

I.P. (P.G.) COLLEGE, CAMPUS-2

BULANDSHAHR



CODE OF CONDUCT



Principal

I.P. (P.G.) College, Campus-2,

Bulandshahr (U. P.)

Introduction

I.P. (P.G.) College, Campus-2, Bulandshahr situated at NH-91, Bulandshahr to Delhi, far away 3km from Bhoor Chauraha towards Delhi. Having a three-storey building, well equipped with excellent infrastructure and high-tech facilities. This Campus-2 is originated and founded by I.P. College Campus-1, Bulandshahr, situated near siyana bus stand Bulandshahr which has grant-in-aid courses. The parents society of both campuses is "Ishwar Dayal Parsandi Devi Vidhya Prasarni Sabha," a charitable society entitled to receive donations under section 80G of Income Tax.

Intellectual growth, learning through others, mutual tolerance, and respect for freedom of thought and expression are the primary premises of the college. The college is committed to imparting such education and values that will lead to academic excellence, creating an environment for inquiry and learning, and cultivating responsible global citizenship in the modern era of globalization.

Vision

- Holistic development of youth.
- Inculcation of traditional value system.
- Promotion of the use of technology.
- Fostering global competency.
- Excellence in education and quest of creative innovation.
- National progress and development.

Mission

- Catering to educational needs of area and socio-economically weaker sections of society.
- Pursue quality and excellence in higher education.
- Fullest development of human potential to face global challenges.

Values

- Satyamev Jayate, Tamsa Maa Jyotirgamay (Truth always triumphs and lead me unto light)
- Vidya Dhanam, Param Dhanam (The wealth of learning is supreme)



Principal

- Contributing to national integration and development
- Fulfillment of educational needs of society.
- Quest for excellence
- Preservation of indian culture and heritage.

In pursuit of the mission, the college community includes students, faculty, staff, parents, and all college stakeholders. Staff and faculty being core members, there are certain obligations on them to assume the responsibilities listed below.

Each member is responsible for one's action and is expected to respect the rights of others.

1. Code of Conduct for the Principal and Heads of the Departments

- 1.1 They will be fair to faculty, staff, and students and need to know that they will be treated fairly at the time of decision making.
- 1.2 They will never withhold vital information that should be made public.
- 1.3 They will assume sole responsibility and accountability for their performance.
- 1.4 They will endeavor to maintain the dignity of the profession by respecting and obeying the law and by demonstrating personal integrity and professional boundaries.
- 1.5 To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- 1.6 To create an environment conducive for research-oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.


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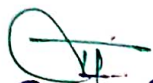
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1.7 Promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.



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2. Code of Conduct for the Teachers

The college's ethics code for teachers mainly covers one's professional obligations towards students, parents, colleagues, and themselves. The teachers are also expected to maintain ethical standards like doctors, social workers, and many other professionals. In addition, they have set exemplary conduct standards towards the practice of professional, social, legal, and national citizenship.

2.1 Towards the Profession

- It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself.
- One should pursue research as innovation contributes to continuous progress and development alongside teaching.
- To involve oneself in seminars and workshops where there is an interchange of academic topics.
- The teacher should develop new teaching strategies and curriculum as well as plan for an upgraded academic system.

2.2 Towards the Students

- Be concerned and committed to the students' interest as the foremost aim of the teaching profession is to educate.
- The teacher shall not prevent any student from expressing his viewpoint, although it may differ from his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- To encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace.
- Refrain from inciting students against other students, colleagues, or administration.

2.3 Towards the Society


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- The teacher will instill a scientific and democratic outlook among the students, making them community-oriented, patriotic, and broad-minded.

2.4 Towards the Parents

- Teachers will never treat students differently based on their parents' position in the community towards their caste, creed, religion, gender, or socioeconomic status.
- There will be regular interaction with the guardians, which is necessary for improving the students and the college.

2.5 Towards the Colleagues

- The teacher will be respectful and cooperative towards their colleagues, assisting them and collaboratively sharing the responsibilities.
- Teachers are expected to treat colleagues fairly and to encourage one another to adhere to high professional standards.
- Refrain from lodging allegations without any proof against colleagues to higher authorities.

2.6 Towards the Non-Teaching Staff

- Teachers shall accord the same respect and treatment to the non-teaching staff as their fellow teachers.

3. Code of conduct for the Students

Membership in the college family affords every certain student rights that are essential to its educational mission. One has the right to access and participate in academic and non-academic opportunities. One is free from discrimination based on race, color, gender, sexual orientation, religion, national or ethnic origin, age, disability, etc...One should receive Alumni membership and participate in alumni activities for the welfare of the college.

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Students are expected to exhibit exemplary responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the College. Responsible behavior is a standard of conduct that reflects higher expectations than may be prevalent outside. Responsible behavior includes but is not limited to the following obligations:

- 3.1 To comply with all provisions of the Code of Academic Integrity.
- 3.2 To respect the health and safety of others.
- 3.3 To respect fellow students' right to participate and be involved with other students without fear and threat.
- 3.4 To refrain from stealing, damaging, defacing, or misusing the property or facilities of the InstituteCollege or of others which includes acts related to cyber laws and security.
- 3.5 To be honest and truthful in dealings with the InstituteCollege, about one's own identity (e.g., name, parent's details, AADHAR, PAN or other Social Security number, etc.), and the use of InstituteCollege and other identification.
- 3.6 To cooperate fully and honestly in the Student Discipline System of the InstituteCollege
- 3.7 To comply with policies and regulations of the InstituteCollege and its departments (e.g., anti-ragging laws, the guidelines on Open Expression, Drug and Alcohol Policies, Sexual Harassment Policy, etc.).

ANTI-RAGGING

The College has a coherent and effective anti-ragging policy in place, which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed because of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.


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Ragging constitutes one or more of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness any student;
- Indulging in rowdy or undisciplined activities by any student or students causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to affect the physique or psyche of such a student adversely;

ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee, as constituted by the Principal and headed by student's affairs advisors, shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The committee shall be headed by student affairs advisors and can have Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

STUDENT GRIEVANCE PROCEDURE

Any student of the College aggrieved by any acts of misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College.

4. Code of Conduct for Non-Teaching Staff

- 4.1 They will be honest in words and actions and Loyal to the college by punctual and reliable in all duties.
- 4.2 They will assist in creating and maintaining solid relationships with students by proper interactions and by Maintaining professional boundaries with faculty, students and staff.


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- 4.3 Being supportive and cooperate with other staff members
- 4.4 Responsibility by meeting the required standards for every assigned task.
- 4.5 Respect by mutual respect, trust, and confidentiality
- 4.6 One will respect and maintain the hierarchy in the Administration.
- 4.7 One will adhere strictly to the official resumption/ closing time and dress decently and appropriately.

5. Code of Conduct for Laboratories

5.1 Dry Laboratory

- There must be no eating in the lab.
- Keep the working area clean at all times.
- Be kind, courteous, and respectful to classmates, Lab Instructor, and/or the Lab Coordinator.
- Speak softly not to disturb other people working in the lab.

5.2 Wet Laboratory

Laboratory work involves the use of several chemicals that are potentially hazardous. Toxic chemicals can enter the body by ingestion, skin absorption, and inhalation.

- Know locations of laboratory safety showers, eyewash stations, and fire extinguishers.
- Know emergency exit routes.
- Avoid skin and eye contact with all chemicals.
- Minimize all chemical exposures.
- No horseplay will be tolerated.
- Assume that all chemicals of unknown toxicity are highly toxic.
- Avoid inhaling fumes that may be generated during an activity or investigation.
- Never fill pipettes by mouth suction. Always use suction bulbs or pumps.
- Do not force glass tubing into rubber stoppers. Use glycerin as a lubricant and hold tubing with a towel as you ease the glass into the stopper.


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6. Code of conduct of The Library

The libraries seek to provide a safe and secure learning environment where diverse experiences and perspectives are honored. Library users are expected to respect the rights of others, the integrity of libraries resources, and the scholarly mission of the libraries.

General Rules

- All library users must sign in to the library attendance register before entering and after leaving the library. The register will be available at the library entrance.
- Users should maintain silence/discipline and decorum in the library and should not disturb others.
- Smoking/ Eating/ Use of Mobiles/ Drink/ Sleeping is strictly disallowed in the library.
- Shouting/ whistling and the use of abusive language are strictly disallowed. Bullying and the use of foul language will be treated as an act of indiscipline.
- The concerned department may suspend library services to the user for three days/One week if the user misbehaves in the library.
- If any user indulges in Stealing, Underlining, Marking, Hiding, Tearing Pages of the books, it will be charged from the user.
- If books are not returned within the specified time limit (on a yellow card for fourteen days), then the library will charge a penalty of Rs.5/- for book per day per volume.
- The fine should be paid in the library itself; if a library user loses their library card, the new card will be issued only after the payment of the fine, i.e., Rs.25/ fine along with the application.
- The librarian may ask for the issued books and publications to return any time in case of urgency.
- A Library card is not transferable in any condition/circumstances.
- If a book is lost or returned in mutilated or torn condition, the double cost of the book will be charged from the user.


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- All library users should always arrange their chairs properly before leaving the library and keep the magazines/ periodicals/ journals and newspapers at the proper place from where they had taken.



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