

All staff members to adopt and follow the
code of conduct
Rajadav
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Handbook on Code of Conduct For Faculty and Students



MAHARSHI JAMADAGNI GOVT. COLLEGE FOR GIRLS,
PILLUKHERA (JIND)

Prepared & Approved by Internal Quality Assurance Cell

2025-26

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Principal
Maharshi Jamadagni
College for Girls

Preface

The College is committed to creating an environment of academic excellence, discipline, and mutual respect. The Code of Conduct serves as a guiding framework to ensure that both faculty and students uphold the highest standards of integrity, responsibility, and professionalism. This handbook brings together the Code of Conduct for Faculty and the Code of Conduct for Students, approved by the Internal Quality Assurance Cell (IQAC) on 26-09-2025.

Code of Conduct for Faculty

1. Professional Integrity and Commitment

- Faculty members must demonstrate honesty, impartiality, and accountability in all academic and administrative responsibilities.
- They must ensure fairness in evaluation, attendance records, and academic dealings with students.
- Research, publications, and academic contributions must uphold ethical standards and avoid plagiarism.

2. Teaching and Academic Responsibilities

- Faculty must prepare thoroughly for lectures, tutorials, and practicals.
- Punctuality in classes and adherence to academic schedules is compulsory.
- Teachers should create an inclusive learning environment that respects diversity and different learning needs.

3. Student-Centric Practices

The primary duty of faculty is towards students' academic and personal development.

- Faculty should maintain a professional and supportive relationship with students, treating all equally without discrimination.
- Guidance should extend beyond academics, nurturing the holistic development of students.
- Confidentiality regarding students' personal matters must be respected.
- Treat every student with dignity, regardless of caste, gender, religion, or background.
- Faculty must not demand personal favours, gifts, or exert undue influence on students.
- Any form of harassment, favoritism, or unprofessional conduct will invite strict disciplinary action.

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- Faculty must foster a culture of mentorship, guiding students towards academic, moral, and civic excellence.

4. Fostering Harmony and Collegiality

Faculty is expected to foster a culture of cooperation and mutual respect.

- Faculty members must cooperate with colleagues in academic, administrative, and extracurricular activities.
- They should actively contribute to institutional growth through committees, research projects, and outreach.
- Mutual respect, non-discrimination, and positive communication are essential in staff interactions.
- Participating constructively in staff meetings and respecting differing opinions strengthens institutional unity.

5. Responsible Use of Technology

- Integrate technology in teaching, learning, and research for better outcomes.
- Faculty must not misuse social media, circulate unverified information, or compromise institutional and personal privacy.

6. Social Responsibility

- Faculty are expected to contribute to extension activities, social service, and sustainability initiatives.
- Respect cultural diversity, promote secular values, and contribute to nation-building

7. Grievance Handling

- Faculty must use institutional grievance redressal systems for conflict resolution.
- Avoid public criticism that undermines institutional harmony.

8. Institutional Responsibilities

Faculty members are custodians of the institution's reputation and resources.

- Abide by all institutional rules, regulations, and directives.
- Use infrastructure responsibly and safeguard college property.
- Speak positively of the institution in public and avoid acts that damage its image

9. Implementation and Disciplinary Measures

- Violation of this Code may invite disciplinary action as per the Department of Higher Education, Haryana Civil Services (Government Employee Conduct) Rules, 2016, and other applicable regulations.

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Code of Conduct for Students

1. General Discipline

- Students must maintain dignity, courtesy, and discipline both on and off campus.
- Respect for teachers, staff, visitors, and peers is non-negotiable.
- Use of abusive language, misconduct, or violence is strictly prohibited.

2. Academic Responsibilities

- Regular attendance (minimum 75%) and punctuality are mandatory for all academic activities.
- Students must uphold academic honesty by avoiding plagiarism and unfair practices.
- Silence and seriousness are expected in classrooms, labs, and the library.

3. Dress Code and Identity

- Students should dress modestly, reflecting the culture and values of the institution.
- Carrying the college identity card at all times is mandatory and must be presented when requested.

4. Conduct within Campus

- College property, infrastructure, and resources must be used responsibly.
- Ragging in any form is strictly banned and punishable under UGC regulations.
- Mobile phones are prohibited in classrooms, libraries, and examination halls unless permitted.

5. Prohibited Activities

- Smoking, alcohol, drug use, and gambling are banned within campus.
- Political campaigning and unauthorized religious activities are not allowed.
- Reckless driving or misuse of vehicles in/around the campus is prohibited.

6. Technology and Social Media Use

- Students must use digital platforms responsibly.
- Cyber bullying, spreading misinformation or posting derogatory content about the institution or its members will result in disciplinary action.

7. Participation in Cultural & Sports Activities

- Students are encouraged to join academic, cultural, and sports activities.
- Prior approval is required for organizing events or inviting external guests.
- Students representing the College must uphold discipline and preserve institutional reputation.

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8. Environmental Responsibility

- Students should maintain cleanliness on campus and avoid littering.
- Use of eco-friendly practices and reduction of plastic is encouraged.
- Active participation in NSS and community service strengthens civic values.

9. Grievances and Redressal

- Students may approach the Grievance Redressal Cell, Anti-Ragging Committee, or Internal Complaints Committee for fair resolution of issues.
- Complaints will be treated confidentially, and strict action will be taken against offenders.

10. Disciplinary Action

Violation of the Code of Conduct may invite:

- Warning or written apology
- Monetary fine or compensation
- Suspension from classes
- Debarment from examinations or activities
- Expulsion from the College in severe cases
- The decision of the Principal/Disciplinary Committee shall be final and binding.

This handbook is intended to guide the behavior and responsibilities of both faculty and students, fostering a culture of discipline, respect, academic excellence, and social responsibility. Every member of the institution is expected to uphold these values and contribute to the dignity and growth of the College.

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