

DYAL SINGH COLLEGE, KARNAL



Established in 1949

NAAC Re-Accredited Grade 'A'

ISO 14001 and 9001 Certified

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CODE OF CONDUCT/ETHICS

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We take inspiration from the Preamble of Indian Constitution and Fundamental duties given in it, the most sacrosanct document of our political system. We pledge to build a nation of most dedicated and responsible citizens through inculcating the values of honesty and integrity in them. It is our genuine desire to prepare a noble citizenry.

Our genesis lies in the last Will and Testament of our illustrious founder Sardar Dyal Singh Majithia, a great patriot and one of the pioneers of the Indian Renaissance. In accordance with his Will, Dyal Singh College was established on May 3, 1910 at Lahore, with the avowed aim that the college “shall in all respects be a thoroughly efficient non-denominational college... teaching up to the highest standards... and looking after the mental well being of the pupils on its rolls”. It is this setting which motivates its members to maintain high standards of ethics and code of conduct in the institution. The main benefit of a code of ethics is that it can stimulate an environment of trust, good behaviour, integrity, and excellence.

Code of Ethics for Students:

- Students must wear their identity cards during their stay in the college campus.
- All students must reach the college well in time and attend their classes regularly and punctually.
- Students must visit the college website regularly and must see the college notice board regularly for important information.
- Students must keep their phones in switch off mode during classes.
- Students must not damage the college property.
- Students must keep the campus neat and clean.
- None of the students is allowed to invite or bring any outside student, friend or relative under any circumstances. If any parent wishes to come to college, it should be done with prior permission of the Principal.
- Parking of vehicles is allowed only at the designated places. The college will not be responsible for any unauthorised parking outside or adjacent to the campus.

- Male students should respect their female counterparts.
- Students must extend their help in keeping the campus clean and green, and put the waste in dustbins only. They are expected not to unnecessarily spread litter anywhere in the campus.
- Students must not walk in the corridors unnecessarily, peep into classes or loiter around purposelessly. If they have a free period, they can go to library or reading rooms to study.
- Consumption & possession of any form of intoxicating substances is strictly prohibited inside the college campus. Doing so shall lead to severe punishment, and the culprit will be rusticated from the college.

Code of Ethics for Teaching Staff :

- The teaching staff must reach the college at least 10 minutes before the commencement of their respective classes so that they reach their classes well in time. They must stay in the college minimum five and half hours.
- The teachers must prepare their lectures well in advance.
- The teachers are required to complete the syllabi within the stipulated time period.
- The teachers must seek regular feedback from the students.
- The teachers should not involve themselves in any unethical practices.
- The teachers must encourage and motivate the weak students by giving them extra time and personal attention.
- The teaching staff should use modern teaching-learning methodologies such as use of PPT, audio visual aids, ICT tools, etc.

Code of Conduct for Non-teaching Staff

1. Staff members should reflect professional behaviour required in an educational institution.
2. Staff members should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Heads of Departments (HODs) /Principal.
3. They should ensure effective communication and fast disposal of the correspondence with various stakeholders.

4. They should not use their position in the college for private advantage or gain.
5. They should not indulge in activities that might bring disrepute to the college and tarnish its image.
6. They should not undermine their colleagues and should treat them with dignity and work in a family environment with completely professional approach.
7. They should maintain the secrecy of the office in all circumstances and work with all transparency.
8. They should not interfere unnecessarily with the working of others.
9. They should not violate the policies being followed in the college.
10. They should continuously strive for their professional growth and participate in various activities organized by the college.
11. They should attend to their duties with full sincerity and devotion.
12. They should work with perseverance under the guidance and instructions of their superiors.
13. They should be familiar with the duties associated with their job (e.g. proper preparation and maintenance of records, viz. Service Books, Personal Files, other University and Directorate Higher Education related records etc.), and perform them using available methods/systems.
14. They should not be involved in student's non-academic activities.

Code of Conduct for the Principal

The Principal must:

1. Promote transparency & fairness, and exercise high degree of ethics in decision making.
2. Promote engaging and rewarding work culture to ensure quality education.
3. Manage the resources optimally, effectively and efficiently so as to promote a conducive environment in the college.
4. Ensure value-based academic leadership of the college through policy formation, effective management, utilization of human resources and concern for environment and sustainable growth.
5. Manage all affairs - academic and administrative, in a manner in keeping with the dignity of the profession.

6. Rise above the considerations of caste, creed, religion, race, gender or sex in his/her professional dealings.
7. Promote congenial environment for quality research in the college.
8. Adhere to a responsible pattern of conduct and demeanour expected of him/her by the community.
9. Participate in extension, co-curricular and extra-curricular activities, including community service.

Code of Conduct for Governing Body

The Governing Body is constituted and functions as per the rules mentioned in the Ordinance XVI Chapter I (Affiliations and Administration of Colleges) in the Calendar of Kurukshetra University, Kurukshetra i.e. K.U. Calendar Volume-I, 2009 (amended upto 31.03.2017) page no.41-47.



(Dr Ashima Gakhar)
Principal



(Sushil Kumar)
Convener
IQAC



(Dr Kushal Pal)
Incharge
Quality Policies