

# **SAT JINDA KALYANA COLLEGE KALANAUR (ROHTAK)**

NAAC Accredited 'B' Grade and ISO 9001:2015 Certified Institute



**2019-2020**

## **A HANDBOOK OF HUMAN VALUES PROFESSIONAL ETHICS AND CODE OF CONDUCT**

# **ABOUT**

## **SAT JINDA KALYANA COLLEGE KALANAUR (ROHTAK)**

The foundation stone of Sat Jinda Kalyana College, Kalanaur (Rohtak) was laid down by Brahmleen Mahant Jamna Dass Ji Maharaj in the year 1971. There were no colleges in the periphery of Kalanaur and Mahant ji envisioned to start a college with the aim of imparting education to the socially and economically backward region of Kalanaur. The college has been a path finder for the people of this area and pioneer in imparting free education to the girl students. The college has always endeavored not only to produce degree holders but to nurture good and responsible citizens. In the era of commercialism and materialism, S.J.K. College as an institution takes responsibility of including value system of highest order in the students. In nutshell, the institution in tune with its motto—‘Vidya-Vivek-Vikas’, aims for the overall development of the youth.

The college, since its inception in 1971, is striving to achieve excellence in academic and co-curricular activities to a great extent and has been successful in achieving its vision. The institution has been imparting quality education with meticulous planning and innovation in consonance with its mission.

## **Vision**

To impart quality and holistic education to the students of this rural area with a motto of 'Vidya-Vivek-Vikas'.

## **Mission**

The college is committed to:

- Empower rural youth through quality education
- Make individuals and society value enriched entities
- Inculcate humanness, fraternal spirit, social responsibility and the spirit of service
- Instill the benign values of service (sewa), cleanliness (swacchhta), non-violence, respect for environment, helpfulness, tolerance, equity and respect for all.

The institution is governed by the Governing Body of the Sat Jinda Kalyana Education Society which is a registered body. The President is the head of the governing body. The Management, the Principal and the faculty members always go hand in hand in designing and implementing policies and plans keeping in mind the vision and mission of the Institution. Any policy matter related to the welfare of the students and development of the college is discussed in meetings of the Governing Body of the college, IQAC, College Council and Staff to take the decisions accordingly.

The handbook gives a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and administrative responsibilities. All the concerned stakeholders including governing body, staff and students, need to accept and adhere to the highest ethical standards in the teaching/learning process. A system of corrective measures is in place to help the administration to identify any kind of breach of the code of conduct and immediately take the desired corrective steps.

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## **PREFACE**

The aim of this document is to set out a framework for codes of practice for ethical conduct in the institution in order to establish an inclusive culture in the college. The purpose of the code of conduct is to define and promote crucial ethical principles important and relevant to the institution whereby identifies and encourages or disallows certain aspects of behavior.

Violations of code of conduct by any of the stakeholders are subject to disciplinary action by the competent authority.

## **HUMAN VALUES**

Human Values are a set of principles, standards and qualities which constitute an important aspect and are considered worthwhile and desirable. Values of integrity, dedication, trusteeship, sustainability, inclusiveness, commitment, respectfulness, harmony and belongingness act as the guiding principles for the stakeholders for a civil society and for the progress of the institution. All stakeholders are expected to lay emphasis on the development of value based education.

## **CODE OF PROFESSIONAL ETHICS**

Professional ethics is a set of principles that deem helpful for employees to function with honesty and integrity. They are meant to assist the smooth functioning of the college.

It is often believed to be the same as code of conduct. However, that is not the case. A code of conduct provides guidelines about acceptable behavior, while code of ethics is a set of principles expected from the Principal, staff and the students.

## **CODE OF CONDUCT**

Code of conduct is a collection of rules and regulations that specifies acceptable behavior and social norms that the stakeholders of the institution should adopt on a day-to-day basis. It is expected that all the students, teachers, non-teaching staff and the Principal shall strictly follow the code of conduct mentioned in the document.

## **IMPORTANCE OF THE HANDBOOK**

The main purpose of publishing a handbook of Human Values and Professional Ethics Code and Code of Conduct is to outline, set and maintain a standard for acceptable behavior to all stakeholders in the institution. It is a reminder to the stakeholders of what is expected from them. It further highlights that their actions should always be aligned with the core values of the institution. In addition, it should provide understanding of consequences and disciplinary actions if the conduct is broken.



## **Governing Body**

The function of the Governing Body is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

### **VALUES AND ETHICS EXPECTED FROM THE MEMBERS OF THE GOVERNING BODY**

The members would:

1. Work in the best interest of the institution
2. Work co-operatively with fellow members in carrying out their responsibilities.
3. Act honestly and in good faith at all times in achieving institute's intended outcomes
4. Maintain the confidentiality of sensitive information

Principal is the head of the institution who is vested with lot of power and with power comes a lot of responsibilities. He is the chairman of all the academic and financial committees. He is also the ex-officio member of the Governing Body of the college.

## **CODE OF CONDUCT FOR THE PRINCIPAL**

The Principal shall

1. Be responsible, as the administrative officer, to see that the rules and regulations of the college are duly observed.
2. 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 environmental sustainability.
3. Ensure faithful observance of mutual respect, dignity, equity for all the members of the staff to maintain a working environment which is free from harassment.

4. Be responsible for the maintenance of discipline in the campus.
5. Conduct in an orderly, fair, open and transparent manner
6. Be impartial in your decision with members of the staff and the students.
7. Adhere to following principles:
  - Selflessness
  - Leadership
  - Objectivity
  - Transparency
  - Accountability
  - Integrity
  - Honesty
  - Innovation
  - Highest degree of ethics
8. Not knowingly misappropriate, divert, or use funds, equipment committed to his/her charge for personal gain or advantage.
9. Encourage freedom of thought and expression
10. Make sure that the decisions taken by him must have the intention of benefit of the institution, its students, staff and other stakeholders.
11. Ensure compliance of good governance

12. Make effective and efficient use of resources
13. Provide conducive working and learning environment
14. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas
15. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction to the staff and students and service to the nation and society.
16. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
17. Discourage and not indulge in plagiarism and other unethical behavior in teaching and research.
18. Participate in extension, co-curricular and extra-curricular activities, including the community service.
19. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavours.

Teaching is a noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students. Members of the teaching staff are appointed according to the rules and norms of DGHE, Haryana and UGC. The members of the staff are expected to conduct themselves in accordance with general principles of DGHE and UGC.

## **RIGHTS OF A TEACHER**

Teachers have the following rights :

- Freedom of expression and freedom of inquiry
- To decide the mode of curriculum delivery
- To report any alleged non-compliance with legislation

## **CODE OF CONDUCT FOR THE TEACHING FACULTY**

Teachers are expected to display a good conduct so that their students consider their teachers as their role model. Teachers should

1. Maintain high standards of punctuality, honesty and professional ethics.
2. Sign the attendance register and bio-metric while reporting for the college.

3. Be available in the college during the stay hours for that academic session unless or otherwise they are assigned duties elsewhere. Movement if any, should be recorded in the movement register placed in the administrative block.
4. Get CL/EL sanctioned a day in advance unless in case of emergency.
5. Prepare lesson plans well in advance before commencement of the classes.
6. Be responsible to conduct regular classes/practicals and complete syllabus well in time.
7. Be aware of students' previous knowledge and abilities when planning learning activities
8. Atleast two class tests and assignments must be evaluated by them and marks for internal assessment of the students must be awarded as per the university guidelines.
9. Implement the mentoring system effectively. They shall monitor the respective group of mentees allotted to them.
10. Be good counselors and facilitators. Value based education must be their motto.
11. Be warm, accessible and enthusiastic
12. Dress appropriately and professionally
13. Not practice favourism among students
14. Use technology appropriately to add value
15. Place the interests of the institution above their own interest
16. Not misuse the resources of the institution

17. Conduct yourselves according the general principles of ethical conduct
18. Protect academic freedom of students
19. Respect the diversity of students
20. Seek to make professional growth continuous through study and research.
21. Express free and frank opinion by participating at professional meetings, seminars, conferences etc. towards contribution of knowledge.

Non-Teaching staff are required to cater to the needs of the students and complement the teachers' administrative roles and responsibilities. A professionally effective relationship between teaching and non-teaching are essential to meet the diverse needs in the best interest of the institution.

## **CODE OF CONDUCT FOR THE NON TEACHING STAFF**

Members of the non-teaching staff should

1. Discharge his/her duties efficiently and diligently as per the established rules and regulations.
2. Display the highest standards of professional behavior.
3. Maintain dignity by treating students with care and kindness and also be respectful while dealing with the parents/guardians.
4. Respect and maintain the hierarchy in the administration.
5. Be punctual and adhere strictly to the resumption/closing time.
6. Uphold professionalism through cooperation and harmonious conduct with all the concerned.
7. Maintain confidentiality of all the information unless legally or legitimately demanded.



8. Not refuse to accept/carry out decisions/ directions of competent authorities/bodies in the due exercise of their rights in the functional hierarchy.
9. Make every effort to complete the assigned work in a time bound manner and avoid tardiness as it is a burden on all the other employees of the institution.

## **External Experts/Invitees as Member of Various Committees**

### **External experts/Invitees would**

1. contribute by giving their valuable opinions in good faith.
2. help to take the right decision through their expertise and impartial views.
3. help an institution to enable attaining highest quality and standards.

Students constitute the future of the nation, and to ensure a better future for them, the institute believes in promoting discipline and ethical conduct in the campus.

## **RIGHTS OF A STUDENT**

Students are the assets of any educational institution and their trust in the institution is the backbone of the growth and development of the institution. The trust and the repute of the institution has to be built and sustained by maintaining a high level of professionalism and providing better services to them.

A student shall have a right to

1. Participate in a free exchange of ideas whereby they have the freedom of speech, expression and peaceful assembly.
2. Participate in all activities of the college, free from any form of discrimination, harassment on the basis of caste, creed, religion or gender
3. Each student subject to disciplinary action arising from the violation of college rules for the students shall be assured a fundamentally fair process.

# **CODE OF CONDUCT FOR** **STUDENTS/ACADEMIC** **RULES AND DISCIPLINE**

The following code of conduct is desirable from the students.

1. Students should wear identity cards
2. Students are expected to reach 5 minutes before the lecture starts.
3. No student can enter or leave the class without taking permission of the faculty
4. Students must conduct themselves in an appropriate manner and maintain silence during a lecture so as not to disturb the teaching session.
5. 65% attendance is mandatory in every subject, otherwise the student will be debarred from the university exams.
6. Students are expected to attend all extension lectures and participate in cultural activities and other activities and competitions organized by the college for their grooming and development
7. Use of unfair means of any type in any evaluation process or university examination is a serious offence. Any other such act will attract punitive action

8. Be courteous with your teachers, college staff and treat your classmates with goodwill
9. The student must read the notice boards placed at certain places, atleast once a day to become aware of the orders, instructions and information by the Principal

## **LIBRARY RULES**

- 1 Students should write their details like name, class, roll number, time in and time out in Daily Library Visitor Register
- 2 Library book will be issued to the student only against the library card
- 3 Every student will be issued only 02 books at a time for a minimum period of 14 days and as per the due date
- 4 Library cards are non-transferable and books will not be issued to a student against the library card of any other student
- 5 The library is expected to be used only for issuance/return of the books as well as for study. Any other type of activities such as group discussions etc. will not be permitted inside the library premises
- 6 All books should be returned after semester exams are completed. Mark sheets will be issued after checking the library dues.

## **DISCIPLINARY PROCEDURES**

It is mandatory for the college students to follow all the prescribed rules of discipline. Students who violate the rules will be given appropriate punishment. Students with the charge of serious indiscipline can be suspended or expelled.

The following fall under discipline related misconduct :

1. To harm the dignity of the college by any undesirable act.
2. To create any kind of disturbance in the study work and other college activities.
3. To cause physical harm to anyone in the college campus by their misbehavior or violent act.
4. Theft, sabotage or damage to any college object.
5. Indisciplined behavior, nuisance, strike, breach of peace by unruly behavior.
6. Dismantling classroom studies by making noise in the corridors.
7. Use of mobile phones inside the classrooms and library.
8. Smoking and substance abuse inside the college campus.
9. Bringing and inviting persons from outside to the college premises.