

LORD KRISHNA COLLEGE OF EDUCATION

Sahahabad Barara Road, ADHOYA, Distt. Ambala (Haryana) Pin 133205

Ph. 01731-283315, Mo. 98961-13138

CODE OF CONDUCT

LKCOE, handbook of Code of Conduct contains general guidelines of good expected behavior from its different statutory bodies to take the college forward towards greater heights and promote quality education as envisaged in NEP 2020. A formal document on conduct will be of particular relevance in the current scenario with fast changing norms and more can be referred to as and when need. This collection of Do's and Don'ts is only indicative in nature that provide a road map of actions and it is expected from all concerned to be mindful of their conduct concerning with the college .



Principal
Lord Krishna College of Education
Adhoya-133205 (Ambala) HR.

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CODE OF CONDUCT FOR ADMINISTRATORS

1. Lead the Institution with a visionary zeal for holistic progress in consonance with the vision, mission and core values of the college.
2. Exhibit inclusive and participative qualities to build a committed team in the institution.
3. Promote healthy work culture in the institution in a rational and transparent manner.
4. Maintain effective channels of communication with the students to learn and address their concerns and retaining sustaining their involvement in learning.
5. Envision, plan and facilitate new academic initiatives in tune with national and international scenario.
6. Be an able and responsive administrator discharging all such functions as are laiddown in the statutes, ordinances and rules of the University in a time-bound manner.
7. Establish dynamic liaison and structured systems among various statutory bodies.


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CODE OF CONDUCT FOR FACULTY

1. Discharge their professional responsibilities according to the existing rules/service agreement/code of professional ethics.
2. Treat other members of the profession and community in the same manner as they themselves wish to be treated.
3. Manage their personal affairs in a manner consistent with the dignity of the profession.
4. Contribute collaboratively towards creating harmonious environment with colleagues and refrain from indulging in unethical and unprofessional conduct.
5. Strive for continuous professional growth through conscientious and dedicated teaching and research.
6. Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
7. Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs with due respect to their rights & dignity.
8. Encourage students to improve their attainments, develop their personality and nurture scientific outlook.
9. Inculcate pragmatic pride in Indian values and ideals of democracy, patriotism and peace.
10. Develop commitment towards demonstrable behaviour in terms of sustainable development and social inclusion.


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CODE OF CONDUCT FOR SUPPORTIVE STAFF

1. Every employee shall at all times maintain absolute integrity and devotion to duty.
2. Every employee shall abide by and comply with the laws of the institution and all orders and directions of his/her superior authorities.
3. Every employee shall extend the utmost courtesy and attention to all persons in the course of duties.
4. Every employee shall endeavour to promote the interests of the institution and shall not act in any manner prejudicial thereto.
5. No employee shall be a member of any political organization or take active part in any political activity. Non-teaching employees in the institution may / shall not be allowed to contest elections to Parliament, State Legislature or a Local Authority.
6. No employee individually or collectively shall participate in any demonstration or resolve to any form of strike in connection with their official duties and conduct.
7. No employee shall, except in accordance with any general or special order of the institution or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly to any other people to whom he/she is not authorized to communicate such documents or information.
8. No employee shall be under the influence of drugs, alcohol or indulge in gambling during office hours.
9. The supporting staff shall not show no discrimination on basis of gender, religion, caste or creed or region.
10. No employee shall make improper or discourteous behaviour towards others as shouting, speaking loudly or making a nuisance on the institution premises.


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CODE OF CONDUCT FOR STUDENTS

The institution believes in creating and nurturing an environment that enables the students to make use of the diverse and rich resources of the Institution in the pursuit of academic excellence and personal growth. In consonance with achieving this objective and to ensure their safety, security and well-being, the students are expected to adhere to the following code of conduct:

1. The students of Institution are expected to demonstrate the highest standards of moral and behavioural conduct not only during their stay or active association with the Institution but as responsible citizens throughout life, wherever they are placed.
2. Ignorance of any rule shall not allow a student to escape the liability for violation of the same.
3. The code of conduct for students does not replace the law of the land which must be observed by all.
4. Every student is required to attend classes regularly. If a student attends classes less than the required number i.e 75% then he/she shall make himself/herself ineligible from appearing in the examinations.
5. In order to ensure the safety and security of the students, it is essential that students must visibly wear their Identity Cards at all times. The same should be produced when proof of identity is required by the college officials.
6. All students must fill in the required information correctly in the Students' Information Form. The address and contact numbers of parents should be correct so that they can be contacted in case of any emergency.
7. In order to ensure that the college campus is free of noise pollution, playing of loud music or blaring horns is prohibited on campus.
8. Vehicles with black films are not allowed to enter the college campus.
9. The maximum speed limit for driving on campus is 30 km per hour. The same must be complied by all while driving.
10. LKCOE is a Ragging Free Campus. All students must follow the Institution guidelines regarding, anti-Ragging appended in the prospectus. To report incident(s) of any kind of ragging, helpline numbers are displayed at major places on the campus and also on the University website.

11. The Institution expects all students to demonstrate utmost sensitivity while dealing with others. All students should behave in a highly dignified manner with female students, teachers and employees. The Institution follows a policy of zero tolerance towards acts of sexual harassment. Anyone found indulging in any such activity shall be liable to face stringent disciplinary action including expulsion from the Institution.
12. The Institution property should not be harmed in any manner. Any student found damaging or defacing the same shall make himself/herself liable to appropriate disciplinary proceedings.
13. Use of alcohol, tobacco and drugs in any form is strictly prohibited in the college Campus. Any student acting in violation of the same shall invite strict disciplinary action including cancellation of hostel accommodation, forfeiture of security deposit and/or expulsion from the institution. Every student must follow institution rules and regulations in maintaining discipline on the campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehaviour then he/she will be dealt with as per institution rules.
14. Institution Students' Council is a democratically elected body. Therefore, all collective students' demands may be taken up through the Students' Council. No student shall be allowed to disturb the academic atmosphere of the campus. Anyone found disrupting classes or instigating students to disrupt classes, shall invite disciplinary proceedings as per rules.
15. Apart from the institution campus Students' Council, the institution also has a mechanism to redress the grievances of its students through Students' Grievances Redressal Cell. A student can submit his/her complaint/grievance to the Convener of the Grievances Redressal Cell, via e-mail at lkcoe@rediffmail.com or in writing mentioning his/her name, class, roll number, & phone number to the office.
16. Students are advised not to hold any rally or protest near the institution administrative block. They should take up the issue, if any, first with the Chairperson/ Principal.
17. Students must obey instructions of the teacher-in-charge(s) while on a tour/trip/field training/Industrial training, etc. All safety norms, as prescribed in the UGC Safety Regulations, should be followed by students on and off the campus.
18. All the students must observe silence in the library. The use of mobile phones in the library is strictly prohibited.
19. One should not write or paste posters on the walls and window panes of the institution buildings. Any poster/hoarding found pasted/fixated/hanged at any place, other than the prescribed ones, shall invite appropriate action under the Defacement of Public Property Act.

20. Students are expected to keep the campus neat and clean. The use of polythene is strictly banned on the campus.

The institution code of conduct for the students is not an exhaustive one. The students are expected to be good samaritans and play an active role in taking the institution to new heights of reputation and glory.



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