

JAGDISH NANDAN COLLEGE, MADHUBANI

(A CONSTITUENT UNIT OF LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA)

Jagdish Nanadan College, Madhubani, (a constituent unit of L N Mithila University, Darbhanga) situated in the heartland of the Madhubani District, is committed to cater the underprivileged by providing adequate facilities to ensure all-round development of the students. To run the college and nurture the students in proper manner, there are established code of conducts for the Principal, teaching and non-teaching staffs and students as well.

Code of Conduct for Principal

The Principal, being the Head of the Institution, should always be honest, fair, objective, supportive, protective and law abiding. Besides these, the following traits are also expected from the Principal. He/ She has to

1. The Principal should ensure that the development plans of the College, both long-term and short-term are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. The principal has the responsibility to ensure the observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
4. As the head of Institution, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she

- should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
 8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.
 9. Principal has the responsibility to recommend and forward communication to the authorities.
 10. Principal has the responsibility to execute any other qualitative and quantitative work for the welfare of the institution. .
 11. Principal has the responsibility to carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.

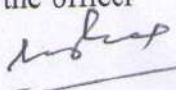
Code of Conduct for Teachers

This code of conduct may serve as a guiding principle about the ethical and professional conduct for the teachers affiliated within the institute. This code understands limitations of teachers which are beyond their control and emphasizes dissemination of duties as per the code of conduct within these constraints and to the best ability of a teacher

GENERAL CODE OF CONDUCT:

(1) The employee of the College shall be at the disposal of the University or College for full-time and shall serve in such capacity and at such place as he may, from time to time, be so directed.

(2) The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and Directives and Decisions of the Competent Authority. The employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer


Principal
J N COLLEGE
Madhubani

under whose jurisdiction, superintendence or control, he has been placed, for the time being.

(3) The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the College. He/she shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.

(4) The employee shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his duties. She/he shall strive hard to promote the interest of the University or the College, as the case may be.

(5) No employee shall in the discharge of the Official duties deal with any matter relating to award of any contract in favour of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, form or body as the case may be.

(6) (a) The employee, except in accordance with any general or special orders of the Competent authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly and official document or any part thereof or information to any person, within the University or the College or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.

(b) The employee shall not contribute to the Press any matter connected with the University or the College without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document, paper or information, which may come in his possession in his/her official capacity. He shall also not try to obtain unauthorisedly and information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.

(c) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be

prejudicial to the academic and administrative interests of the University or College or being the University or the College in disrepute.

(7) Subject to the provisions of this rule, an employee may, with previous intimation to the Management in writing, contest elections to the University in accordance with the provisions laid down in the respective Non-Agricultural University Acts.

(8) The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize the policy or action of the Competent Authority. Provided that the employee may give evidence at –

(a) An inquiry before an authority appointed by the Competent Authority.

(b) A judicial inquiry or

(c) A departmental inquiry ordered by the Competent Authority.

(9) The employee without the express sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with raising of funds or other collections in cash or otherwise for his own benefit.

(10) The employees shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the University or College. Provided, that the collection of monthly subscription of membership at the rate prescribed, collected by the office bearer of the Employee's Union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realization of other contribution for this purpose.

Explanation 1 – The expression "gift" include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Explanation 2 – The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industry or commercial firms, organizations, or any similar bodies.

(11) The employee shall not accept, solicit, or seek except with the previous sanction of the Competent Authority any outside office, stipendiary or honorary work. He shall not engage in any trade or business or canvas in support of in any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit Society. Every employee shall report to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the University or College: Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary or artistic or scientific in character, including T.V./Radio talk without affecting his official duties

(12) The employee shall not apply for job, post or scholarship without the previous knowledge of the Competent Authority.

(13) The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and shall further be liable to such disciplinary action as the Competent authority may deem fit: Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his/her own physical state was unable to convey the cause of his/her absence

(14) The employees shall not bid either directly or indirectly, at any auction of any University or College property nor shall he submit any tender for any supply to the University or College.

(15) The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India or religious, social, regional communal or other grounds.

(16) The employee shall not enter upon a course of studies or appear for any examination by University or other bodies without the previous permission of the Competent Authority. Professional conduct and duties:

(17) 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.

(18) Teachers are continuously learning and their learning through various academic activities such as participation in various refresher/orientation courses, conferences and symposiums are encouraged and also supported, through all possible avenues, as these engagements lead to strengthen the institution.

(19) 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 college and university. However, teachers have the freedom of thought and expression and they may express their views in different forums/meetings.

(20) 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.

(21) Teachers shall make use of all ICT infrastructure built in the institution 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.

(22) Teachers shall monitor the performance and attendance of a respective group of students assigned to them. Teacher shall carry out and assist in carrying out other academic, co-curricular and organizational activities that may be assigned to them. However, HOD, Principal or any related authority will be impartial in allotting any such work/duty and will allot as per interest of a teacher and requirement in the given situation.

(23) Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless they are assigned duties elsewhere. Teachers must always wear their identity badge during working hours.

(24) Teachers shall do supervision of college and university exams as per requirements and as per duty assigned. Teacher shall undertake internal assessment, semester-end assessment as per allotted by Head of the department/Principal. Teacher shall carry out assessment work impartially.

Code of Conduct with respect to leave:

1. All leave rules are governed by the guidelines received from competent authorities from time to time. Prior written permission is required from the Principal while availing Casual Leave (CL) or Duty Leave (DL). If any leave has been planned beforehand, then HOD/Principal should be informed well in advance by filling the forms. All must report for duty on the reopening day and the last working day of each semester or year and prior consent of Principal is required to make any exception within purview of rules and regulation of UGC and university.

2. Medical Leave will be governed by government, UGC and university rules, regulations and notifications may be availed in accordance with it.

3. Duty leave will be granted if teachers have to perform duty of the University/ College/ Government as per guidelines. Teachers are entitled for duty leave for academic activities such as attending seminar, workshops, conferences and training programs which are mutually beneficial for both the college and the staff member with prior sanction as per the guidelines of University/ Government.

4. Study leave for higher studies will be granted at the discretion of the management, in accordance with regulation and guidelines of government, UGC, Lalit Narayan Mithila University Darbhanga.

Code of Conduct with respect to Research:

1. Teachers are encouraged to write subject reference books. Also, they are encouraged to publish their original research findings in reputed Journals and present papers in conferences/symposiums/seminars. Staff members are encouraged to take up Research projects provided they refrain from plagiarism.
2. Staff members shall attend Faculty Development Programmes to enhance knowledge as per their subjects, convenience and as per requirement of career advancement.
3. The teachers shall be entitled to remuneration only in respect of examinations conducted by the Universities or by the colleges on behalf of the University. For internal assessment / how examination / unit tests being conducted by the colleges/ university at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment / home examinations / unit tests are decided to be taken into account while declaring the final results of the students.

The following shall be the norms governing the code of conduct for teachers: -

- (a) A teacher shall not make use of the resources and/or facilities of the department/college/university/governing body for personal, commercial, political or religious purposes.
- (b) A teacher shall not be involved in the conduct/participate in private coaching classes directly or indirectly.

- (c) A teacher shall not indulge in or resort to directly or indirectly, any malpractice or unfair means in teaching, examination and administration.
- (d) A teacher shall furnish correct information to the best of his/her knowledge regarding his/her qualification, experience, age etc. in respect to his/her appointment/promotion.
- (e) A teacher shall perform his academic duties and work related to examinations as assigned by the authority.
- (f) She/ He shall not misuse the facilities or forum of the College / University.
- (g) A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal / governing body.
- (h) A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds. Also staff should submit the information on time.
- (i) A teacher shall not conduct /participate in private Coaching classes directly or indirectly. He shall also not accept private tuitions.
- (j) Staff should abide by the deadlines and submit correct information with knowledge of competent authority as and when required by University/ Joint Director/ any other body.

Failure of conform to the above mentioned norms shall be constructed as misconduct.

General Code of Conduct for Students

Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to preserve the goodwill and reputation of the college.

1. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.

2. Students are expected to be punctual to their classes. Latecomers will be admitted only in exceptional cases and with the permission of the HODs.
3. Loitering on verandahs, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, playgrounds and other such places inside the college campus.
4. While moving from one class to another, strict silence must be observed.
5. Whenever students get free, they are expected to go to the library. During leisure periods, they are advised to collect sports goods from the Physical Director and play in the ground.
6. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
7. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
8. Use of cellphones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cellphones would be confiscated, if students are found using them inside the classroom.
9. Possession of cellphones inside the examination hall is strictly banned. Bringing and keeping cellphones, cash and other valuables in their bags at the time of University examinations will be at students' own risk. College authorities cannot help in cases of theft and consequent loss. Students are advised not to bring cellphones and other valuables at the time of University Examinations.
10. Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.
11. Students shall not involve in any form of ragging inside or outside the College campus.

12. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.
13. Students should not make any payments to anybody without the knowledge and consent of the Principal.
14. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the Principal.
15. No student shall enter the College Office except on business and at the stipulated time.
16. Students are expected to hand over to the College Office any property found in any place inside the campus.
17. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.
18. Every student should possess Identity Card with his/her photo affixed on it duly attested by the Principal. Students are expected to wear their rope identity cards inside and outside the class. Identity Card shall be shown on demand while transacting in the college office, library and while participating in inter-collegiate events. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gates.
19. A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.

Disciplinary Rules Governing Students

1. Students are strictly forbidden from participating in political agitations of all kinds.

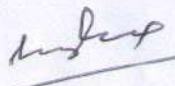
2. If a student attends any political meeting or engages in political agitation and conducts himself/herself in a way that is detrimental to the corporate life or functioning of the College, severe action will be taken. The Principal is empowered to expel or suspend the student or refuse issuing all or some of the certificates due to him/her. His/her case may also be reported to the University for punishment under the University regulations.
3. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the College areas.
4. The Principal has full powers to impose fines, refuse certificates, suspend or expel a student from the College, in case it is found that the behaviour /act of the student is undesirable/detrimental to the interests of the institution.
5. Organized absence from classes and soliciting absence from other students are serious breaches of discipline which may lead to expulsion of the student.
6. Students are not allowed to address any authority outside the College without the permission of the Principal.
7. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
8. Without the knowledge of the Principal, students should not post any of the deemed problems on the social media, such as Facebook, nor to the press.
9. NCC is an organization that stands for discipline. Cadets are warned against involving in any act of indiscipline that may bring disrepute to NCC or the institution. The Principal has the right to expel such cadets from the NCC, and if need be, from the institution.
10. Ragging in any form is a serious offence and those who found indulging in it will be summarily expelled from the College as per the directions of the Government. Do

not rag and get ragged. All instances of ragging, including eve-teasing, whether inside or outside the campus, must be brought to the notice of the Principal, either in writing or oral. Drop boxes have been arranged outside the Principal's Chamber. Aggrieved students can avail it.

11. Use of tobacco, alcohol and drugs inside the College campus is strictly prohibited. Students found in possession or using them would be summarily dismissed from the College.

12. Students found involved in violent behaviour inside or outside the class and in group violence inside the campus, leading to bloody clashes, would be severely dealt with. Disciplinary action would be initiated against all those involved in them, leading to expulsion from the College.

The end


Principal
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