

Indira Gandhi National College, Ladwa(Dhanora)

Code of Conduct

For Governing Body, Principal, Teachers, Non-Teaching Staff and Students

To shoulder the responsibility of inculcating desirable value system among its students, teaching faculty, non-teaching staff and college administration, Indira Gandhi National College, Ladwa, adheres to some well defined norms of conduct. These norms of conduct are to be abided by all its stakeholders. The foundation of an ethical life is based upon the constant inculcation of certain values viz. self-discipline, cooperation and mutual harmony. The stakeholders should understand their respective sphere of activities and be well versed in the niceties of their desired conduct in the institution. Their chief concern is to keep the dignity of the institution intact by avoiding their indulgence in any activity which may blur the fair reputation of the institution.

Role of College Administration:

- The college administration acts as a prominent link among all stakeholders of the institute hence, it should work with great sincerity and farsightedness.
- It should work with transparency and impartiality in maintaining the quality standards in the institution.
- It should stand against any deviation from rules and regulations and ensure discipline in all activities but with a humane touch.
- It should ensure providing an amicable and constructive environment in the institution for the staff members.
- It should take active interest in maintaining and improving the infrastructural facilities.
- It should function as a bridge between the institution and the higher authorities so as to implement the administrative policies with negligible friction with the college staff.
- The administration should hold joint meetings before upholding any major decision regarding the College.
- The Advisory Council of the college should call its meeting quarterly in an academic year.

The finer aspects of the respective code of conduct of different stakeholders are given below:

Governing Body

Composition of Governing Body:

College shall have a Governing Body consisting of not more than 21 members and not less than 11 members, as under:

- (i) President, Vice-President, Treasurer and General Secretary to be elected by the members of the parent Society running the College.
- (ii) The Principal of the College shall be ex-officio Member-Secretary of the Governing Body.
- (iii) One nominee of the University.
- (iv) One nominee of the State Government.
- (v) Two teacher representatives (whole time approved teachers)
- (vi) One non-teaching staff representative.
- (vii) Remaining members (up to a maximum of 11) to be nominated by the President.

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development. The Governing Body acts to approve the mission and strategic vision of the institution and long-term academic plans for its development. It is the responsibility of the Governing Body to ensure that the intended objectives should meet the interests of all stakeholders, including students, local communities, Government and others. The governing body is expected to examine institutional performance and quality assurance initiatives which should be, wherever possible, measured against other institutions. Governing body ensures compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid down by the State government and affiliating university.

Principal

- Principal of the college has authority to execute his powers over all the staff members, teaching and non-teaching, and the students for maintaining discipline in the institution.
- The Principal shall appoint a Proctorial Committee to enquire into cases of indiscipline, misbehaviour or any other matters related to students.
- Principal shall constitute a Students' Grievance Redressal Committee and Internal Complaints Committee to deal with grievances of the college students.

- Principal must ensure 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 sphere of the College.
- Principal shall create and maintain an unbiased gender-free atmosphere within the periphery of the College.
- Principal should promote academic activities in the College in all possible avenues conducive to the exploration of new opportunities for further academic pursuits.
- Principal should encourage the practice of organizing extra-curricular activities for students contributing to their holistic development.
- Principal should promote and maintain a harmonious relationship with the college governing body and its members.
- Principal should put best efforts to bring in adequate infrastructural and financial support for the betterment of the institution.
- The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

Teaching Staff:

As a teacher is constantly being observed by his/her students and the society at large, therefore, every teacher must inculcate the qualities in himself/herself that he/she wants to be inculcated in the students. A teacher must ensure that there is no disparity between what he/she preaches and what he/she teaches. He/she should be true to his/her own self and support the students by all fair means. A teacher should possess the following good traits:

- Teachers should respect the diversity of viewpoints of students. They should encourage those students who can express their diverse and subjective point of views. A teacher should be open to constructive criticism.
- Teachers should be well prepared for the classes and take active interest in providing the students best of teaching inputs.
- Teachers should also coordinate the studies with other co-curricular/extra-curricular activities for the holistic development of students.
- Teachers should make ICT an integral part of their teaching and should use ICT tools to enhance their teaching skills.
- Teachers should maintain complete transparency in internal assessment and inform students timely about their deficiencies so that they can improve themselves before exams.
- Teachers should not be prejudiced and biased on the basis of caste, creed, religion, gender or socio-economic status of students.
- The prime objective of teachers should be to develop the intellectual traits of students, to make them inquisitive and intellectually explorative.

- Teachers should inculcate moral values among the students by engaging them in community oriented activities which is a part of their social responsibility.
- Teachers should organize Programmes to inculcate values among students about national integration, constitutional values; gender equality, dignity of labour, healthy life habits and such other issues should be planned under various cells.
- Teacher should be in regular interaction with the guardians of the students which is necessary for the betterment in behavior of students and the progress of the Institution.
- Teacher should not involve themselves in giving private tuitions resulting in negative impact upon the quality of college teaching.
- Staff should make use of the facilities provided only for the institutional purposes, and not for personal benefits.
- All the staff members should carry their identity cards along with them.
- Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- Teachers must maintain cordial relationship with the principal and management in exercise of their duty.
- Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their word.

Non-Teaching Staff

Code of Conduct for Non-Teaching Staff is as follows:

- All ancillary support for college functioning is to be provided by non-teaching staff.
- The non-teaching staff should establish amiable coordination with teaching staff and students while performing their duties.
- The prime objective of the non-teaching staff in an academic institution is to facilitate and support the teaching faculty for the upliftment of the institution.
- The proper upkeep of the official records and making it readily available to respective employees, whenever required, is the responsibility of the non-teaching staff.
- The non-teaching staff should not divulge any confidential information about college to any outsider.
- The non-teaching staff should be very punctual and particular towards extending their duties as their prior presence is required for the commencement and smooth functioning of various college activities.
- The non-teaching staff should be well acquainted with the policies of the college and should ensure their adherence to them.

Students

The students are expected to adhere to the following code of conduct:

- Students must read the guidelines and instructions on the college Notice Boards regularly to keep their knowledge up to date about the various programmes and activities of the institution.
- At the time of admission, every candidate is required to give an undertaking of not indulging in any act of ragging, duly endorsed by his parents/guardian. Ragging is completely prohibited in any form and any such act is punishable.
- Students should pay adequate respect to teachers and other college functionaries.
- All students should come to the college in dignified and proper dress.
- Students should not make any abusive or derogatory remarks against teachers, officers, employees and other students of the College, thereby creating nuisance in the College Campus. Such acts are strictly punishable.
- Smoking and use of drugs in the college campus is strictly prohibited and shall be considered a punishable offence.
- Students should work for upholding the interests and reputation of the college.
- Students must wear their identity cards during their stay in the college.
- Students found rambling through the college corridors after five minutes of commencement of classes, thereby disturbing the congenial atmosphere of teaching shall be liable to bear the punishment imposed by college authorities.
- Students found engaged in the act of shouting, scuffling, roaring, calling names and thumping against the doors of classrooms with a deliberate intention of disturbing the classroom teaching shall be liable to bear the punishment imposed by college authorities.
- Students found engaged in deliberate acts of violence, intimidating fellow students, damaging property of institution, instigating students for violent revolts, inviting outsiders in the college premises and indulging in rude behavior with teachers on duty shall be liable to bear the punishment imposed by college authorities.
- Students must attend mentor-mentees meetings and consult their problems with their mentors regularly to resolve their problems.
- The students must attain 75% attendance out of the total teaching days in one semester to appear in the examination; otherwise they would not be allowed to appear in the examination. The decision of the Principal shall be final.
- The books issued from the library must be returned within stipulated time. Tearing of any page from the books issued, defacing them and not returning them within the stipulated time may lead to monetary punishment.
- Students are not allowed to use of mobile phones in the classrooms and in college library.

- The regular absence of students for seven working days continuously without seeking prior permission from the Principal, may lead to striking off their name from the college.
- Students should not indulge in any sort of copying or any other malpractice to improve their results, such activity is punishable as per the rules of affiliating university.
- Students should not harm the aesthetic beauty of the college campus.

The Rules & Regulations will be governed by the directions as per UGC/DGHE/KUK.