



Jamia Hamdard

| Policy Title- Policy for Code of Conduct & Ethics | | |
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| 1 | Policy Number: | JH/IQAC/PD-25 |
| 2 | Brief Description the Policy | Discipline, both in personal and professional matters, is essential for the success of an academician. Orderly behavior on campus will improve one's self-esteem and will help in having good inter-personal relations. The high level of discipline consistent with the superior standards of the Centers of Excellence in Higher Education shall be maintained on the campus. |
| 3 | Reason for the policy | UGC Maintenance of Standards & Code of Conduct for staff and students |
| 4 | Policy Applies To | All Academic, administrative, and managerial staff and students in the university |
| 5 | Last Updated | September 03,2022 |
| 6 | Approved By | Academic Council Board of Management |
| 7 | Responsible Authority | Vice Chancellor/Registrar/ Director, IQAC |
| 8 | Superseding Authority | Competent Authority/Body of the University, |
| 10 | References for the policy | UGC Regulations 2018 /University Service Book Guidelines |

Policy Statement

Jamia Hamdard strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

Rules and guidelines

- All students are expected to follow Courteous behavior, an essential ingredient of Professional Competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action.
- Students shall wear the ID cards while on the campus
- Students should not loiter in the corridors or on the campus during class hours. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities.
- Habitual negligence of class work, absence from internal examination, non-submission of assignments, frequent absence from classes, etc., will be reported to the parents and if not corrected, may lead to discontinuance from the program.
- Students, if they have any grievance and personal problems shall bring them to the notice of the Proctor/ Mentor or the University authorities individually; but should not have recourse to collective complaints or petitions to anybody within or outside the campus
- Students are forbidden from attending or organizing any meeting in the campus or collecting money for any purpose without the permission of the Management.
- Political activity in any form, under any banner is not permitted in the campus.
- Willful damages to property and equipment will have to be compensated for. Pasting of posters and notices on walls or disfiguring the building and campus, in any form are forbidden.
- Students organizing tours on their own accord without permission and teachers accompanying them is banned. Any act contrary to this rule will invite strict disciplinary action.

Breach of Code of Conduct

Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by the Proctor or a Disciplinary Committee. Based on the preliminary investigation the following actions could be taken:

- 1) Dismiss a complaint.

- 2) Impose any penalty permitted by the rules of the University.
- 3) Refer the complaint to the Vice chancellor or College Council accompanied by a written report for further decision.
- 4) Issue a caution which shall not be recorded on the student's record.
- 5) Issue a reprimand which shall be noted against the student's record in the registry, and which shall include a formal written warning that treatment of any future misconduct within twelve months will take such reprimand into account.
- 6) Refer the matter to the police or other authorities.

Appeal

- The student has a right of appeal against the decision of the Committee.
- A student may appeal, in writing, to the Vice Chancellor against the decision of the Committee.
- The decision of the Vice Chancellor will be final in this regard.

Anti-ragging Committee and Anti-ragging Squad

In compliance with the AICTE regulations Anti-ragging Committee and Anti-ragging Squad have been constituted to prevent the menace of ragging. The squad conducts frequent patrolling in the common areas of the campus and maintains vigil to prevent the occurrence of ragging. The squad will also have the responsibility to investigate incidence of ragging if any

Sexual Harassment

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

Professional Ethics

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession; Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation, and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among students' scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues, or administration.

III. TEACHERS AND COLLEAGUES**Teachers should:**

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavor.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- Should adhere to the conditions of contract
- Give and expect due notice before a change of position is made
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions, or linguistic groups but actively work for National Integration.