



2018

# CODE OF CONDUCT

**A HANDBOOK FOR**

**STUDENTS, TEACHERS, ADMINISTRATORS, AND  
OTHER STAFF**

**INSTITUTE OF ADVANCED STUDIES IN EDUCATION  
(DEEMED TO BE UNIVERSITY), SARDARSHAHR**



**INSTITUTE OF ADVANCED STUDIES IN EDUCATION**  
**(DEEMED TO BE UNIVERSITY)**

# **CODE OF CONDUCT**

**A HANDBOOK**  
**FOR**  
**STUDENTS, TEACHERS,**  
**ADMINISTRATORS**  
**AND**  
**OTHER STAFFS**

## **CODE OF CONDUCT FOR MEMBERS OF BOARD OF MANAGEMENT**

1. The members of the Board of Management shall be nominated with such an approach that they possess, experience and competence to provide leadership to the institution in its quest for excellence
2. The members shall observe high level of commitment and maintain standards of quality governance in all the functions of the institutions
3. The members shall contribute to the growth and development of the Institution with selflessness, integrity, objectivity, accountability, transparency, leadership and honesty.
4. The members shall ensure proper delegation of authority to the Vice Chancellor and statutory officers with defined roles and responsibilities.
5. The various committees constituted for specific purpose shall be empowered to conduct the work judiciously and report to the Board of Management
6. The Board of Management shall ensure compliance with the statutes, ordinances and provisions regulating the institution. Also, the information furnished to the Regulatory Agencies must be accurate, complete and authentic.

## **CODE OF CONDUCT FOR VICE CHANCELLOR**

1. The Vice Chancellor shall exercise power and perform functions as prescribed by the Rules and Bye Laws of the Deemed to be University.
2. Vice Chancellor shall not disclose or supply confidential information of the institution except when authorized to do so a part of his routine normal duties or when required to do so by the Government or Court order.
3. Vice Chancellor shall take decisions solely in terms of interest of Institution objectively.
4. Vice Chancellor shall not be indulged in any financial gain or other material benefits to him/her or to his/her family or to his/her friends.
5. Vice Chancellor shall not place himself under any financial or other obligations to the outside individuals or organizations that might influence his/her official performance and assigned duties.
6. Vice chancellor shall manage the affairs of the institution within the budget and framework fixed by the Board of Management.
7. Vice Chancellor while performing his official duties such as making appointments, awarding contracts or recommending rewards and benefits, shall make choices on merit.
8. Vice Chancellor must act transparent all with regard to decisions and actions that s/he take.
9. Vice Chancellor shall act in good faith and exhibit the highest loyalty to the institution.
10. Vice Chancellor must observe the provisions of MoA/ MoU, Rules/ Bye Laws of the institution and as per the guidelines of the MHRD, UGC, and Statutory Councils in an orderly, transparent and fairly manner.

## **CODE OF CONDUCT FOR REGISTRAR**

1. Registrar shall exercise power and perform duties as prescribed by the Bye Laws of the Deemed to be University.
2. Registrar shall conduct with fairness, transparency, integrity and honesty.
3. Shall avoid role conflict between personal and professional interest.
4. Shall offer the complete, accurate and factual information whenever asked to portray the clear picture of the institution
5. Shall protect the legitimate privacy of the employees.
6. Shall protect the institutional records and data.
7. Shall maintain the appropriate confidentiality of the institutional data and record.
8. Shall possess professional competency to administer the institution by enforcing the rules and regulations by words and spirit.
9. Shall adhere to the principles of equity and justice among employees.
10. Shall adhere to the institutional Mission and Vision.
11. Shall use the institutional infrastructure and resources effectively and efficiently.
12. Shall update him/herself on the latest developments / guidelines / Press release/ of the higher educational institutions such as UGC, MHRD, NCTE, AICTE, Education Department of State and Central.
13. Shall take minute consideration of rules, regulations and Bye-laws of the Deemed to be University and of the relevant Statutory Councils.

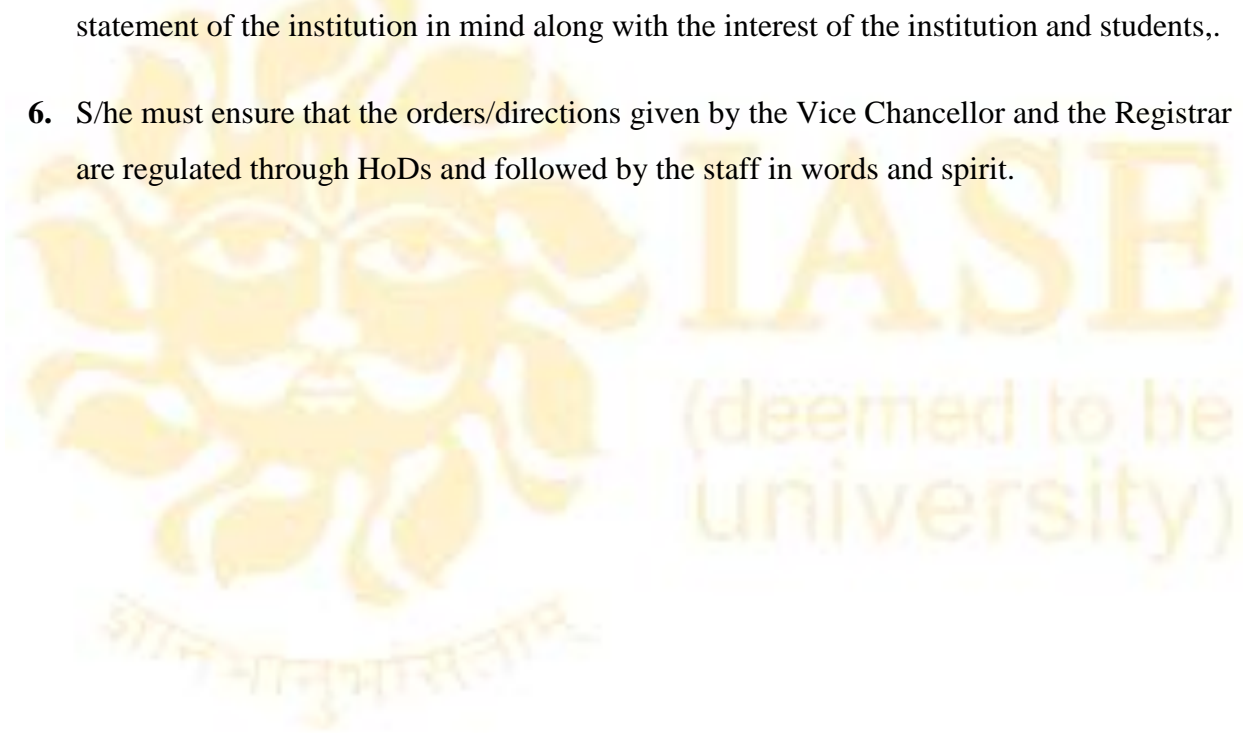
## **CODE OF CONDUCT FOR THE CONTROLLER OF EXAMINATION (CoE)**

1. Shall make sure secrecy, safety and security of all the examination related documents.
2. Shall possess honesty and integrity as basic traits for the controller of the examination.
3. Shall ensure evaluation of the answer scripts are done objectively.
4. Shall make certain that there is no conflict his personal and professional interest.
5. Shall take special care in protecting the question-papers and take all the possible precautionary steps to ensure that the questions are not leaked out before the examinations.
6. Shall ensure that the results are declared on time.
7. Shall ensure that the entries in the result card/ mark sheet are correct, complete and free from any sort of error.
8. Shall ensure that all security measures are adhered in publishing and distribution of mark sheet and degree certificate.
9. Shall ensure that the examination cell and committee is comprised of honest and transparent members and staff.
10. Shall ensure double-check and proper audit of the question paper before sending it to the concerned examination.
11. Shall ensure strict measures against unethical behavior related to the examination.
12. Shall ensure the proper correlation between Internal and External Marks, through proper auditing.
13. Shall ensure answer scripts are disposed properly and safely after the due dates



## CODE OF CONDUCT FOR THE DEANS

1. Dean shall process the letter/application submitted by the staff through proper channel.
2. Dean has to take immediate action on the application/letter received from the staff or forward them to the Registrar if necessary immediately.
3. S/he shall be neutral, transparent and unbiased to any HoD or staff member.
4. Dean must use his/her powers judiciously.
5. S/he shall take each and every action and decision by keeping the Mission and Vision statement of the institution in mind along with the interest of the institution and students,.
6. S/he must ensure that the orders/directions given by the Vice Chancellor and the Registrar are regulated through HoDs and followed by the staff in words and spirit.



## CODE OF CONDUCT FOR THE TEACHING STAFF

1. Teachers shall attend regularly and punctually the classes assigned as per timetable.
2. During the working hours teachers shall devote themselves diligently to his/her assigned work and duties.
3. The teachers shall bestow full cooperation to the University and its work.
4. S/he shall carry out the assigned work and duties with accuracy and rational speed.
5. S/he shall act with due courtesy and politeness with whom s/he comes in contact on or off duty.
6. S/he shall respect all lawful orders from the administrators and higher authority and carry them out by words and spirits.
7. The property, articles, apparatus, finance, etc of the University under charge shall be kept with reasonable care and proper precautions to minimize the expenses of the damage of the institution.
8. S/he shall take care to keep the data, information and content of the University confidential and shall not deliver to the unauthorized person directly or indirectly.
9. S/he shall not bid either in person or through agent in any auction in which the property of the University is involved
10. Whether on duty or leave or under suspension, without the previous permission of the Vice Chancellor s/he shall not be engage in any trade or profitable business or use his/her position as University teacher for indulging into any profitable process.
11. The teachers shall execute all the work assigned to him/her by the Head of the institution or department from time to time honestly and sincerely and carry out all the lawful orders of the superior authorities.
12. The institution has the sole authority to terminate his/her services by the virtue of its authority and discretion, after using one month notice or salary who are not found compatible with the mission and vision of the institution.



13. The teachers shall be actively associate, involve, and participate in all the activities and programs of the institution.
14. The teachers shall not confine his/her activities to the classroom teaching but shall involve him/her in all the efforts of the institution to meet its Mission and Vision statement.
15. The teacher shall work for the interest of the institution and students.
16. The teacher shall involve in developing the inner values of the student which is the prime objective of the institution.
17. The teacher shall not indulge in any anti-institutional activity and shall not promote, abet, assist or motivate any group-ism.
18. The teacher shall not directly apply for or seek another job without prior permission of the Registrar.
19. The teacher shall report to the administration, if there is any criminal complaint, action or proceeding lodged against him/her in any police station, Court or forum.
20. The teacher shall not collect any monetary value or assets from anyone including students except when s/he is specifically authorized by the Administration in writing, for any particular program.
21. The institution has right to terminate the service of teacher, if s/he found guilty of any acts such as professional incompetence, violation of code of conduct, willful negligence of duty, failure to discharge assigned duties, insubordination, any form of involvement in political or anti-social/ institutional activity, breach of code of conduct, does not abide by leave rules, etc.
22. The teacher shall update his/her knowledge and skills to equip him/her professionally competent to the proper discharge of duties assigned.
23. No teachers shall associate with any organization or take part in any organizational activity which is not in-line with the ethics and duties of the teaching profession.

- 24.** No teacher shall participate in any strike or demonstration without the prior permission of the administrative heads of the institution.
- 25.** No teacher shall behave in any manner that violates the norms of decency or morality in his/her conduct inside and outside the institution.



## CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. Every staff employed in the Deemed to be University shall discharge his/her duties honestly, diligently, and shall conform to the rules and regulations of the Service Rules mentioned in Bye Laws.
2. No staff shall be absent from his duties without prior intimation/permission from the authorized authority.
3. For medical leave the staff shall produce the medical certificate within 7 days from rejoining of his/her duties.
4. No staff employed shall engage directly or indirectly in any profitable business or trade which effect his/her working hours or efficiency.
5. No staff shall engage herself/himself or participate in any anti-secular activity or any activity which tends to create disharmony in society.
6. No staff shall be intoxicated or under the influence of intoxications during working hours.
7. No staff shall leave the working premises during office hours without prior information or permission of the concerned authority.
8. The staff shall behave politely and courteously with everyone by keeping the law and order in mind.

## CODE OF CONDUCT FOR THE STUDENTS

1. Students shall attend the classes, functions and other extra-curricular activities regularly and punctually.
2. Students are expected to dress neatly and to follow the approved dress code. Girls shall wear salwar-kameez or saree. Boys shall wear full pant and shirt with formal shoes.
3. Students shall wear ID card issued by the deemed to be University within the campus.
4. Latecomers will not be permitted inside the classroom without the permission of the HoD or Dean.
5. Smoking any type of substance abuse is strictly prohibited inside the campus.
6. In case of cancellation of a class, students shall not roam in the corridor or not allowed to make any nuisance in the classroom. Students have to go to the library in free period or in their spare time.
7. Students shall refrain themselves from participating in any anti-social, communal and political activities.
8. Students have to go to “Sarv Dharma Prathana” at Ram Manch every Tuesday.
9. Students found guilty of damaging, destroying the property of the institution shall replace the same at their own cost.
10. Students are not allowed to sit on the parapet walls or the steps of the staircase in the campus.
11. Students found guilty of writing, scribbling, painting on the walls, door, desk, etc., will be penalized with suitable fine.
12. Students found guilty of using harsh or foul languages and behaving rudely towards the fellow students/staff members will be expelled from the institution immediately.
13. Any requisition or letter written to the Registrar shall be sent through the HoD and dean concerned.

- 14.** If any student found guilty of committing, participating or abetting the ragging directly or indirectly shall be punished as per the Anti-Ragging Committee (of Deemed to be University) and the Anti-Ragging Guidelines of UGC.
- 15.** Gender equality is maintained in the campus and students are expected to honor this.
- 16.** Sexual harassment is a serious offence and the Bye Laws of the deemed to be University is strict about it. The students involved in the sexual harassment shall be expelled from the institution. The student found guilty in such cases shall be punished as per the Anti-Sexual Harassment Committee (of Deemed to be University).
- 17.** Outsiders will not be permitted to meet the students during the working hours without prior permission of the concerned Dean.
- 18.** Students having any grievance are advised to put/report the grievance before the Grievance Redressal Committee.
- 19.** The campus is plastic free and the students must not to use plastics for any purpose.
- 20.** The cultural events organized by students shall be decent and shall reflect the reputation of the institution.
- 21.** Theft or unauthorized access to any resources is crime and to be punished as per IPC.
- 22.** Students must not provide audio-video clipping/recording of any institutional events/activities to the press or social media without prior permission of the concerned authority.
- 23.** Students shall not involve in any malpractices during the examinations.

## **CODE OF CONDUCT FOR THE HOSTLERS**

1. Before residing in the hostel students have submit a medical fitness certificate from a qualified medical practitioner.
2. Hostlers found to have infectious or contaminated disease will send to their home and re-admitted after the submission of the fitness certificate from the doctor.
3. The hostlers shall return to the hostel by 8 p.m.
4. The loud audio/music system is not allowed in the hostel.
5. Hostlers are allowed to leave the hostel only after getting permission from the warden. A written application in this regard must be submitted by the parents/ local guardian to the warden.
6. The outsiders are not allowed to meet the hostlers in their room. The hostler can meet the guests in the porch or visiting area.
7. In case of medical emergency hostlers will be admitted to Shri Bhwaralal Dugar Ayurved Vishwa Bharti until the parent/local guardian takes the charge.
8. For any grievance, students should report the warden or chief warden personally. No ruckus or misbehavior will be tolerated.
9. Hostlers have to attend all the social gatherings, prathana sabha and shramdan activities organized by the institution.
10. Hostlers have to attend Yoga classes in the morning organized by the institution.
11. Hostlers shall take care of their personal belongings and shall not damage any property of the hostel intentionally. Hostlers found guilty of damaging the property of hostel will be punished with appropriate fine.
12. Hostlers found having any substance abuse in the hostel will be expelled immediately from the hostel.



- 13.** Hostlers are not allowed to talk over the mobile phone after 10 p.m. If hostler found talking over phone after 10 p.m. the mobile phone will be taken under custody of the warden.
- 14.** Hostlers are responsible for cleanliness of their room and corridor. The use of plastic is strictly prohibited within the hostel campus.
- 15.** Hostlers are not allowed to use electric kettle, induction, immersion rod in their room. If hostlers found using any additional electronic device than sanctioned will be charged with heavy fine.
- 16.** Hostlers in case of taking leave for a long period have to take permission from the warden in writing. Without informing the warden if the hostler leave the hostel then the hostlers will not re-admitted.
- 17.** The hostlers are not allowed to order or bring the food from outside.
- 18.** All the hostlers have to go to the central mess for their meal on time. If hostler is found ill, then the food will be served inside the room under the guidance of the warden.
- 19.** To get food in the central mess the hostlers have to show their ID card.
- 20.** If hostlers found guilty of damaging the property of the central mess, they will be levied with the fine. Theft is a punishable offence within the campus including the central mess.
- 21.** Hostlers are neither allowed to enter the kitchen nor allowed to order special preparation over paying cost.
- 22.** Hostlers are not allowed to play music in Bluetooth speaker, audio-video/electronic devices while eating in the central mess.

# **MANTRAS OF LIFE**

COMPLIMENT YOURSELF

DON'T MAKE EXCUSES

LET GO OF ANGER

PRACTICE FORGIVENESS

BE HONEST

BE HELPFUL AND HUMANITARIAN

LISTEN TO OTHERS

CONNECT WITH OTHERS

ALWAYS BE POLITE AND RESPECTFUL

BE OPEN TO CHANGE

EDUCATE YOURSELF AND PEOPLE