

HAMIDIA GIRLS' DEGREE COLLEGE
(Constituent Minority College)
University of Allahabad

CODE OF CONDUCT & ETHICS

A formal Code of Conduct is a prime necessity at the Campus for both the Faculty and Students. As such Hamidia Girls' Degree College has formulated the policy on Code of Conduct and Ethics. This policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is published in the college Brochure which is available in hard copy as well as on college website. Hamidia Girls' Degree College provides a system which promotes their growth through individual and collective responsibility.

For Students:

- 75% attendance is compulsory for each and every student.
- Students must always carry their Identity Card issued by the college.
- The Principal meets the students and their guardians everyday (except Sundays and holidays) between 12:00 noon to 1:00 p.m. to solve their problems. For this they have to write their names in the register kept outside the Principal's office for girls or female guardians. Male guardians should write their names in the register kept in the college office.
- Students are not allowed to bring excess money to the college. The college is not responsible for any loss of money.
- **Ragging is strictly prohibited.**

For Teachers:

College follows the principles stated in UGC Regulations for Teachers in Regulations 2018 which is as follows –

Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

College Principal should:

- (a) 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 environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities.

- (f) No dispute shall be raised, under the provisions of sub-clause (e) —
- (i) in respect of the *inter se* seniority, of Principals and other teachers, serving in the College on the date immediately preceding the commencement of the Act, and continuing as such upon such commencement, as it subsisted on the said date; or
 - (ii) except within a period of three months from the date on which such dispute could have been raised for the first time.
- (g) The Vice-Chancellor shall give a decision on the dispute, referred to in serial number (i) of sub-clause (e), in writing, with reasons, after considering the facts presented by the Registrar and the submissions of the concerned Principals, and any Principal aggrieved with such decision, which shall be communicated by the Registrar to the Principals concerned, may, within thirty days of the date of such communication, prefer an appeal to the Executive Council, which shall, if it disagrees with the said decision, give reasons for such disagreement.
- (h) The Seniority Committee shall give a decision on the dispute, referred to in serial number (ii) of sub-clause (e), in writing, with reasons, after considering the facts presented by the Registrar and the submissions of the concerned teachers, and any teacher aggrieved with such decision, which shall be communicated by the Registrar to the teachers concerned through the Principal or the respective Principals, may, within thirty days of the date of such communication, prefer an appeal, through the Principal, to the Vice-Chancellor, who shall, if he disagrees with the said decision, give reasons for such disagreement.
- (i) The decision of the Vice-Chancellor, referred to in sub-clause (g), and the decision of the Seniority Committee, referred to in sub-clause (h), shall not come into effect during the period allowed for preferring the appeal against the same, and—
- (i) where no such appeal has been filed, such decision shall come into effect upon the expiry of the said period; or
 - (ii) where such appeal has been filed, such decision shall not have effect except in accordance with the decision of the Executive Council or the Vice-Chancellor, as the case may be, on such appeal.
- (j) The grant or denial of credit of the earlier service, referred to in sub-clauses (c) and (d), to a teacher, under the provisions of this clause, shall not affect the eligibility of the teacher for the inclusion of such earlier service for purposes of such terminal benefits as may be admissible in accordance with the rules governing the same.

SCHEDULES TO ORDINANCE XLII

SCHEDULE I

(See sub-clauses (a) and (b) of clause 4)

**FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH PRINCIPALS
AND OTHER TEACHERS OF THE CONSTITUENT COLLEGES**

AGREEMENT MADE this day of the Month of in the Year

Dr/Sri/Smt./Km..... between
(hereinafter called 'the Teacher')
and

Form of
Agreement with
Principals and
other Teachers
of the
Constituent
Colleges

the College, Allahabad, of the other part
(hereinafter called 'the College');

WHEREAS, in accordance with the provisions of the University of Allahabad Act, 2005 (hereinafter called "the Act"), and the Statutes, the Ordinances and the Regulations made thereunder (hereinafter called "the Statutes", "the Ordinances" and "the Regulations", respectively),

Dr/Sri/Srimati/Km.

has been appointed by the College

on the post of the Principal of the College,

or

to be a teacher of the College, on the post of assigned to the Subject of

with effect from the date he/she takes charge of the duties of the said post. and the Teacher has accepted the said appointment,

IT IS HEREBY AGREED as follows —

1. That the Teacher hereby undertakes to perform and fulfil such functions and duties in, and for, the College and for the University, as may be required of, or entrusted to, him/her, under the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, and also under the rules made, or directions issued, from time to time, by the authorities of the University and by the Governing Body of the College, in matters in respect of which they are empowered, by the said provisions, to make such rules or issue such directions:

PROVIDED that the Teacher shall be on probation for a period of one year in the first instance and the Governing Body of the College may in its discretion extend such period of probation by one year:

PROVIDED FURTHER that the Teacher shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions:

PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Teacher shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Teacher is appointed shall be Rs as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the College, and the Teacher shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs per mensem in the said scale of pay shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time:

PROVIDED that where an efficiency bar is, or may subsequently be, prescribed in the scale of pay admissible to the teacher, the increment next above such bar shall not be given to the teacher, except without the specific sanction of the Governing Body or the functionary empowered by the Governing Body in that regard.

3. That the Teacher hereby undertakes to submit himself/herself to the functionaries under whom he/she may, for the time being, be placed by the Governing Body of the College, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to the best of his/her ability carry out, the lawful directions of any functionary or body of the College, and of any officer, functionary, authority or body of the University, to the authority whereof he/she is, while this agreement is in force, subject, under the said provisions.
4. That the Teacher hereby undertakes to abide by and conform to the rules of conduct, including the admissible Code of Professional Ethics, as amended from time to time, laid down for teachers by the Statutes, the Ordinances and the Regulations.
5. That on the termination of this agreement from whatever cause, the Teacher shall deliver up to the College all books, apparatus, records, property and other articles belonging to the College, and up to the University all like things belonging to the University, that may be in his possession.
6. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of said Act, and of the Statutes, Ordinances and Regulations for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures hereinbelow.

*Signature of the Chairperson
 or Treasurer of the Governing
 Body representing the College*

Signature of the Teacher

Witness No. 1:

Witness No. 2:

Signature

Signature

Name:.....

Name:

Address:

Address:

[FURTHER ENTRIES, AS SPECIFIED IN SUB-CLAUSE (b) OF CLAUSE 4, TO BE
 MADE HEREUNDER]

SCHEDULE II