

DAYANAND COLLEGE, HISAR

Affiliated to Guru Jambheshwar University of Science & Technology, Hisar
Under DAV College Managing Committee, New Delhi
(Accredited with Grade 'A' by NAAC)



CODE OF CONDUCT



Date of Publication: - June 01, 2016

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HAND BOOK OF CODE OF CONDUCT

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Dayanand College, Hisar

CODE OF CONDUCT FOR COLLEGE STUDENTS

The College expects the students to adopt a target-oriented and professional approach to their studies and mature approach to their general conduct in and around the college. We expect students to abide by the Code of Conduct as given below:

1. Every student is required to wear his/her Identity Card well-displayed at all times during college hours. Refusal of the students to produce it on demand by Campus Security Guards or other authorities will be deemed an offence.
2. Students are required to dress in a dignified manner that is appropriate and suitable for an academic environment.
3. Students are not allowed to bring any outside/visitors on the college campus. Unauthorised visitors should immediately be reported to a member of the staff/college security guards.
4. It is a mandatory for the students to keep their mobiles switched off on the college campus.
5. Smoking, consumption of intoxicants (an alcoholic drink or drug), chewing of Tobacco, Pan Masala, Gutka etc. and are banned in the college and around college.
6. Students should not indulge in any anti-social or criminal activity within or outside college, which may tarnish the image of the college.
7. Students are expected to keep the campus neat and clean. Please do not drop or leave litter in or around the college campus and put it into the dust bins.
8. Students are expected to treat all members of the college community with due respect and courtesy.
9. Stealing, Misusing, Defacing, Damaging or destroying the college property will be treated as an offence.
10. Students should not loiter in the corridors or outside the class-rooms when the teaching is in progress.
11. Organising Meetings and Processions on the campus and outside the College without the written permission of Principal is strictly prohibited.

12. Indiscipline during any Activity/ Functions of the college will be viewed very seriously and dealt with accordingly.
13. Students are required not to interact on behalf of the college with media representatives or invite media persons to the college campus without the written permission of the Principal.
14. Students are prohibited to use college internet facilities to send or view any obscene, offensive or illegal material.
15. Students are expected to switch off the lights, fans and other electric equipments/ gadgets when not in Use.
16. Students should read the College Notice Boards daily on entering and before leaving the college and open their E-mail account daily to get information regarding important instructions/orders issued by the Principal. They can also visit the college website for notice/information.
17. Misbehaviour with girls will be considered as a serious offence. You are to give them priority while entering and leaving the classes without any obstructions.
18. Ragging, intimidating or threatening any member of the college community will be treated as an offence.
19. Students can park their registered vehicles in the 'Parking Zone' reserved for them only during college timings. Wearing Helmet is mandatory for two wheeler riders.
20. Students should not waste Drinking Water. Please turn off the taps after the Use. Do not leave the taps dripping or flowing.
21. Students are expected to be environment-friendly and eco-friendly and conserve the greenery of the college campus.

In case a any student fails to comply with the Code of Conduct, strict disciplinary action will be taken against her/him by the Principal. Principal is the final authority to suspend or expel the student violating any of the rules of college and instructions displayed on the notice boards or communicated through E-mail. Heavy penalty/fine will be imposed on the students violating the rules and regulations of the college.



DAYANAND COLLEGE, HISAR

CODE OF CONDUCT FOR HOSTELLERS

1. If a student wishes to remain absent from the hostel for a day, he/she will have to take prior permission from the warden.
2. If a student remains absent from the hostel without prior permission of the warden, a disciplinary action will be taken. The fine can also be imposed.
3. The College holiday will not be treated as the hostel holiday and the student will have to take permission of the warden for the absence.
4. To come late to the hostel on any single day will also have to be done with prior permission.
5. The Student will have to submit the complete hostel record book to the warden within one week of taking admission into the hostel.

Discipline

1. No student is allowed to keep any outsider in the hostel. In case an outsider is found in the hostel, he/she will be handed over to the police and fine will be imposed on the resident student.
2. Each student will keep the identity card and will show it whenever asked.
3. Resident student will not do any work which may cause inconvenience to others.
4. It is expected from the students to behave politely with all the mess employees, other employees and peons.
5. The Students are prohibited from using any kind of intoxicating material or indulging into gambling.
6. You are not to play loud music in your rooms so that the others do not get disturbed.
7. The Instructions sent by the warden through any peon ought to be carried out seriously.
8. One will be entirely responsible for one's belongings and the hostel authorities will not be responsible for any kind of loss.
9. Students are advised not to keep any valuables or extra cash with them in the hostel. The College administration will not be responsible in case of theft.
10. The Room must be locked when the student goes out.

11. In case a student is found responsible for any kind of mis conduct, he/she will be expelled with immediate effect.
12. The Hostel gate will be closed at ten' o clock in night. The boys cannot stay out of the hostel after eight and the girls after six' o clock in the evening.
13. There will attendance at nine' o clock everyday. A fine of Rs. 20/- will be imposed for each absence.
14. In case a student needs to stay outside the hostel for any specific reason after the allotted time, it should be done with written permission from the warden.
15. To keep porn literature or stick porn pictures in the hostel is strictly prohibited.
16. It is strictly prohibited to keep any kind of weapon in the room. Those found guilty will be imposed with fine and expelled with immediate effect.
17. The hostel will have to be vacated immediately after the exams are over.
18. No student will be allowed to keep any vehicle in the hostel with the permission of the warden. If a vehicle (kept with permission) is lost or stolen, the college administration will not be responsible.
19. The Students are required to maintain complete silence during the study period which will be 8.30 pm onwards in summers and 7.30 pm in winters. If a student is found to be making noise, he/she will be punished.
20. There will be Hawan Yajna performed by Arya Yuvak Samaj in first week of every month. The attendance of the students is compulsory.
21. All the residents of the hostel are expected to follow all the rules and maintain a positive and congenial environment in the hostel.



BAN ON RAGGING

ORDERS OF THE HON'BLE SUPREME COURT OF INDIA

Definition of Ragging provided by the Hon' ble Supreme Court of India includes "ragging as any act which violates the dignity of the individual student or is perceived to violate his/her dignity." The ragging is neither a means of familiarization nor an introduction with freshers but a form of psychopathic behaviour and a reflection of deviant personalities. It reproduces the entrenched power configurations prevalent in civil society. Ragging can be either of the following forms or the acts:-

- A. Verbal: Where the senior causes mental harassment, discomfort for the junior by facing him/her to answer unacceptable/personal questions, dance, sing etc. is said to rag the junior. It also includes within its ambit cyber ragging. Punishment: 1 year imprisonment with fine.
- B. Severe Verbal Ragging: Where the mental harassment, discomfort is to such an act as forces the junior to withdraw from the college. Punishment: 7 year imprisonment with fine.
- C. Physical: Any act by the senior towards the junior which inflicts bodily injury on the junior. Like beating the junior, hitting him/her with objects etc. Punishment: 7 year imprisonment with fine.
- D. Sexual Ragging: Where the senior asks the junior to do an act which damages sexual dignity of the junior.
Punishment: 7 year imprisonment with fine.

NOTE: STUDENTS FOUND INVOLVED IN RAGGING WILL BE PUNISHED SEVERELY AND MAY BE EXPELLED FROM BOTH THE HOSTEL AND THE COLLEGE.



DAV College Managing Committee
Chitra Gupta Road New Delhi - 110055

CODE OF CONDUCT FOR PRINCIPAL

1. The Principal at all times shall serve efficiently, act in a disciplined manner, and maintain complete integrity and devotion to duty:
2. Unless in any case it be expressly provided for, the whole time of the principal shall be at the disposal of the college for all academic and allied activities and he shall serve the college in such capacity and at such places as he may from time to time be directed by the higher authorities.
3. Whenever the principal wants to apply for an outside job, post or scholarship, he shall do so with the prior sanction of the authorities.
4. Save in exceptional circumstances, the principal shall absent himself from his duties without prior permission of the competent authority.
5. The Principal shall take part in, subscribe to in any of or assist in any movement which tends to promote feeling of hatred or enmity between the different classes or subject of the Indian Union, or to disturb public peace.
6. The Principal shall, except with the previous sanction of the competent authority own wholly or in part, conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper/periodical.
7. The Principal shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the competent authority.
8. The Principal shall not in any manner criticise adversely in public the administrative actions of the authorities.
9. The Principal shall not except in accordance with any general or special order o) the authorities or in performance in good faith of the duties assigned to him, communicate directly or indirectly , any official document or information to any employee or to any other person, to whom he is not authorised to communicate such document or information

10. The Principal shall not except with the previous sanction of the authorities engage, directly or indirectly, in any trade, occupation or business or undertake any employment or any private tuition work.
11. The Principal shall not appear in any examination without obtaining prior permission of the authorities provided that he/she may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the Managing Committee.
12. The Principal shall not write a help book or cheap notes.
13. The following lapses, if established after the enquiry shall constitute improper conduct on the part of the Principal.
 - i. Failure to perform his academic duties including class lecture.
 - ii. Raising question of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above consideration for improvement of his personal prospectus.
 - iii. Refusal to carry out the decision of appropriate administrative and academic bodies and or functionaries of college. But this will not inhibit his right to express meaningful and responsible differences with their policies or decisions. A militant approach is to be totally eschewed.



DAYANAND COLLEGE, HISAR

CODE OF CONDUCT FOR TEACHING STAFF

1. Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
2. Unless otherwise provided for, the whole-time employee shall be at the disposal of the College and he shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal/Governing Body of his College, subject to such conditions as may be laid down by the University.
3. No employee in a College shall apply for any other job or scholarship without the previous sanction of the Principal of his College or in case the Principal without the previous sanction of the Governing Body. Provided that a person appointed on contract basis may apply for a job for which he is applying is to commence from a date after the expiry period of the contract.
4. Save in exceptional circumstances, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the Leave Rules.
5. No employee shall take part in any activity which in the judgement of the Principal is calculated to lead to indiscipline in the College.
6. No employee shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between classes or subjects of the Indian Union or to disturb public peace.
7. An employee may stand for election to the Parliament/ State Legislature/Local Bodies with the prior permission of the Governing Body of the College concerned.
8. No employee shall own wholly or in part, or conduct or participate in editing or managing of any newspaper, or an periodical, or act as correspondent of a newspaper. However, this will not apply to literary and academic journals.
9. No employee shall in any manner criticise adversely in public the administrative actions of the Governing Body/ Principal of his College,

10. No employee shall, expect in accordance, with any general or special order of the Governing Body or in the performing in good faith of the duties assigned to him, communicate directly or indirectly, any official document or information to any employee or to another person to whom he is not authorised to communicate such.
11. No whole time employee shall, expect with the previous sanction of the Governing Body, engage directly, in any trade, occupation or business or undertake any employment. The permission of the principal for undertaking private tuition work, which will not be for more than one hour a day, will be necessary. Provided that an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the principal of his college and in case of the principal if so directed by the Governing' Body. Provided that no permission shall be necessary for examination work of this University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs. 2,400/- per annum and for all examination work for which additional emoluments are accepted, the previous permission of the Governing Body shall be necessary.
12. No employee shall appear in an examination without the prior permission of the Principal.
13. No employee in a recognised/affiliated College shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work. An employee shall avoid habitual indebtedness or insolvency An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
14. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.
15. An employee may become a member, representative, or office bearer of any registered and recognised Association representing or purporting to represent his class of employees, and participate in its deliberations and, with the permission of the Principal,

hold its meeting on the premises of the College, provided such Association satisfies the following conditions:

- (a) Its membership confined to a distinct class of employees and it is open to all such regular employees.
- (b) It is not in any way connected with any political party or organisation and does not engage. in political activity.



Dayanand College, Hisar

CODE OF CONDUCT FOR ADMINISTRATIVE AND NON TEACHING STAFF

1. You shall be on probation for a period of two years which can be extended for such further period as the competent authority under the rules may determine.
2. In case of resignation or discharge on grounds other than abolition of the post (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No travelling allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of Institution:
 - (i) Medical Certificate of fitness from MBBS Medical Practitioner.
 - (ii) Attested copies of academic and professional qualification and matriculation certificate: and
 - (iii) A certificate of good character from Gazetted Officer or Members of Legislative Assembly.
5. If you have not been vaccinated within the last twelve months, you should have it done before reporting the duty.
6. Before assuming the post you will have to take an oath of allegiance to the Constitution of India and affirm that you are not having more than one living spouse.
7. Your seniority will be fixed in accordance with the rules and regulation on the subject.
8. You will be required to produce the original educational and date of birth certificate.
9. Your service will be governed under New Pension Scheme as per the instructions of the Director General Higher Education, Haryana vide letter no. 2/1-I1(1), dated 05.01.2011.
10. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than one month from date of appointment.
11. In case of failure to do so your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.

