



MUKAND LAL NATIONAL COLLEGE, RADAUR

CODE OF CONDUCT FOR STUDENTS

1. Students must wear their Identity Card.
2. No entry without Identity Card.
3. Students must read the notice board daily before leaving the college to see the latest information/instructions.
4. Students must remain disciplined and show respect towards their teachers, and elders.
5. Students are advised not to roam around in the verandahs or outside the classrooms under any circumstances so as to avoid disturbance in teaching.
6. Use of Mobile Phones in the class and corridors is strictly prohibited.
7. The girls as well as the boys should come to the college in dignified and proper dress.
8. Smoking and use of drugs in the college campus is a punishable offence
9. Keep your campus clean and green.
10. No student should take part in any strike or provoke any other students to go on strike or any illegal activity whatsoever.
11. If the teacher is on leave, the students should go to the college library quietly and read books, Newspapers/Periodicals etc.
12. Calling out any student from the class is undesirable and will be considered an act of gross indiscipline.
13. Parents must contact the office to meet their wards as and when required.
14. Students are not allowed to bring/invite outsiders to the college premises.
15. It is mandatory for all the students to be present in the college functions.
16. Students coming to college on two wheelers will not be allowed without helmets and driving license. The students using two wheelers must have the token and should park their vehicle in the parking area of the college.



MUKAND LAL NATIONAL COLLEGE, RADAUR

CODE OF CONDUCT FOR TEACHERS

The teachers should follow the code of conduct laid down in Haryana Government Service Rules. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A definitive code for this Mukand Lal National College, Radaur encompasses the following:

- (i) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (ii) Teachers must maintain ethical behaviour in professional practice.
- (iii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iv) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- (v) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (vi) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- (vii) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- (viii) Teachers should accord same respect and treatment to the non-teaching staff as they do to their fellow teachers.
- (ix) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself/herself in his field and other related ones in order to upgrade himself/herself and the student community. He/She must also acquaint himself/herself with recent methodologies and other applications.

- (x) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of subjects. He should involve himself/herself in seminars and conferences/workshops organization and participation.
- (xi) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.
- (xii) He/She shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged to express themselves. Among other things, a teacher should accept constructive criticism.
- (xiii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- (xiv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- (xv) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- (xvi) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He must participate in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. They should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- (xvii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
- (xviii) Teachers must maintain cordial relations with the principal and the management in exercise of their duty.



MUKAND LAL NATIONAL COLLEGE, RADAUR

CODE OF CONDUCT FOR NON-TEACHING AND SUPPORT STAFF

All the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

- (i) The support staff should show no discrimination on basis of gender, caste or religion.
- (ii) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall they engage themselves in any trade or business within college premises.
- (iii) They should not hamper the functioning of the college by engaging themselves in political or ant secular activities.
- (iv) They should not engage in remarks or behaviour that might be considered disrespectful to Principal, their non-teaching colleagues, teaching staff or students.
- (v) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- (vi) They should also be responsible for the proper use and maintenance of college equipment and furniture. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- (vii) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (viii) Each of them should perform the duties they have been assigned sincerely and diligently as well as with accountability.
- (ix) They should avail of leave with prior intimation to the extent possible. In case of sudden exigencies, information on their absence should be promptly forwarded to the College Authority.
- (x) No support staff should be under the influence of drugs or alcohol during office hours.