

# Institutional Values & Code of Conduct



## DAV P.G. COLLEGE

*(Admitted to the Privileges of Banaras Hindu University)*

**(Accredited by NAAC with Grade 'A+')**

**NARHARPURA, AUSANGANJ, VARANASI (U.P.) INDIA - 221001**

DELL

## **Institutional Values**

DAV PG College is committed to provide holistic model of education to its students to nurture them as responsible citizens of India. Keeping students at the heart of educational enterprise, it has followed all-inclusive system of education. DAV believes that the goal of higher education is to inculcate such ethical and moral values which can develop equity and deep sense of respect for each and every one irrespective of caste, creed, gender, religion, society and culture. Maintenance of traditional and cultural values with a sense of equity develops the notion of 'unity in diversity'. The innovative learning process with equal opportunity paves the path for achieving excellence. Imparting education through different platforms, it creates awareness, sensitivity and responsibility among students for contributing significantly in the society and nation.

The Stree Vimarsh Cell, Internal Complaint Committee, Sexual Harassment and Redressal Committee, Divyang Committee, Minority Committee, NSS Programmes and Department wise Students' Forum (Laureates of English Department, Eco-Voice of Economics Department, Republica of Political Science, Voice of Commerce of Commerce Department, Pallav of Hindi Department etc.) are the pillars to support the all-inclusive educational structure of the college. Through these platforms organization of different awareness programmes sensitize students towards gender, caste, and issues of minorities and develop institutional values in them. Students develop new identity rooted in the values of their institution which bring them out of their backgrounds and build confidence and strength in them.



- ❖ Students are expected to uphold and carry forward the legacy and values of the College.
- ❖ They are expected to contribute significantly by their continuous learning.
- ❖ Students' Forum of all the departments are to give all round exposure to students.
- ❖ They are expected to be inter-disciplinary in their approach for having right perspective and attitude towards a stream.
- ❖ The college takes great pride in imparting knowledge and values towards women empowerment.
- ❖ The College always takes care of the practice of fair means in all the sections to have equity.
- ❖ Minorities' issues and viewpoints are always given primacy.
- ❖ The College inculcates right attitude towards Divyangs.
- ❖ The college has zero tolerance towards any ill activity of the students such as ragging, abuse of substance, violation of ordinances and rules of the college, wrong ethical attitude, in-disciplined behavior, misuse of democratic rights and violation of the constitutional framework.

The college expects its students to settle down the paradigm of behaviour which upholds constitutional values of equity, integrity, peace, harmony etc. Active participation of the students is must to achieve its mission.

### **Code of Conduct for Administration/Principal**

- All powers in terms of discipline and disciplinary action are vested in the principal.



- Principal of the College may delegate such powers as he/she deems proper to the Proctor, and to such other persons who may lead Anti-ragging squad.
- Principal of the College must impartially ensure discipline and categories followings as acts of indiscipline and strictly prohibit:
  - Physical assault, intimidation or use of any kind of threat against any teaching/ non- teaching faculties and students within the College campus.
  - Use of alcohol/ illegal drugs in the College premises by teaching, non-teaching faculties and students.
  - Violation of dignity and Honour of SC/ST teaching/non-teaching and students.
  - Any derogatory practice by men (Teaching/Non-Teaching/Students) against women (Teaching/Non-Teaching/Students).
  - Financial irregularities, bribe and any kind of corruption of the College.
  - Ragging or harassment.
  - Deliberate damage caused to the belongings of the College.
  - Disruption in the academic functioning.
- Principal of the College without any bias in order to maintain the discipline may take appropriate decision in the case of violation of above-mentioned discipline.

- Principal must ensure through delegate authorities proper functioning and conduction of examination, admission, time-table etc.
- Principal shows commitment to the academic excellence, faculty development and students' welfare and students' satisfaction to fulfil the goal of higher education.
- Principal may directly take interest in the placement of the students or by deputing duty to a delegate.
- Principal continuously upgrades the facilities and equipment on the feedback of students and teachers or on the need basis.
- Principal monitors various activities to measure the quality standards which can be pivotal in NACC accreditation.
- Principal of the College must ensure that COVID 19 protocols are to be followed i.e. measures of physical distancing, maintenance of hygiene which includes hand washing, etiquette of respiration in public, sanitization, use of mask etc.

### **Code of Conduct for Teaching Staff**

Teachers are moral force in the college campus and society, dealing with the young minds they play vital role in building a nation. Teachers' duty is to teach-up students by inculcating the set values of the constitution of India. Whosoever adopts this profession should avoid the irreconcilability between code and its performativity. Therefore, they are obligated to appropriate the ideals of this profession. Teachers must remember the below mentioned aspects of the profession :

- They seek to maintain professional growth continuously through their study and research.
- Teachers are to perform their duties in the form of class-teaching, tutorials/remedial classes and research work with dedication.
- Teachers must focus on teaching-learning process variously for instance the practice of ICT and employment of old as well as new digital tools in teaching.
- Cooperation and assistance of teachers are necessarily expected in the assigned committees for carrying out educational responsibilities of the College.
- Participation in extension, extra-curricular and co-curricular activities is must.
- Avoidance of private-affairs in the manner which can maintain the dignity of the profession.
- Teachers must abide by all the rules and notice issued by the authority of the College.
- Excluding emergency, the leave must be taken by the concerned authority as per the norms of the College. In case of emergency also undue advantage is not tolerable.
- Teachers must ensure attendance taken of the students daily in the classroom and syllabus completion within stipulated time.
- Teachers are required to be temperamentally calm, patient and well behaved with students.
- Teachers must deal with students without any prejudices and biases related to caste, colour, gender and on the basis of their physical characteristics.

- Adhere different abilities and aptitude of the students and direct them in right way.
- Encourage and guide equally weaker section of the class and during college hour grievances of students must be entertained.
- Promote students for community service and develop their interest in the national heritage, legends, myths and history.
- Proper behavior, respect, and rendering of assistance for professional betterment is must with colleague.
- Unsubstantiated allegations by one colleague to the other one must be avoided.
- Discrimination of colleague on the basis of caste, colour, gender should not be done.
- Teachers must abstain from unnecessary lobbying and exaggerated lies.
- Non-teaching staff must be considered as colleagues by the teachers.
- COVID 19 protocols are to be followed strictly.

#### **Code of Conduct for Non-Teaching Staff**

- Non-teaching staff must strictly abide by the guidelines and notice issued by the College authority.
- They should maintain punctuality.
- They are expected to be supportive and amiable.
- They must be polite in discharging their duty assigned to deal with students.

- They are expected to attend students' grievances and try to resolve immediately.
- They should maintain decorum of the College.
- Non-teaching staff must maintain loyalty, integrity, confidentiality and impartiality.
- They must remain abstain from any kind of violence and harassment.
- They should respect the dignity and honour of women staff.
- COVID 19 protocols are to be followed strictly.

### **Code of Conduct:**

Students have to follow the general rules:

- Students must not create noise near the classrooms, office section and library.
- They are expected to visit library maintaining the decorum.
- The corridors, library, and all common areas of the college are under 24×7 CC-TV surveillance.
- The case of eve-teasing, mental-physical or any sort of harassment will be subject to disciplinary action.
- Practice of any unethical attitude and behavior towards girls or vice-versa will invite disciplinary action.
- Any damage caused to the College property will ask for proper investigation and action.



- Students are expected to attend the events of all departments and especially of those cells which are functioning to sensitize them variously.
- The ordinance of the University/College is to be followed regarding conduction of classes, attendance, examination, research and projects.
- In maintaining the cleanliness and greenery of the College students' participation is a must.
- No student is allowed to entertain personal visitors in the premises of the College.
- Office of the College is opened from 10.30am to 4.30 pm for smooth functioning of admission, examination and to provide any information related to students. However, they are advised to consult notice board of the college and visit website for routine information.
- No function or trip of the students is allowed without prior permission of the College authority and concerned department or committee.
- For the loss of valuable belongings of Students College will not be responsible.
- COVID 19 protocols are to be followed strictly.

\* \* \*

