



Chamanlal Mahavidyalaya  
Landhaura, Haridwar Uttarakhand

Affiliated to Sri Dev Suman Uttarakhand University  
Badshahithou/ Tehri Garhwal, Uttarakhand

# A HANDBOOK OF CODE OF CONDUCT

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*"All power is within you,  
you can do anything and everything"*

*Swami Vivekananda*

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# 1.

## Introduction

Chamanlal Mahavidyalaya, Landhaura was established in 2013 by Chaman Lal Educational Trust and got the Government aided status by State Government of Uttarakhand in 2017. CLM is affiliated to Sri Dev Suman Uttarakhand University, Tehri (Garhwal), Uttarakhand. The core objective of the college is to provide quality education and opportunity for overall growth of all aspiring youth of the rural area. Moreover, the goal is to develop strong conceptual understanding among the students about the subject to enhance their own reasoning ability and put them in a process of self-learning. It also enables the students and faculties to extend their support for providing the special care to villagers of surrounding area. We have UG and PG in Science, Arts, Commerce streams persist at our college. There are 29 faculty members of different streams and more than 1500 students. Shri Ishwar Chand Sharma, founder of Chaman Lal Mahavidyalaya has drawn inspiration from his father late Shri Chaman Lal Sharma, a well-known educationalist and a social worker. In this noble cause Shri Ram Kumar Sharma and Shri Arun Kumar Sharma, the worthy sons of the college founder dedicated themselves and have become

light of inspiration and strength to this venture.

College has been recognized under 12-B of UGC. Though situated in a rural area, college earned a reputation for its academic and excellence in district and state as well. Our students are proving themselves through cracking competitive exams and able to get prestigious positions.

We have well qualified and devoted faculty staff members who work tirelessly with a complete team spirit and a sense of belonging. This culminates into a rich learning environment that is open, respectful, caring and safe. Their continuous efforts have brought many laurels to our credit in the era of academics and other co-curricular areas. College makes all efforts to nurture academics talent of students in a disciplined environment.

## 2.

# Vision and Mission

### VISION

The college goals at all-round progress of the students by ascertaining learning opportunities and value based education along with special focus on empowering girls by imbibing entrepreneurship based skills.

### MISSION

- ❖ To create a better free universal learning environment for the academic, physical and intellectual development of the students.
- ❖ To plan education training in harmony with the National Socio-cultural value, promote academic and teaching erudition activities consequently.
- ❖ To empower girls by improving their proficiencies and prospective through carrier oriented programs and events.
- ❖ Developing further infrastructural facilities by promoting E-learning through a view to technology development.
- ❖ To collaborate with reputed educational institutions for enhancement and enrichment of knowledge and skills.

*Chamanlal Mahavidyalaya Landhaura, Haridwar, Uttarakhand*

# 3.

## Preface

*Greetings from Chamanlal Mahavidyalaya,  
Landhaura, Haridwar(UK)*

*“By education, I mean an all- round drawing of the best  
in child and man in body, mind and spirit”*

*- Mahatma Gandhi*

**E**ducation is the process of facilitating learning, the acquisition of knowledge, skills, value, morals and personal development. All the teachers and other staff members are working tirelessly as a team for the welfare of our students and the institution.

The present” Handbook of Code of Conduct” of Chaman Lal Mahavidyalaya is aimed to guide the college incumbents adhering to the basic norms that has been laid down in the ‘Handbook’ towards ensuring best and healthy academic environment and discipline within the college staff members and students.

It is hereby desired that the various provisions, as laid down under the ‘Code’ be strictly followed by the faculties, students and staff of the college towards ensuring positive and fruitful academic outcome and overall enhancement of college academics.

# 4.

## Code of Conduct For Students

Students are expected to maintain the highest standards of discipline and dignity in behavior inside as well as outside of the campus. They shall abide by the rules and regulations of the college and should behave in a proper manner that is commensurate with the discipline and core values of vision and mission of the college. The students are expected to strictly obey the following sets of rules in order to maintain discipline in the premises.

- ❖ Student should be punctual in class with at least 75% attendance in the lectures and labs of the subject.
- ❖ Students should follow the dress code of the institution strictly.
- ❖ Entry in the campus without ID card is strictly prohibited.
- ❖ Students should park their vehicles in the allotted parking space.
- ❖ Students must strictly follow the rules and regulations of the institution. Any behavior obstructing teaching, research, administration, other proceedings or



activities in the campus are entitled for punishment.

- ❖ Students are expected to spend their time judiciously in library or at the allotted spaces for their leisure time.
- ❖ Ragging is completely banned in and outside the campus.
- ❖ Students are expected to return and re-issue the books that are issued from the library within the stipulated time.
- ❖ Students are not permitted to record audio/video lectures in classrooms or other activities without prior permission.
- ❖ Students are expected to volunteer help in seminars, conferences and other college related activities.
- ❖ Cheating or copying during exams or using any kind of unfair means during exams will be taken on serious note.
- ❖ Students are expected to keep college clean by using dustbins and share their suggestions with teachers / principal for the betterment of the institution.
- ❖ Save water by turning off the taps and lights when not in use.
- ❖ Enroll themselves in co-curricular and extra-curricular activities like debate, speech, group discussion, quiz, sports, cultural activities, public awareness programmes, NSS, NCC, Rovers and Rangers etc.
- ❖ Carrying or use of any weapon, harmful chemicals, banned drugs, explosives or fireworks is strictly prohibited inside the college campus.
- ❖ Students should not scribble on walls, doors and furniture.

# 5.

## Code of Conduct For Teaching Staff

**A** Teacher is a person who help students to acquire knowledge, competence or virtue. Teachers are the pillar of strength, true mentors and guiding force of the student's lives. Students are deeply affected by teachers' love, affection, character, competence, as well as moral commitment. Teaching is considered to be the one of the most noble profession in the world.

This code of conduct sets the parameters of professional behavior for teachers in their relationship with students, colleagues and other stakeholders. Pursuance of professional code of conduct also demands that preference should be given to duty over personal responsibilities and unless there is sufficient cause to do otherwise.

- ❖ Teacher should conduct in a responsible manner in the development of government policies affecting education.
- ❖ Stay in campus during duty hours.

- ❖ Respect and maintain hierarchy in the administration.
- ❖ Seek to make professional growth continuous through study and research.
- ❖ Strictly follow the directions mentioned in the leave proforma while applying for the leave.
- ❖ Not to discriminate on grounds of ability, race, color, and creed.
- ❖ Should obey the duties assigned by the Principal time-to-time.
- ❖ Report on duty at least 10 minutes in advance.
- ❖ A graceful dress code suitable to the dignity of the profession has to be followed.
- ❖ Teachers are not allowed to take private tuitions as it negatively impacts the quality of teaching.
- ❖ Teacher should encourage his/her students to express their viewpoint freely.
- ❖ Seek to make professional growth continuous through study and research.
- ❖ Treat non-teaching staff as colleagues and equal partners.
- ❖ Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.

# 6.

## Code of Conduct For Principal

The head of the institution/Principal has many roles to play and to be ready for multilateral responsibilities of an administrator, supervisor, mediator, defender, motivator. Principal as the head of the institution is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. The principal's main focus should be to develop and maintain effective educational programme within his/her college.

Principals are holding high ethical values hence are required to adhere a strict code of conduct and shall be responsible for:

- ❖ Chalk out a policy and plan to execute vision and mission.
- ❖ Keep the co-ordination in all college works.
- ❖ Promote innovative and research work culture among the teachers for healthy research-based educational environment.
- ❖ Supervision of overall examinations.

- ❖ Receipt, expenditure and maintenance of the true and correct accounts.
- ❖ Admission of students and to maintain discipline in the institute.
- ❖ Maintenance of self-assessment reports of the teachers and their service books.
- ❖ To maintain alertness among students and teachers regarding ragging and sexual harassment.
- ❖ To uphold, keep, and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-tranquility required for academics.
- ❖ Prior sanction of leave from sanctioning authority required.
- ❖ For enriching all academic activities Principal should put best efforts to provide adequate infrastructure and financial support for the college.
- ❖ Head of the institution should also encourage and provide facilities to the faculty members to take up research projects, seminars, symposia, conference, publish papers etc.

# 7.

## **Code of Conduct For Administrative / Support Staff**

**B**eing the employee of an educational institution all the Administrative and Support staff members are expected to display highest possible standards of professional behavior on the basis of job performance, workplace, relationship with students as it is highly required for the smooth functioning of the institution.

Expected code of ethics are:

- ❖ They should be punctual and sensitive for the smooth functioning of the institution.
- ❖ The support staff should acquaint themselves with the college policies and adhere to their best ability.
- ❖ They should co-operate with their colleagues, providing support, help and guidance as required by Head of the Institution, department and other academic staff.
- ❖ They have to maintain the adequate level of

confidentiality with respect to student and staff records and other sensitive matters.

- ❖ Strictly follow the directions mentioned in the leave proforma while applying for the leave.
- ❖ Respect the rights and opinion of others.
- ❖ Non-Teaching staff is bound to follow the leave rules. Leave application should be submitted in advance mentioning the nature and duration of leave and can be availed only after the approval of sanctioning authority.
- ❖ Being fit for work i.e. not adversely influenced by drugs, alcohol etc. during duty hours.
- ❖ They should perform their duties sincerely, honestly, diligently as well as with accountability. There should be no falsification/distortion of official documents entrusted to them.
- ❖ Must follow the SOP of the institution.

## 8.

# Anti-Ragging Committee

All the educational institutions should strictly follow the directions of Honorable Supreme Court of India. It is clearly mentioned in the regulation that RAGGING is totally banned. Ragging is a disorderly conduct by a student or a group whether by words spoken, physical teasing or misbehave in handling freshers.

- ❖ Our institution has a coherent and an effective anti-ragging policy.
- ❖ The anti-ragging committee constituted under the guidance of Principal and faculties examine all complaints of anti-ragging and come out with recommendation based on the nature of incident.

### ***Punishment for Violating Anti-Ragging Rules***

In case of violating the rules of anti-ragging , following punishments may be given:

- ❖ Suspension from attending classes and other academic activities for a certain period.



- ❖ Withholding /withdrawing scholarship.
- ❖ Cancellation of admission.
- ❖ Debarring from appearing in any test /examination.
- ❖ First Information report (FIR) can be filed depending upon seriousness/intensity of the crime.

## **Details of Online Anti-Ragging Form**

<https://antiragging.in>

National antiragging Helpline (crisis hotline)

Toll free number: 1800-180-5522

(helpline@antiragging.in)



# वन्दे मातरम्

वन्दे मातरम्  
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सुजलां सुफलां मलयजशीतलाम्  
शस्यशामलां मातरम् ।  
वन्दे मातरम्

शुभ्रज्योत्स्नापुलकितयामिनीं  
फुल्लकुसुमित दुमदलशोभिनीं  
सुहासिनीं सुमधुर भाषिणीं  
सुखदां वरदां मातरम्  
वन्दे मातरम्  
वन्दे मातरम्

कोटि कोटि कण्ठ कल कल निनाद कराले  
कोटि कोटि भुजैर्धृत खरकरवाले  
अबला कैल मा एत बले ।