

IKGPTU AMRITSAR CAMPUS

CODE OF CONDUCT

Code of conduct for teachers:

Teacher and their responsibilities:

- Adhere to a responsible pattern of conduct and demeanour 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 organisations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication.
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students:

- Respect the rights and dignity of the student in expressing her/his opinion
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
- Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- Treat the students with dignity 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
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- Aid students to develop an understanding of our national heritage and national goals
- Refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues:

- Treat other members of the profession in the same manner as they themselves wish to be treated
- Speak respectfully to other teachers and render assistance for professional betterment
- Refrain from making unsubstantiated allegations against colleagues to higher authorities
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report 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.
- Teachers shall exercise integrity, fairness, openness through their professional commitments, responsibilities and actions.
- Teacher shall be committed to the best interests of students and promote their holistic development by his/her treatment of students in the classroom as well as with such interactions elsewhere.
- Teachers are continuously learning and their learning through various study activities such as participation in various refresher/orientation courses, conferences and symposiums are encouraged and also supported, through all possible avenues, as this engagement leads in strengthening the university.
- Teacher shall respect the privacy/confidentiality of information obtained through interaction with students, unless there is a legitimate concern for the wellbeing of an individual.
- Teacher shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for any other reason of an arbitrary or personal nature and shall not incite students/staff against other students/colleagues/governing body of the university. However, teachers have the freedom of thought and expression and they may express his/her views in different forums/meetings.
- Teacher shall undertake teaching assignments as per decision taken in department meeting as per consent of all staff members and Head of the department.



- Teacher shall carry out the teaching work assigned in a regular and punctual manner, to best of his/her ability to benefit students for improved performance in the examination and furthering their academic growth.
- Teachers shall make use of all infrastructure built in the university as per topic/concept/subject of discussion.
- Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful.
- Teacher shall help as a subject knowledge expert in enhancing subject skills and also act as mentor to guide their students in planning and furthering their future career goals.

Teachers and Guardians:

- Try to see through teachers' bodies and organisations, 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.

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Code of Conduct for Administrators:

- 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 organisations 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 organisations in the formulation of policies of the other institutions and accept offices.
- Co-operate for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- Adhere to the terms of contract.
- Give and expect due notice before a change of position takes place.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

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Code of conduct for other staff:

- Treat all staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.
- Recognise that education is a public service and strive to keep the public informed of the educational programmes 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.

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CODE OF CONDUCT FOR STUDENTS

A. The Maintenance of Discipline among Students at the University / Constituent Campuses

1. Code of Conduct:

- (a) The students of the University/Constituent Campus shall conduct themselves in a manner that would maintain and promote discipline in all its manifestations in the institutions. The students shall maintain a cordial atmosphere in the institution, congenial for the promotion of peaceful academic environment, mutual understanding and co-operation in the University/Constituent Campus. They shall observe all rules and regulations. They shall not undertake any activity which may harm the cordial and peaceful atmosphere in the University/Constituent Campus and shall not act in any manner that would cause any duress amongst the fellow students, staff, teachers and others.
- (b) All powers related to maintenance and enforcement of discipline among the students and disciplinary action against the students of the University/Constituent Campus shall vest in the Vice-Chancellor.
- (c) The Vice-Chancellor may delegate all or any such of his powers, as he may deem proper, to such other officers and authorities of the University/Constituent Campus as he may specify in this behalf.
- (d) The Directors/In-charges of constituent Campus shall have the authority to exercise all such disciplinary powers over the students in their respective Campus.
- (e) Politically based students and organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activities or agitations sponsored by politically based organizations.

2. Declaration to be Signed by a Student

At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the University/Constituent Campus, as the case may be.

3. Acts of Indiscipline and Misconduct

- (a) All students pursuing a course of study at the University/Constituent Campus shall observe a code of conduct as laid down by the University and shall also abide by all rules and regulations of the University framed and notified from time to time.
- (b) Any violation of the code of conduct or breach of any rule or regulation of the University by any student, as enforced from time to time, shall constitute an act of indiscipline on the part of a student of the University/Constituent Campus, and shall make him liable for disciplinary

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action against him.

- (c) Without prejudice to the generality of the power to maintain and enforce discipline under these regulations, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University/Constituent Campus:
- (i) physical assault, or threat to use physical force or any act of violence, against any member of the teaching or non-teaching staff or fellow student of the University/Constituent Campus;
 - (ii) disorderly conduct in or outside the campus;
 - (iii) carrying of, use of or threat to use, any lethal weapon;
 - (iv) misbehavior or cruelty towards any other student, teacher or any other employee of the University/Constituent Campus;
 - (v) use of drugs or other intoxicants at the campus except those prescribed by a

qualified doctor;
 - (vi) indulging in or encouraging violence or any conduct which involves moral turpitude;
 - (vii) any form of gambling, drinking liquor or any other anti-social activity;
 - (viii) any act, whether verbal or otherwise in violation of the status, dignity and honour of a student, staff or the teacher etc.;
 - (ix) indulging in any act of discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
 - (x) any attempt at bribing or corruption of any manner or description;
 - (xi) wilful destruction of the property of the University/Constituent Campus;
 - (xii) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
 - (xiii) indulging in or encouraging any form of disruptive activity connected with academic functioning, examinations or any other activity of the University/Constituent Campus, as the case may be;
 - (xiv) indulging in any activity including that on Print, Electronic and Social media, that amounts to defaming the institution;
 - (xv) any other act as may be decided by the disciplinary committee of the University/Constituent Campus;
 - (xvi) ragging as defined from time to time.





- (xvii) disrespect or disobedience of the orders of any competent authority of the University/Constituent Campus including on social media;
 - (xviii) participation or complicity in activities which have the effect of subjecting the University/Constituent Campus, its officers or teachers to ridicule or contempt;
 - (xix) use of abusive, threatening or offensive language or demeaning, either verbally or in writing on social media;
 - (xx) instigation of student/students or outsiders to engage in any of the above- mentioned activities; and
 - (xxi) any other activity including activity on print, electronic and social media which is unbecoming of a student in the opinion of the authority responsible to maintain the discipline under these Regulations, or an activity which has the tendency to disrupt the orderly functioning of the University / Constituent Campus.
- (d) The Vice-Chancellor may amend or add to the list of malpractices.

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4. Total Prohibition of Ragging and Penalties therefore

- (a) Ragging in any form is strictly prohibited within the premises of the University/Constituent Campus, as the case may be, or in any part of the University/Constituent Campus system as well as on public transport, or at any other place, public or private.
- (b) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- (c) Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which-
 - (i) Involve physical assault or threat to use physical force;
 - (ii) Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;
 - (iii) Expose students to ridicule or contempt or commit an act which may lower their self-esteem; and
 - (iv) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.
 - (v) The Head of the department of the University teaching department/ Constituent Campus, as the case may be, shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.
- (d) Notwithstanding anything contained in regulations, the Chairman of the Disciplinary Committee of the University/Constituent Campus, as the case may be, may also suo moto inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor, as the case may be, clearly pinpointing among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.
- (e) The Chairman of the Disciplinary Committee, may also submit an interim report to the Vice-Chancellor, establishing the identity of the perpetrators of ragging and the nature of the incident.
- (f) If the Chairman of Disciplinary Committee is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry into the incident of ragging, he may advise the competent authority within the territorial jurisdiction of concerned campus accordingly.

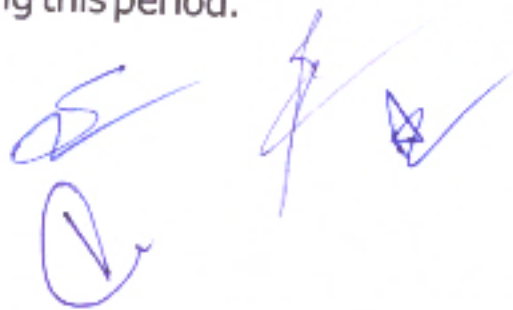


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- (g) Where the competent authority is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly, for reasons to be recorded in writing.
- (h) Notwithstanding anything contained in these regulations, the provisions of UGC Regulations (2009) - Curbing the Menace of Ragging in Higher Educational Institutions shall prevail in case of any contradiction.

B. Expulsion and Rustication

1. Save as otherwise provided in the Statutes, when a student has been found guilty of grave misconduct or of persistent idleness or a breach of discipline within or outside the premises of the campus, the Head of the institution, at which such student is studying, may according to the nature and gravity of the offence: -
 - (a) Expel; or
 - (b) rusticate him/her for a period not exceeding one academic year; or
 - (c) disqualify such a student from appearing at the next ensuing examination.
2. No student, who has been so expelled shall be admitted to another Campus/college or recognized institution without the permission of the Vice-Chancellor, on the recommendation of the Director/Principal/In-Charge of the Campus/college or recognised institution concerned, and no student who has been rusticated, shall be admitted into another Campus/college or educational institution within the period of his/her rustication.
3. All cases of expulsion and rustication shall be reported to the Registrar immediately for confirmation by the Vice Chancellor. If the order of expulsion or rustication is not confirmed by the Vice Chancellor, the student who has been expelled or rusticated, as the case may be, admitted, if otherwise eligible, to another Campus/college or other recognized institution.
4. If an order of expulsion or rustication is revised by the Director/Principal/In-Charge of a Campus/college, this shall be reported to the Vice Chancellor with reasons for revision.
5. Rustication, when imposed on a student, shall always mean the loss of one academic year in so far as his/her appearance at a University/Constituent Campus examination is concerned. The period, however, depends upon the time of the year when the penalty is imposed. The student under rustication will have the option of re-joining the class at the beginning of the next academic year and it shall be obligatory on the part of the institution, as the case may be, to re-admit him/her if he/she wishes to rejoin.
6. Tuition fee, if any, shall not be charged during the period of rustication. nor shall the name of the rusticated student be maintained on the rolls of the Institution during this period.

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7. If a student, after he has been enrolled for a University/Constituent Campus examination, commits a breach of discipline within or outside the premises of the Campus, the Head of the Campus/Institution concerned may rusticate the student for the remaining period of the academic session and if this punishment is awarded to a student during the period of or after the examination but before the expiry of the academic year in which the examination is held, his/her examination shall be cancelled. All cases of such rustication shall be reported to the Board of Governors for ratification within a reasonable time.
8. All cases of punishment under these Statutes shall be registered by the Registrar and notified among the Heads of the University / Constituent Campus.



C. Discipline of Students of the Teaching Departments of the University / Constituent Campus

1. Minor indiscipline and Serious Indiscipline

Whether an activity is serious indiscipline or minor indiscipline shall be determined on the basis of nature and gravity of the act of indiscipline by the authority responsible to maintain discipline.

2. Discipline Authority

Means an authority responsible to maintain discipline: -

- (a) for the maintenance of discipline of students of a teaching department in the premises of that department, the Head of the Teaching Department concerned shall be the Discipline Authority;
- (b) for the maintenance of discipline of boarders in the Hostel, the Warden of the Hostel shall be the Discipline Authority;
- (c) for the maintenance of discipline of students in the University / Constituent Campus Library, the Librarian shall be the Discipline Authority;
- (d) for the maintenance of discipline of participants in the sports events on the sports field, the Director, Physical Education shall be the Discipline Authority;
- (e) for the maintenance of discipline in the constituent campus, the Director/In-Charge shall be the Discipline Authority; and
- (f) for the maintenance of discipline of students inside the Campus but not falling in paragraphs (a), (b), (c) and (d) and outside the Campus, the Dean of Students Welfare and/or equivalent person or persons authorized by the Vice-Chancellor shall be the Discipline Authority.

Explanation:

For the purpose of these Regulations, a student "including a Ph.D. Scholar" one shall continue to be under the disciplinary jurisdiction of the University/Constituent Campus until he/she qualifies for the award of a degree or a diploma or a certificate for which he/she was registered with the University/Constituent Campus.

3. **Inquiry Authority** is the authority constituted under these Regulations to inquire into acts of serious indiscipline of a student/students and to make appropriate recommendations to the Discipline Committee.
4. **Discipline Committee** is the Committee nominated by the competent authority to review the findings and recommendations of the Inquiry Authority, and to impose punishment in accordance with the provisions of these Regulations.
5. **Quorum:** Half the number of members of a Committee/Authority constituted under these Regulations shall form the quorum.



- (a) It shall be the duty of the students on the rolls of the University/Constituent Campus not to indulge in any act of indiscipline as defined in these Regulations, and to help the discipline authorities of the University/Constituent Campus to maintain discipline and decorum on and outside the Campus.
- (b)
- (i) For all cases of minor indiscipline, the appropriate Discipline Authority shall be competent to award punishment of nominal fine and/ or suspend the student/students concerned from the class upto seven working days.
 - (ii) Before awarding punishment, the Discipline Authority shall, as far as possible, ascertain the facts leading to indiscipline either itself or through a teacher/officer authorised by it in this behalf.
 - (iii) If it is not possible for the Discipline Authority to fix the responsibility for specific acts of indiscipline due to non-cooperation or reluctance of students, it may, with the previous approval of the competent authority, impose a collective nominal fine per student.
- (c)
- (i) Unless otherwise provided for in these Regulations, the Inquiry Authority for all acts of serious indiscipline shall be the Discipline Authority. The Discipline Authority may either itself conduct the inquiry or authorise one or more teachers of the Department or officer under it to conduct the inquiry in accordance with the provisions of these Regulations in its behalf.
 - (ii) Notwithstanding anything contained in paragraph (a) of Regulation 4, the Vice- Chancellor may, suo-moto or on the recommendation of the Dean of Students Welfare, appoint an Inquiry Authority consisting of one or more teachers of the University/Constituent Campus of not less than 5 years' standing, if he is of the opinion that for speedy and satisfactory completion of the inquiry, or because of the nature and gravity of the act of indiscipline, it is expedient to appoint this Inquiry Authority. The competent Authority shall also be competent to suspend the student or students from attending the classes or library or participation in sports events or residing in the Hostel for an indefinite period, if considered necessary by him.
- (d) If a prima facie case is established against a student and his presence in the class or Campus is likely to affect the Inquiry adversely, the appropriate Discipline Authority may suspend a student i.e. may not allow the student to attend the classes/reside in the Hostel/play any game in the Campus or Inter-University/Constituent Campus matches for 10 working days or up to the time the matter is reported to the Discipline Committee, whichever is lesser:

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Provided that the Dean of Students' Welfare and the Librarian shall not take such an action except with the prior approval of the Vice-Chancellor.

- (e) In cases of serious indiscipline, when the Discipline Authority is satisfied that a prima facie case of misconduct/indiscipline of a serious nature has been established against a student and he deserves punishment more serious than that envisaged in Regulation 3 (a), it shall act as an Inquiry Authority or constitute an Inquiry Authority as provided in Regulation 4 (a). If the Inquiry Authority consists of more than one person, the Discipline Authority shall nominate one of the members as Chairman: provided that nothing in this Regulation shall affect the powers of the Vice-Chancellor to appoint an Inquiry Authority or order suspension as envisaged in Regulation 4 (b).
- (f)
- (i) Inquiry Authority shall serve the charge sheet upon the student containing particulars of the charges framed against him and requiring him to defend himself by submitting an explanation in writing within three days of the receipt of charge sheet. If the ends of justice so require, the charge-sheeted student may also be heard in person with or without witnesses at the discretion of the Inquiry Authority.
- (ii) The Inquiry Authority shall consider the written explanation and verbal statements of the charge-sheeted student and his witnesses, if any. The Inquiry Authority may also require any other person, who has knowledge of the incident, to testify before it in the presence of the charge-sheeted student. The summaries of the statements of the charge-sheeted student and witnesses shall be made by the Inquiry Authority which shall be read over to the concerned witnesses and their signatures obtained in support of their correctness.
- (iii) The Inquiry Authority shall, on the completion of the inquiry, make a report of the proceedings to the competent authority. The report shall contain specific conclusions of fact arrived at by the Inquiry Authority and recommendation as to the punishment which should be imposed on the charge-sheeted student by the Discipline Committee.
- (g)
- (i) If the inquiry has been conducted by the Discipline Authority itself, it shall forward the report to the competent authority.
- (ii) If the inquiry has been conducted on behalf of the Discipline Authority by an Inquiry Authority constituted for that purpose, the report shall be sent to the competent authority through the Discipline Authority. The Discipline Authority may make such comments on the report of the Inquiry Authority as it deems necessary for the disposal of the case.



- (h) The following papers shall be sent to the competent authority when a case of indiscipline is referred to him by the Discipline Authority for appropriate punishment:
- (i) copy of the charge-sheet served on the student;
 - (ii) a statement of the Inquiry Authority that the charge-sheet was served on the student. If it has not been possible to serve the charge-sheet, steps taken by the Inquiry Authority to have the charge-sheet served must also be mentioned;
 - (iii) written explanation of the charge-sheeted student;
 - (iv) summary of statements made by the students and witnesses, if any; and
 - (v) report of the Inquiry Authority specifying clearly that the charges framed have substantially been proved at the inquiry.
- (i) When a case of indiscipline has been referred to the competent authority, he may either —
- (i) refer it back to the Discipline Authority, if in his opinion the Inquiry Authority, has failed to comply with any of the aforementioned procedural requirements with the direction to comply with the requirements of this regulation. The Inquiry Authority shall forthwith comply with the direction issued by the competent authority in this behalf; or
 - (ii) refer it to the Discipline Committee constituted by him for this purpose for awarding punishment to the charge-sheeted student in accordance with the provisions of these Regulations.
- (j) The Discipline Committee may, according to the nature and gravity of offence:
- (i) expel a student; or
 - (ii) rusticate a student for a period not less than one academic year; and/or
 - (iii) impose a fine ; and/or
 - (iv) debar a student permanently from residing in a Hostel or from participating in a sports or any other activity of the University/Constituent Campus; and/or
 - (v) impose any other punishment which, in the opinion of the Discipline Committee, shall prevent the student concerned from repeating acts of indiscipline:

Provided that before awarding punishment, the charge-sheeted student shall be given an opportunity to explain in writing within five days of the receipt of the notice why the proposed punishment should not be



inflicted on him by the Discipline Committee.

The Discipline Committee shall consider the explanation, if any, submitted by the student. The Discipline Authority shall have a right to be present at this meeting of the Discipline Committee. It shall not, however, be entitled to vote.

- (k) The competent authority shall nominate the Chairman and members of the Discipline Committee on an adhoc basis.

The Dean of Students' Welfare or equivalent shall be the ex-officio member and Secretary of the Discipline Committee.

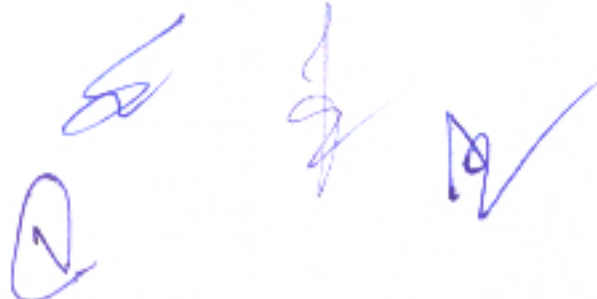
The appropriate Discipline Authority or its nominee who has conducted the Inquiry shall have the right to attend the meeting of the Discipline Committee but shall not be entitled to vote.

(l)

- (i) All cases of expulsion or rustication shall be reported to the Vice Chancellor and he shall report to Board of Governors for ratification. If the order of expulsion/rustication is not confirmed by the Board of Governors, the student concerned shall be admitted to the concerned Department/Hostel, if he so desires.

- (ii) If the order of expulsion/rustication is not confirmed by the Vice Chancellor/Board of Governors, the period for which the student was under suspension shall be counted as attendance. In case the order of expulsion or rustication is confirmed, the order will have effect in such cases from the date the student was not allowed to attend the classes or reside in the Hostel.

- (m) Rustication, when imposed on a student, shall always mean the loss of atleast one academic year i.e. the student concerned shall not be allowed to appear in any University/Constituent Campus examination during the academic year in which he is rusticated.
- (n) A rusticated student may rejoin his class in the same Department with the permission of the Head of the Department concerned during the days of admission, in the academic year following the academic year in which the period of rustication expires.
- (o) A student who is expelled from the University/Constituent Campus shall not be re- admitted to any of the University/Constituent Campus.
- (p) At the time of admission, every student shall be required to sign a declaration that on admission he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University/Constituent Campus who may be vested with the authority to maintain discipline under the Act and the Statutes and Regulations made there under by the University/Constituent Campus from time to time. He/she must also submit a self attested affidavit that he/she will not



indulge in activity of Ragging as already defined and notified.

- (q) The Secretary of Committee shall maintain a Discipline Action Register where all the actions taken shall be recorded and the same will be notified to all the University/Constituent Campus as well as other Universities in India.

