



**BABU ANANT RAM JANTA COLLEGE, KAUL  
(KAITHAL)**

**Affiliated to Kurukshetra University, Kurukshetra**

**Phone Number: 01746-254534, 99911-99804, 98967-41642**

**College Email id: barjckaul@hotmail.com**

**College Wwbsite: <http://www.barjckaul.com/>**

**INTERNAL QUALITY ASSURANCE CELL**

**CODE OF CONDUCT (Handbook)**

**For Various Stakeholders**

**Code of ethics and conduct for Students**

1. He/she shall Attend the classes regularly and must complete his/her studies in the College.
2. He/she must carry the identity card daily issued by the college.
3. All students must respect to all persons associated with the college and their rights and property and safety of others etc.
- 4 He/she is forbidden for Smoking on the campus of the college.
5. He/she should not indulge in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability, gender identity, etc.
6. He/she should not indulge in any disruptive activity in a class room or in an event sponsored by the college.
7. Cheating and Copying during examinations are strictly forbidden.
8. All the students are informed that Ragging is a crime. So They should not involve in any act of ragging.
9. Any student of the college aggrieved by any acts whether related with sexual harassment or ragging or anything else can approach the Student Grievance Redressal cell at the college.

### **Code of ethics and conduct for the Faculty**

1. Be punctual always in attending to duties in the college.
2. Treat all students with respect and dignity.
3. Refrain from accepting remuneration for coaching or tutoring his/her own students except for remedial teaching under an approved scheme
4. Seek to establish and maintain cordial relations with parents/ guardians.
5. Work in a collaborative manner with students, guardians, management, and other members of staff in seeking to effectively meet the needs of students.
6. Faculty should exhibit intellectual honesty and integrity in all their scholarly endeavours.
7. Faculty should refrain from lodging unsubstantiated allegations against colleagues or higher authorities
8. Faculty should participate in programmes of professional growth like in-service education and training, seminars, symposia workshops, conferences, self-study etc.

**Code of ethics and conduct for the supporting staff**

1. Make efforts to enhance administrative efficiency.
2. Remain familiar with and adhere to college policies relevant to his/her responsibilities.
3. Take necessary and appropriate action to ensure constituents' safety and wellbeing in and around the college community.
4. Provide students, faculty, other staff, and administration with the tools and assistance they require to perform effectively.
5. Act promptly to remedy deficiencies, such as equipment failures, or classroom problems.
6. Prepare all reports, vouchers, bills, invoices, records, and other important documents accurately and honestly.
7. Safeguard any confidential information

### **Code of ethics and conduct for the Governing Body Principal**

1. Encourage outstanding teaching, research, and other professional activities.
2. Maintain a safe and clean environment for student learning and faculty research.
3. Act as an advocate for faculty, staff, and students of the College.
4. Treat faculty, staff, and students fairly and impartially.
5. Refrain from engaging in behaviour on the college premises that is inconsistent with their role as College leaders.
6. Strive to ensure the availability of resources required to accomplish goals and objectives.

### **Code of ethics and conduct for the Parents**

- 1 Recognize that the education of each student is the joint responsibility of the parent, student, faculty and college community
- 2 Demonstrate that both parents and the college work cooperatively in the best interest of the student
- 3 Treat members of the faculty, staff, security personnel and others employed by the College, in a professional and respectful manner
- 4 Exhibit a good example for students in their conduct, language and behavior while on campus or at outside the college
- 5 Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the college or its employees, including on whatsapp, facebook, twitter and other social media sites
- 6 Refrain from using social media to fuel discontent or criticism of individual college employees, other parents, students, or college programs or services