

**PATEL MEMORIAL NATIONAL COLLEGE, RAJPURA**

## **Handbook of Code of Conduct**

*Code of conduct ensures  
the smooth functioning of  
the college which  
preserves its reputation,  
credibility & trust.*

### Code of conduct for students

1. All students must carry the Identity card duly attested by the principal with them. No students will be allowed to enter the college campus without it. It shall be shown on demand to college office, library or while participating in youth festival.
2. Students are expected to enter the class room before the arrival of the teacher. Late comers will be granted admission only if they have valid reason or in exceptional cases. While in classroom strict silence and quiet must be observed.
3. Students must maintain discipline in and outside the classrooms. They are expected to be polite and punctual in their conduct. They should avoid to stand in groups in the corridors, passages etc. Strict action will be initiated against the students not abiding their conduct.
4. Students are expected to display gentle behavior and thus avoid quarrels. In case a dispute occurs, intimation is to be given to the principal immediately.
5. Students should not indulge in rash driving inside the college campus. Violation of this may result in expulsion.
6. Cell phones are not allowed in the class rooms. If students are found doing so, then their cell phones would be confiscated.
7. Students are not allowed to indulge in gossip during a lecture, as it may distract other students.
8. No Student is allowed to be absent in the class without prior intimation through proper leave application specifying a valid reason. For sickness leave, a medical certificate is to be submitted particularly when sickness exceeds five days. In such cases application should reach the principal within 5 days of rejoining the college.
9. All leave applications countersigned by parents/guardian should be submitted to the respective class-coordinator. Students are expected to attend classes regularly. They should maintain the attendance criteria.

A student must attend at least 75% of the total lectures delivered in the class to be eligible for the university examination. The Principal has the discretion to expel any student from college on violation of the conduct.

10. In case a student remains absent without proper application for a period of 10 working days, he/she will be obligated to be taken off the roll numbers. Students who exhibit outstanding performance in co-curricular activities like elocution/debate/youth festival/sports/NSS/NCC etc. will earn attendance with the recommendation of the faculty-in-charge.
11. Students must read carefully all the notices displayed on the notice board and act upon the instructions.
12. Students should visit college library or practice sports during their free periods. Female students can utilize the girls' common room.

13. Students should come to the college in clean and decent dress.
14. Students must avoid bringing mobile phones, study material and other valuables into the examination hall, as it is strictly prohibited. Keeping these inside or outside the examination hall will be at student's own risk.
15. Use of tobacco, pan masala, alcohol and any other illegal drugs inside the college campus is strictly prohibited. Possession or consumption of such intoxicants/drugs in any form will attract punishment.
16. Possession of lethal weapons, fireworks, firearms, explosive items is strictly prohibited.
17. Students must not display unreasonable and impeccable behavior towards opposite gender. Any such behavior towards female students or faculty is severely dealt with as per the law. Women cell has been established in this regard.
18. Any form of ragging inside or outside the College Campus is banned. Ragging/Sexual harassment in any form is liable to be treated as criminal offence and shall be sternly dealt with.
19. The College has a Grievance Redressal and Internal Complaint Cell and students are advised to approach the teacher-in-charge for getting help in this regard.
20. Disciplinary action would be initiated against students found involved in violent behavior inside the Campus. The Principal has right to expel such students.
21. Students suffering from any contagious disease are advised not to attend the College till he/she is in perfect health.
22. Students may park their scooters/motorcycles in the parking space and are not allowed to park the same at any other place in the college campus.
23. Students are forbidden to bring eatables/beverages in the classrooms, labs, library, reading halls.
24. Students should refrain from organizing any meetings or collecting donations for any purpose without the permission of the Principal.
25. No outsider or guest is allowed with the students in study area.
26. Unreasonable behavior towards teaching, administration and other departments will lead to a severe action.
27. Students are forbidden to enter the College Administration Block. They may contact the clerical staff from the appropriate windows available for that purpose.
28. Cheating during class tests/MST'S/University examinations is strictly prohibited and strict action shall be taken in such a case.
29. Students are forbidden to submit any assignment/work that is not their own.
30. Students will not falsify information to the college officials.
31. Students are advised to inform the faculty member in case of any medical emergency.
32. Students must handle the college furniture, notice boards; flex boards and laboratory equipments with care. Any damage to the above mentioned shall lead to penalty from the college. Any breakages must be reported to the teacher-in-charge.
33. Students must follow rules displayed in laboratories, library, canteen area etc.
34. Students are expected to maintain general cleanliness inside the college campus.

35. Students must conserve electricity and water by switching off lights, fans and other equipments while leaving the classrooms, laboratories etc.

## Code of Conduct for Teachers

1. Staff members are expected to adhere to a reasonable and responsible manner of conduct and to maintain dignity of the profession.
2. Teachers should be considerate of professional enhancement and do every possible activity to enrich themselves in the field of study and research. They should aim at obtaining optimum performance levels with regard to their teaching, tutorial, research work and practicals.
3. Teachers should cooperate in the policy making process and work collectively for the institutional betterment. They are expected to uphold the dignity of this noble profession and perform their professional duties and responsibilities with dedication and honesty.
4. Apart from lecturing and demonstration, teaching faculty is expected to assist in admission process, student counseling, invigilation and evaluation. They should perform these and all other duties in a responsible manner. Avoiding any work related to college or university examination without genuine grounds would be considered improper on part of the teacher.
5. The teachers should avoid partiality in assessment of students and over and under marking.
6. Teachers should avoid indulging in activities like writing refreshers guides, examination masters, keys or providing students with Xerox notes.
7. Teachers should refrain from availing leaves unless some unavoidable circumstances. Prior information about availing a leave is a must as it will not interfere with their academic and other professional duties.
8. Teachers are expected to maintain contact with the parents/guardians and intimate them about the performance of students. Teachers should also exchange ideas with the guardians during parent teacher meetings.
9. Teachers should spread awareness about educational programs which are available and they should continuously strive to raise the standards of education and should sensitize the community about social evils, and initiate activities of social and moral upliftment.
10. Teachers are expected to abide by the rules and regulations of the institution and work with integrity and cooperate in creating a conducive work atmosphere.
11. Work in unison with their colleagues and maintain healthy relationship with all the stakeholders. They should discharge their duties honestly and diligently.
12. Encourage the students to ask questions and do their best to clear their doubts.
13. Teachers are expected to be impartial and friendly with students in their interaction and teaching work inside and outside the class room.
14. It will be considered improper on the part of the teachers to raise issues of religion, caste or gender with colleagues and students.
15. Teachers shall not threat any staff or students of physical harm with the intention to impede the performance of his/her duties.
16. Teachers will abide by the decisions of college authorities, administration and other academic bodies. However, his/her right to communicate his views with regard to the decisions remains intact as long as he/she will not propagate ideas for or against a specific party whether religious or political.
17. Help the institution authorities in enforcing discipline among students.

18. Avoid unauthorized use of college resources for personal or commercial use.
19. Teachers are expected not to be under the influence of any drug or intoxicating drink while on his duty. He should not appear under the influence of these intoxicating drink or drugs in a public place and should always be in control of the situation.
20. Perform any other extracurricular duties assigned to him/her enthusiastically.
21. Teachers should refrain from under taking other commitments such as private tuitions, private study groups, coaching classes and should devote his/her time to his/her professional obligations.
22. Teachers are expected to provide holistic education to their students so that they may be able to apply knowledge and enhance their potential.
23. Refrain from misappropriating the research work or writings of others.
24. No teacher shall engage himself/herself in any activity prejudicial to the national integration.
25. A teacher seeking to accept honorary work needs prior permission of the managing committee in writing is necessary.
26. While leaving station, a teacher is expected to inform the principal and intimate about the station he/she will be available at.
27. Teachers will not violate Anti-Dowry Act and Anti-Bigamy Act in direct or indirect manner.
28. Refrain from putting forward unconfirmed accusations against colleagues to higher authorities.
  
29. Teachers are not allowed to use mobile phones while walking in the corridors, college ground, classroom and library. They can receive calls in staff room or in their department.
30. Staff members are expected to dress appropriately taking in consideration the dignity of this noble profession.
31. Leaving college in working hours should be with proper entry at the college gate.
32. Relevant and quality study material should be used by teachers instead of cheap study materials such as guides or any unauthentic or irrelevant study source.

## Code of Conduct for College Principal

1. College principal provides leadership to the staff, students and community at large. All the administrative and academic activities are accomplished under his supervision. He/she is expected to discharge his administrative responsibilities with dedication.
2. Decision making powers of principal are very crucial for the Institution. He/she should be honest, fair and law abiding.
3. College principal is expected to adhere to all rules and regulations of the Institution.
4. College principal has to deliberate upon and prepare a policy for vision and mission of the college to be executed.
5. Manage the college administration and proceed on the basis of the feedback of stakeholders.
6. Ensure that the development and academic programs are planned and implemented through concerned authorities and committees.
7. Ensure that the staff and students are aware of the acts, statutes, rules and regulations issued by the affiliating university and managing committees.
8. Enforce the policies, procedures, rules and regulations laid down by the college authorities in a proper manner.
9. As the head of the Institution, the principal should empower staff and students for the betterment of the college. He/ She should inspire them to reach their maximum potential.
10. Be fair and impartial in his disciplinary actions for teaching, non-teaching staff and students. Maintaining transparency is very important.
11. Ensure that due importance is given to the moral values while taking necessary actions with regard to some sensitive issues like gender discrimination, ragging etc and must avoid careless decisions.
12. He/she is responsible for smooth conduct of co-curricular and extracurricular activities of the college.
13. He/ She should be a good listener and grant due consideration to the ideas given by staff and students for the betterment of all the stakeholders.
14. His/her conduct and relationship with staff and students should be appropriate and maintain dignity of the profession.
15. He/she should relay all the information necessary for the welfare of the staff, students and community.
16. The role of college principal is pivotal and he/she should play it honestly, objectively and in a supportive manner.

## Code of Conduct for Managing Committee

1. College Managing Committee is expected to provide visionary leadership to the college. The structure and functions pertaining to the governing body shall be in accordance with constitution of the Management Committee.
2. Decisions and resolutions made by the Executive Body of office bearers, Governing Body and General Body of Management Committee are obligatory.
3. Ensuring welfare of staff and students should be the top priority of the Committee.
4. Management members shall maintain their good image and transparency in their behavior and actions.
5. Maintaining financial transparency and ensuring optimal use of funds is to be followed strictly.
6. No person is greater than the institution and the members of Managing Committee should keep the interest of Institution above the personal interests and adopt decentralized approach in Institutional practices.
7. No member shall use the property of Management for personal gain.
8. Decisions made by the Executive Body should be respected by the Management members.
9. If a member of Managing Committee needs to obtain any information of prime level, he/she should contact the Principal. Any oral or written communication with any college employee should be avoided.
10. Office Bearers shall communicate the decisions taken only through the Principal and receive any communication related to the Institution from the Principal only. All the orders should be in writing.
11. Every member should be given a chance to communicate his/ her ideas and opinion of every member should be given due respect.
12. Any activity by any employee that defames the College is not tolerable and hence will be intimated to the Management Committee for the disciplinary actions.
13. Management Members will refrain from interfering in day to day administration in direct or indirect manner.
14. No member of the Society/Governing Body shall enter into any contract or transaction with college which involves financial gain or profit to him/her.
15. No member of the Society/governing body shall receive or be paid any remuneration or honorarium for any work done by him/her for the society/ governing body in professional or in any other capacity.
16. The building, movable and immovable property, furniture and other assets of Patel Memorial National College of the society shall always be used for the Patel Memorial National College and the society shall not be competent to decide otherwise under any circumstances.