



**KHALSA COLLEGE FOR WOMEN**  
**CIVIL LINES, LUDHIANA**



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**CODE OF CONDUCT AND PROFESSIONAL  
ETHICS**

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**2023-24**

# CODE OF CONDUCT AND PROFESSIONAL ETHICS

Code of Conduct and Professional Ethics of Khalsa College for Women, Civil Lines , Ludhiana have been articulated and revised in line with the following:

- Code of Professional Ethics for University and College Teachers by UGC (D.O.No.F.1-4/87(PS-CELL) released on 17th February, 1989.
- Guidelines entitled "MulyaPravah - Inculcation of Human Values and Professional Ethics in Higher Educational Institutions", promulgated by UGC on 26th November, 2019.
- National Education Policy 2020
- Statutes of Panjab University, Chandigarh



# 1. CODE OF CONDUCT FOR THE STUDENTS

## 1.1. PREAMBLE

This Manual indicates the standard procedures and practices of Khalsa College for Women, Civil Lines, Ludhiana for all students taking admission in the College for pursuing various programmes. It is incumbent on all students to be aware of and abide by these Code of Ethics and Conduct.

## 1.2. ETHICS AND CONDUCT

- Students would make the best use of the golden part of their lives at Khalsa College for Women by devoting their energy for learning and developing a wholesome personality.
- Abide by Act, Statutes, Ordinances, rules, policies, procedures of the College and respect its ideals, vision, mission, cultural practices and the traditions.
- Stay in an academic institution with the joyful learning experience.
- Remain punctual, disciplined and regular in attending classes.
- Observe modesty in their overall appearance and behavior.
- Behave with dignity and courtesy with teachers, staff and fellow students.
- Act as a role model for the junior students by attaining the highest level of values and morality.
- Maintain harmony among students belonging to different socio- economic status, community, caste, religion, region or ideology. Any act of discrimination (physical or verbal) based on an individual's gender, colour, caste, race, religious beliefs, region, language, sexual orientation, marital or family status, physical or mental disability, gender identity, etc. shall be avoided.
- Contribute towards cleanliness of the campus and surroundings.
- Respect and care for the institutional properties.
- Observe proper behavior while on outside activities (educational tour/ visitor excursion).
- Be honest in providing only truthful information on all documents.
- Maintain the highest standards of academic integrity while presenting own academic work.
- Help teachers in maintaining the learning environment conducive for all students.



- Strive to keep campus ragging free.
- Be sensitive to gender issues.
- Be sensitive to societal needs and development.
- Maintain good health and refrain from any kind of intoxicants.
- Abide by all the college rules including the library and hostel rules

## **1.2 ANTI-RAGGING**

- The College has a comprehensible and an effective anti-ragging policy in place which is based on the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.
- Ragging constitutes one or more of the following acts:
- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension there of in any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a student by other students;
- Any act of physical abuse including all variant so fit: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.



- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

### **1.2 1 ANTI-RAGGING COMMITTEE:**

- The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.
- A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:
  - Suspension from attending classes and academic privileges.
  - Withholding/withdrawing scholarship/ fellowship and other benefits.
  - Debarring from appearing in any test/examination other evaluation process.
  - Withholding results.
  - Debarring from undertaking any collaborative work or attending national or international conferences/ symposia/ meeting to present his/her research work.
  - Suspension/ expulsion from the hostels and mess.
  - Cancellation of admission.
  - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
  - If need be, in view of the intensity of the act of ragging committed, a First Information Report(FIR) shall be filed by the College with the local police authorities.
  - The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.



## 2. CODE OF CONDUCT FOR THE TEACHING STAFF

According to National Education Policy 2020, the most important factor in the success of higher education institutions is the quality and engagement of its faculty. Teachers truly shape the future of their wards - and, therefore, the future of the nation. The high respect for teachers and the high status of the teaching profession must be restored so as to inspire the best to enter the teaching profession. The motivation and empowerment of teachers is required to ensure the best possible future for our children and our nation.

- Teachers should act as a role model for students by displaying good conduct, set a standard of dress, speech and behaviour worthy of example to the students
- Teachers should act as friend, philosopher and guide of students.
- Teachers should help students in identifying their potential and support through counseling and mentoring.
- Teachers should create a conducive environment for teaching-learning process and strive for innovative practices and knowledge creation.
- Teachers should observe punctuality in teaching and other duties.
- Teachers should exhibit decent behaviour with all.
- Teachers should refrain from harassment of student in any form.
- Teachers should actively participate in institutional development.
- Teachers should refrain from any type of discrimination.
- Teachers should inculcate human values, scientific outlook and concern for the environment among students and others.
- Teachers should develop an understanding of our heritage.
- Teachers should encourage students to actively participate in scheme/ activities of national priorities.
- Teachers should cooperate with the college authorities for betterment of the college. Teachers should actively work for national integration and communal harmony.
- Teachers should be sensitive to societal needs and development.
- Teachers should abide by Act, Statutes, Ordinances, rules, policies, procedures of the college and respect its vision, mission, cultural practices and the traditions.
- The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.



## 2.1 TEACHERS AND THEIR RESPONSIBILITIES

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

Teacher 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;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- 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;
- Participate in extension, co-curricular and extra-curricular activities, including the community service.



## 2.2 TEACHERS AND STUDENTS

Teachers should:

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

## 2.3 TEACHERS AND COLLEAGUES

Teachers should:

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





## **2.4 TEACHERS AND AUTHORITIES**

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession
- Co-operate in the formulation of policies of the institution
- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession;

## **2.5 TEACHERS AND NON-TEACHING STAFF**

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners
- Help in the functioning of joint-staff councils/committees covering both the teachers and the non-teaching staff.

## **2.6 TEACHERS AND GUARDIANS**

Teachers should:

- Try to 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.

## **2.7 TEACHERS AND SOCIETY**

Teachers should:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;



- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 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.





### 3. CODE OF CONDUCT FOR THE NON- TEACHING STAFF

Administrative/Support staff/Non-Teaching Staff should:

- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Create conditions that inspire teamwork. Maintain the confidentiality of the records and other sensitive matters.
- Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service. Care for the institute's property.
- Facilitate congenial environment.
- Refrain from any form of discrimination.
- Make every effort to complete the assigned work in a time-bound manner.
- Strive to maintain the academic atmosphere of the College through the works assigned to them.
- Not sub-delegate the responsibilities entrusted to them without the prior permission of the principal.
- Deal with students, faculty and colleagues with respect and courtesy.

## 4. CODE OF CONDUCT FOR THE PRINCIPAL

College Principal should;

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

