

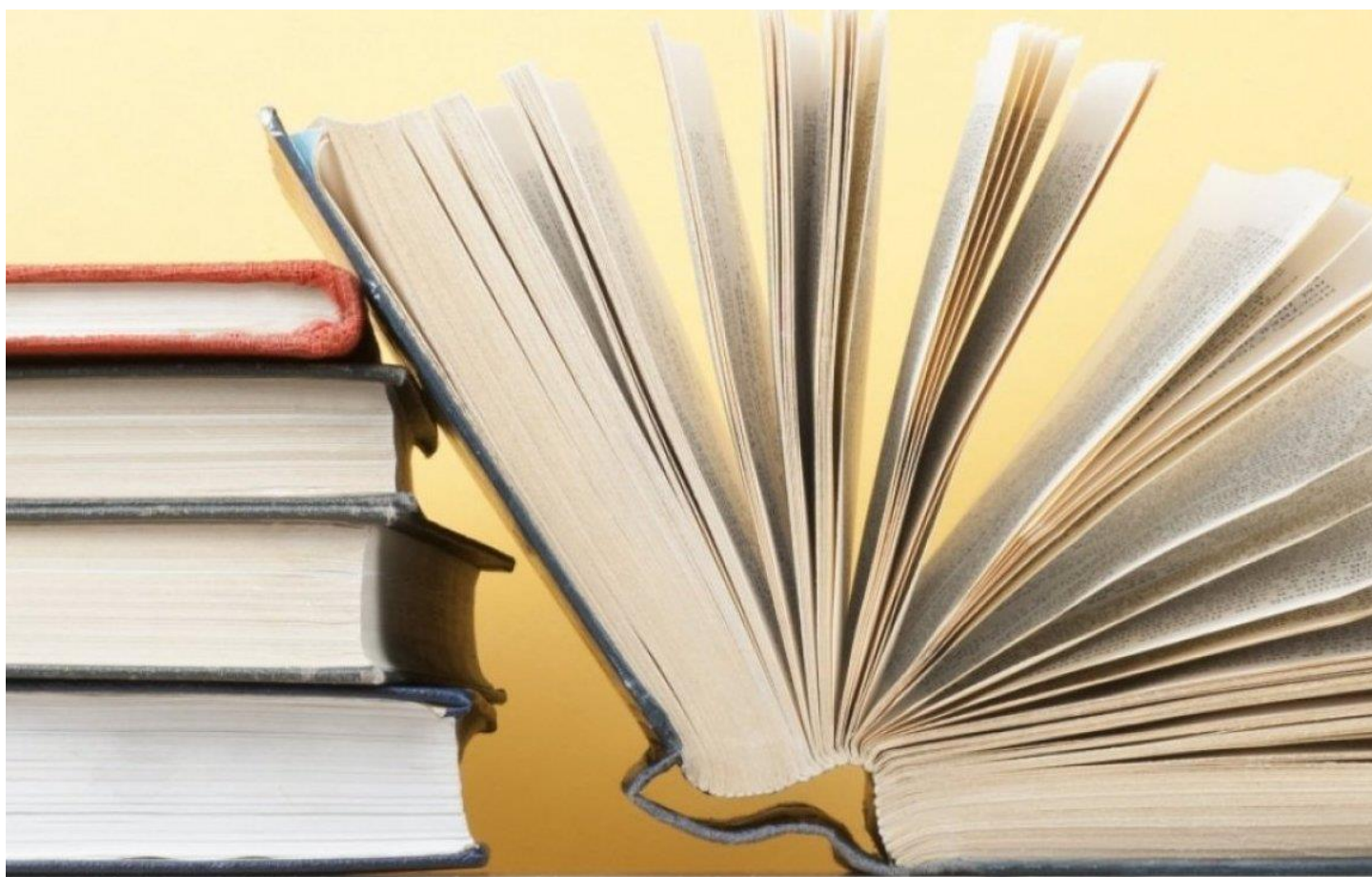


Maharani Kishori Jat Kanya Mahavidyalaya, Rohtak

(NAAC Accredited 'A')

Affiliated to MDU Rohtak and Recognised by Govt. of India

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Code of Conduct Handbook

Core Values

The core values imply a sense of moral discipline and various principles which provide proper orientation to various practices adopted by the students and staff members leading to the holistic development of personality of students.

1. Ethical Behavior:-

An attempt is made to create such a milieu which is conducive to moral and ethical upliftment that is inculcating the noble values of truth, integrity, sense of justice and various professional and scholarly ethics. The spirit of self worth will enable the students to identify the real dignity of human life.

2. Excellence:-

The staff strives its best for excellence in academic pursuits through innovative techniques in teaching and research methodologies, through online surveys and social interaction with the outside community.

3. Quality:-

We provide educational programmes that lead to the gaining of knowledge and skills essential to achieve information literacy, career advancement, personal enrichment, leadership and service to the community. To ensure programme quality, this college assesses practices, policies and procedures on an ongoing basis to strengthen the overall effectiveness of curriculum, instructional delivery and operations. We are all committed to all programmes and consistently strive for excellence.

4. Integrity:-

We conduct all activities in an ethical manner committed to practices which are honest and objective in dealing with students, faculty members and stakeholders at all levels of the community. Our institutional advantage lies in character building and integrity.

5. Student Service:-

We endeavor to ensure that curriculum delivery and support services respond to inquiries, requests and concerns in an appropriate and timely manner. We are committed to the personal growth of all students and our colleagues by promoting learning and leadership qualities.

6. Collaboration and Public Engagement:-

We commit to co-operative work in establishing productive partnership with our colleagues in esteemed college, university, non-profit and public communities. Through these partnerships, we seek to improve education and better quality of life for future. Giving respect and courtesy to all, regardless of their position, role, age or qualification, is our motto.

Diversity:-

We embrace all aspects of human diversity and value and its necessity to ensure a vibrant learning community. We are committed to providing a college

community which is safe and supportive, having the capacity to accommodate and assimilate diverse opinions.

Code of conduct for Students.

1. The prospectus is published to provide general information to the students regarding college. However, it cannot be used for legal purpose.
2. The Principal is authorised to make any kind of change in the college rules.
3. Each student has to complete 75% attendance; otherwise she will not be allowed to sit in the exam,
4. The candidate must read the instruction as given in information Brochure carefully before filling the application forms.
5. The application forms should be complete in all respect; incomplete forms will not be entertained.
6. A certificate of good conduct and character from the Principal/Head of Institute last attended must be attached with the application form along with the photocopies of the last examination passed.
7. Applicants are advised to carefully verify their own eligibility before applying for admission, as the fee will not be refunded even if a candidate even if a candidate is found ineligible for the concerned course at later stage.
8. All information given in application form must be correct and complete as the admission of the candidate securing admission on the basis of incorrect and misleading information will be cancelled at any stage.
9. The application form will be treated as the admission form after the candidate is duly selected for the concerned course.
10. The admission will be provisional till the University regulates the same.
11. If a student does not submit her remaining document (if any) within 15 days of her admissions, she will be herself responsible for any delay in result or any action taken by University.
12. Notice-boards have been put up in each department of the college to enable students to know the orders and directives of the Principal and concerned authorities and instructions received from the University from time to time. It is the duty of each student to keep herself informed of such notice.

13. It is expected from all students to maintain good conduct and discipline in the Class, Library, play grounds and at all functions organized in the College.
14. Smoking is strictly prohibited in the college campus. Strict disciplinary action shall be taken against defaulters.
15. If a student directly or indirectly takes part in any agitation or incites others or holds unauthorized meetings or takes part in the activities which in the eyes of the Principal are against college discipline, any kind of punishment can be given to the erring student.
16. In order to keep the campus clean, students should make use of dustbins.
17. Use of foul-language, damaging/stealing of college property, college furniture, library etc. bringing of radio-transistors etc. in the college are strictly prohibited.
18. If a student wants to meet the Principal for some reason, he should do so during the students' visiting hours.
19. Park the vehicles in parking area.
20. The Rules and regulations given in this prospectus are liable to be changed at any time by the Principal or by the Concerned Authority.
21. In all the matters, decision of the Principal will be the final one.
22. There is a suggestion box in the College. Students may give their suggestions regarding development and welfare of the students and College.
23. No student will place any Information on College notice boards without the permission of the Principal.
24. If a student remains absent without any prior information for 15 days, her name will be struck off from the rolls of College and will have to take re-admission with admission fees.
25. Students are supposed to carry their Identity Cards with them in the College.

Code of Professional Ethics

Speaking about the profession of teaching, it is essential to consider contemporary global ethical issues in education. A teacher is not simply a professional but a building block of a nation. This profession requires that the teacher should be ideal, serene and communicative by personality.

Teacher should

- a. Cohere to a responsible pattern of conduct and manner expected of them by the community.

- b.** Continuous professional growth should be pursued through study & research and should be having frank opinion in expressing knowledge and views in professional meeting, seminars and conferences etc.
- c.** Perform their duties in the form of teaching, tutorials, research work with dedication and discourage plagiarism and abide by the Act, Statute and Ordinance of The University.
- d.** Co-operate and assist in carrying out the educational responsibilities of the college and the university such as admissions, supervision, invigilation and evaluation and must participate in extension, co-curricular and extra-curricular activities.

Teachers and Students

They should:

- a.** Respect the rights and dignity of the student in expressing his/ her opinion and should be impartial with students and strive to meet their individual needs.
- b.** Inculcate among students scientific temper, patriotism and make them available to the students even after class hours to help and guide them.

Teachers and colleagues

They Should:

- a.** Treat other members of the profession gracefully and speak respectfully.
- b.** Refrain from making unsubstantiated allegations again colleagues and higher authorities.

Teachers and Authorities:

Teachers should:

- a.** Follow their professional responsibilities according to the existing rules and refrain from taking any other employment i.e. private tuitions and coaching classes.
- b.** Co- operate with the authorities for the betterment of the institutions and adhere to the terms of contract and give and accept due notice before a change of position takes place.

Teachers and Non-Teaching Staff: - Teachers should treat the non-teaching staff as colleagues and equal partners and help in the functioning of joint-staff councils.

Teachers and Guardians: - Teachers should maintain contact with the guardians, and send reports of their student's performance.

Teachers and Society

Teacher should:

- a.** Recognize that education is public service and work to improve education in the community and beware of social problems.
- b.** Perform the duties of citizenship and refrain from taking part which tends to promote feeling of hatred or enmity.

College Principal should:

- a. Provide inspirational and motivational value based academic and executive leadership to the college and conduct himself / herself with transparency and honesty.
- b. Act as steward of the college's assets in managing the resources responsibility and endeavor to promote a work culture and ethics that brings about quality, professionalism satisfaction and service to the nation and society.
- c. Discourage plagiarism and should participate in extension, co-curricular and extra-curricular activities.

Director Physical Education and Sports/ Librarian should:

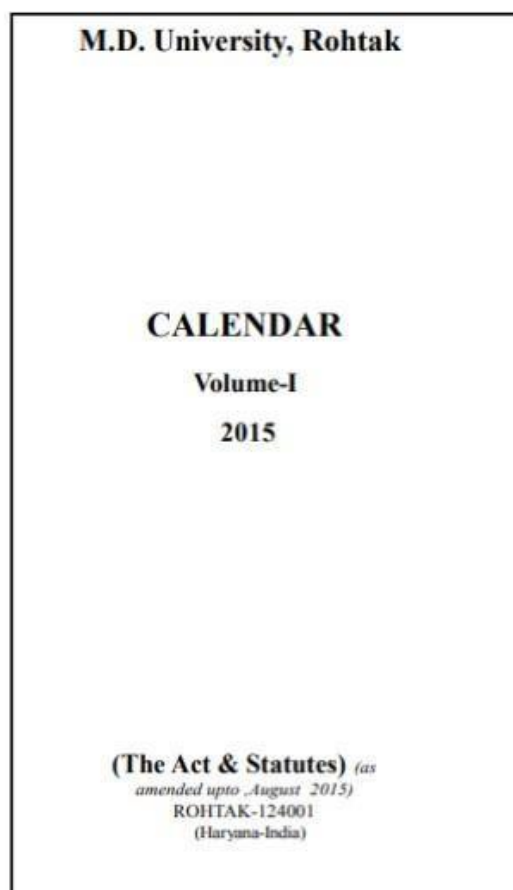
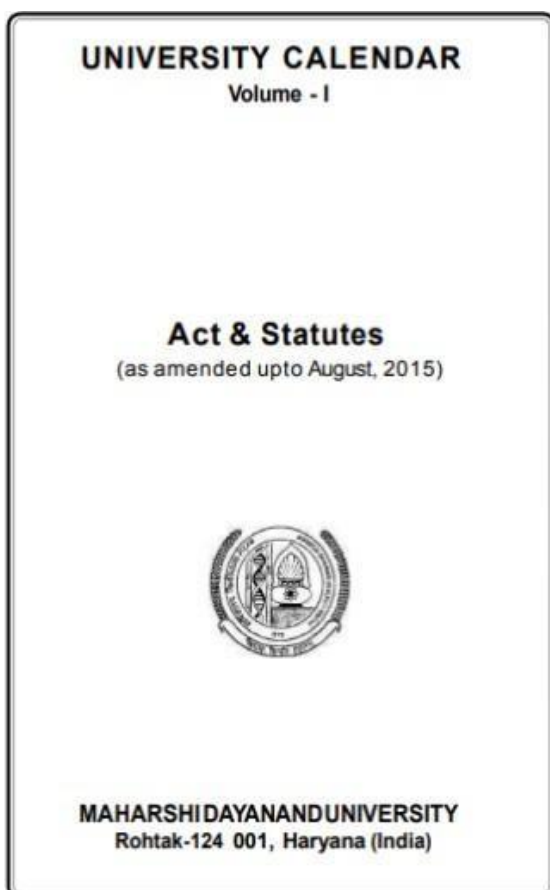
- a. Adhere to a responsible pattern of conduct and discourage plagiarism and non-ethical behavior in teaching and research and manage their private affairs in a manner consistent with the dignity of the profession.
- b. Participate in extension, co-curricular and extra-curricular activities, including the community service and should refrain from allowing considerations of caste, creed, religion, race and gender in their professional endeavor.

Code of conduct and responsibilities of Officials and Supporting staff.

1. Supporting staff should behave in a professional manner.
2. Staff members should co-operate and respect the rights and dignity of their teaching and non-teaching colleagues.
3. They should ensure effective communication and fast disposal of the correspondences with various stakeholders.
4. They should not indulge in activities that might bring dishonor to the college.
5. They should maintain the secrecy of the office in all circumstances and work with all transparency.
6. They should strictly adhere to the policies and procedures prevailing in the college.
7. They should work in all perseverance under the guidance and instructions of their seniors.
8. They should be aware about job requirements, proper documentation and maintenance of records, viz. Service Books, Personal Files etc.
9. They should update their knowledge with new technologies and resources pertaining to their work.

Code of conduct for Governing body

The College is run by Jat Education Society (Regd.) Rohtak. 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.

³Note: "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)

[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 1 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. ² Amended by Haryana Act 12 of 1984. ¹ Amended by Haryana Act 1 of 1996. ⁴ Amended by Haryana Act 9 of 1998. ⁵

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

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.

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Principal,
M.K.J.K. College
ROHATAK