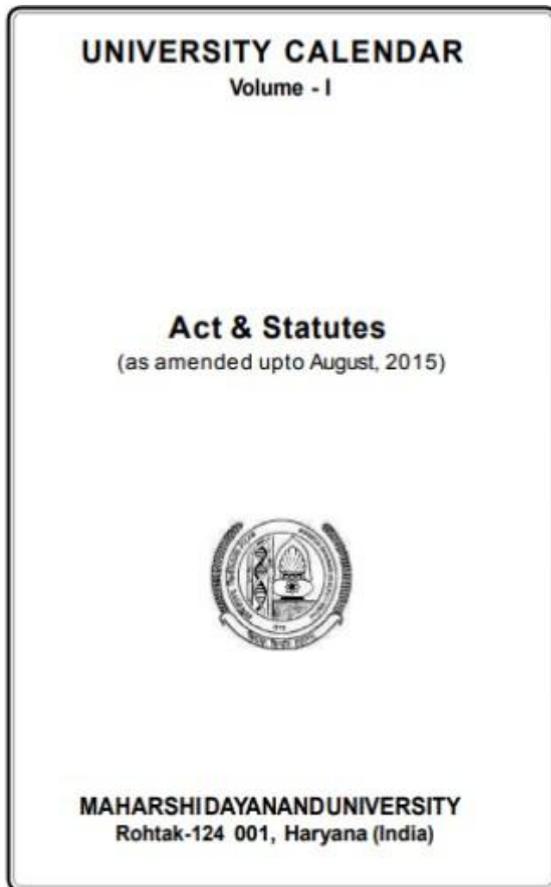
- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- b) Conduct himself/ herself with transparency, fairness, honesty, 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 responsibly, 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.

**Director Physical Education and Sports (University/College)/Librarian (University/College) 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) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

## **Code of conduct for Governing body**

It is mentioned in the Memorandum of Association (MOA) of Aggarwal Vidya Pracharni Sabha (Regd.), the Parent Body under the aegis of which the college is run. However, the Governing Body is constituted and functions as per the rules mentioned in the M.D. University Rohtak Calendar and the Service Security Act 1979, amended 2006.



- (23) The report of the inspection committee shall be submitted in printed form prescribed by the University within 10 days of the date of inspection to the Registrar for consideration by the Academic Council/Executive Council.
- (24) If the report calls for any action by the Academic Council/Executive Council, the Academic Council/Executive Council shall specify the points on which it considers the college deficient and fix time, which may be extended for sufficient reasons, within which the college shall take action necessary to comply with the direction of the Academic Council/Executive Council.
- (25) i) Each College shall have a managing committee known as governing body consisting of not more than 21 and not less than 11 members. The president, vice-president, treasurer, general secretary and secretary shall be the office bearers of the governing body. The first four shall be elected by the general body of members of the society/trust running the college. The principal shall be the ex-officio member-secretary of the governing body. Of the remaining sixteen members 11 shall be nominated by the president, one by the University, one by the State Govt., and three shall represent the staff. In cases where the governing body consists of less than 21 members, the number falling in each of the above categories will be determined on a proportionate basis, the representation of the University and the Govt. remaining invariable. As soon as the governing body is constituted, the names of the members will be communicated to the University and the director of higher education Haryana by the secretary. The life of the governing body shall be three years and fresh election shall be held after every three years. The election shall be held under the supervision of an observer to be appointed by the University who shall certify that the election has been held properly and according to rules. In case the elections are not

held at the end of the period stipulated above, the University shall be competent to constitute a new governing body. The constitution, election and personal of the governing body shall be subject to the approval of the University. The change in the constitution on the above lines shall be a pre-condition for the release of maintenance and other grants. Applications for grants, accompanied with certificates that the salaries of the employees have been paid and all other conditions relating to affiliation and such grants have been complied with shall be routed through the University.

If in inquiry, it is found that a recognised non-govt. college is not being properly administered, the Executive Council, may authorise the Vice-Chancellor to appoint additional representatives or representatives of the University on the managing body of the college for such period as may be prescribed by the Executive Council. If the representative of the university are not invited to a meeting of the managing body and or/a meeting of the governing body is held without the presence of the University representative, the proceedings of that meeting shall be regarded as invalid. In case, the University representative does not attend a meeting even after having confirmed his presence in writing the proceedings of such meeting shall be valid. There must be at least three meetings of the governing body in a year i.e. one per term.

T.A. and D.A. of University representatives shall be paid by the college concerned.

<sup>1</sup>Note: "Managing Committee" means the Managing Committee of an affiliated college or colleges and includes a person or body of person for the time being entrusted with the management of the affairs of such college or colleges

- (26) The conditions for the grant of Association to the institutions for Oriental Titles/ Modern Indian Languages examinations shall be those as prescribed in the ordinance.
- (27) If at any time, the Executive Council finds, that a college/institution is not complying with the requirements of the Act, Statutes, .....

1. Added by Executive Council Res. No. 53 of 18.9.13 and the received the assent of the Chancellor on 28.11.13.

THE HARYANA AFFILIATED COLLEGES  
(SECURITY OF SERVICE) ACT, 1979

(Haryana Act No. 15 of 1979)

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**THE HARYANA AFFILIATED COLLEGES  
(SECURITY OF SERVICE) ACT, 1979**

**(Haryana Act No. 15 of 1979)**

*[Received the assent of the Governor of Haryana on the 17th April, 1979 and first published for general information in the Haryana Government Gazette (Extraordinary), Legislative Supplement, Part I of 19th April, 1979].*

1	2	3	4
Year	No.	Short title	Whether repealed or otherwise affected by legislation
1979	15	The Haryana Affiliated Colleges (Security of Service) Act, 1979.	Amended by Haryana Act 9 of 1982. <sup>2</sup> Amended by Haryana Act 12 of 1984. <sup>3</sup> Amended by Haryana Act 1 of 1996. <sup>4</sup> Amended by Haryana Act 9 of 1998. <sup>5</sup>

AN

ACT

*to provide for the security of service, employees of affiliated colleges.*

BE it enacted by the Legislature of the State of Haryana in the Thirtieth Year of the Republic of India as follows :—

1. This Act may be called the Haryana Affiliated Colleges (Security of Service) Act, 1979. Short title.

2. In this Act, unless the subject or context otherwise requires,— Definitions.

... (a) "affiliated college" means a college which is not run by the Central Government or the State Government or a local authority which is recognised by the Kurukshetra University under the

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1. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 23rd March, 1979, page 583.
  2. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 13th March, 1982, page 307.
  3. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 13th March, 1984, page 300.
  4. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 23rd March, 1995, page 504.
  5. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 12th January, 1998, page 51.

Continues=====

## **Code of conduct and responsibilities of Officials and Support staff**

### **Professional Behaviour and Confidentiality**

1. Staff members should reflect professional behaviour required in an educational institution
2. Staff members should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal
3. They should ensure effective communication and fast disposal of the correspondences with various stakeholders
4. They should not use their position in the college for private advantage or gain.
5. They should not indulge in activities that might bring disrepute to the college and tarnish its image
6. They should not undermine their colleagues and treat them with dignity and work in a family environment with completely professional approach
7. They should maintain the secrecy of the office in all circumstances and work with all transparency
8. They should not interfere unnecessary in the working of others
9. They should not violate the policies and procedures prevailing in the college
10. They should continuously strive for their professional growth and participate in various activities planned in the college
11. They should attend their duties at the designated places
12. They should clearly understand the dignity of labour
13. They should work in all perseverance under the guidance and instructions of their superiors
14. They should be familiar with job requirements (e.g. proper preparation and maintenance of records, viz. Service Books, Personal Files, other University and Directorate Higher Education related Record etc.), using available methods/systems
15. They should update their knowledge with developments relevant to the job; being familiar with communication channels and college procedures applicable to both students and staff

**Actions of in-disciple and action:** The following are examples of unacceptable behaviour of Administrative staff / Support staff

- Any form of physical/verbal violence towards students, teaching-non-teaching colleagues and visitors
- Sexual offences, sexual insults or sexual discrimination against students, teaching-non-teaching colleagues and visitors
- Theft/damaging money/property of college, students, teaching-non-teaching colleagues and visitors
- Unauthorized absence from work.
- Consuming alcohol or drugs and smoking
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.

Indulging in any of the above mentioned inappropriate actions and other actions which are not acceptable will be regarded as gross misconduct and disciplinary action will be taken.



*(Handwritten signature)*  
PRINCIPAL  
AGGARWAL COLLEGE  
BALLABGARH (FBD)