



CODE OF CONDUCT

HANDBOOK



MAHARAJA AGRASEN COLLEGE, JAGADHRI

(Established by 1971)

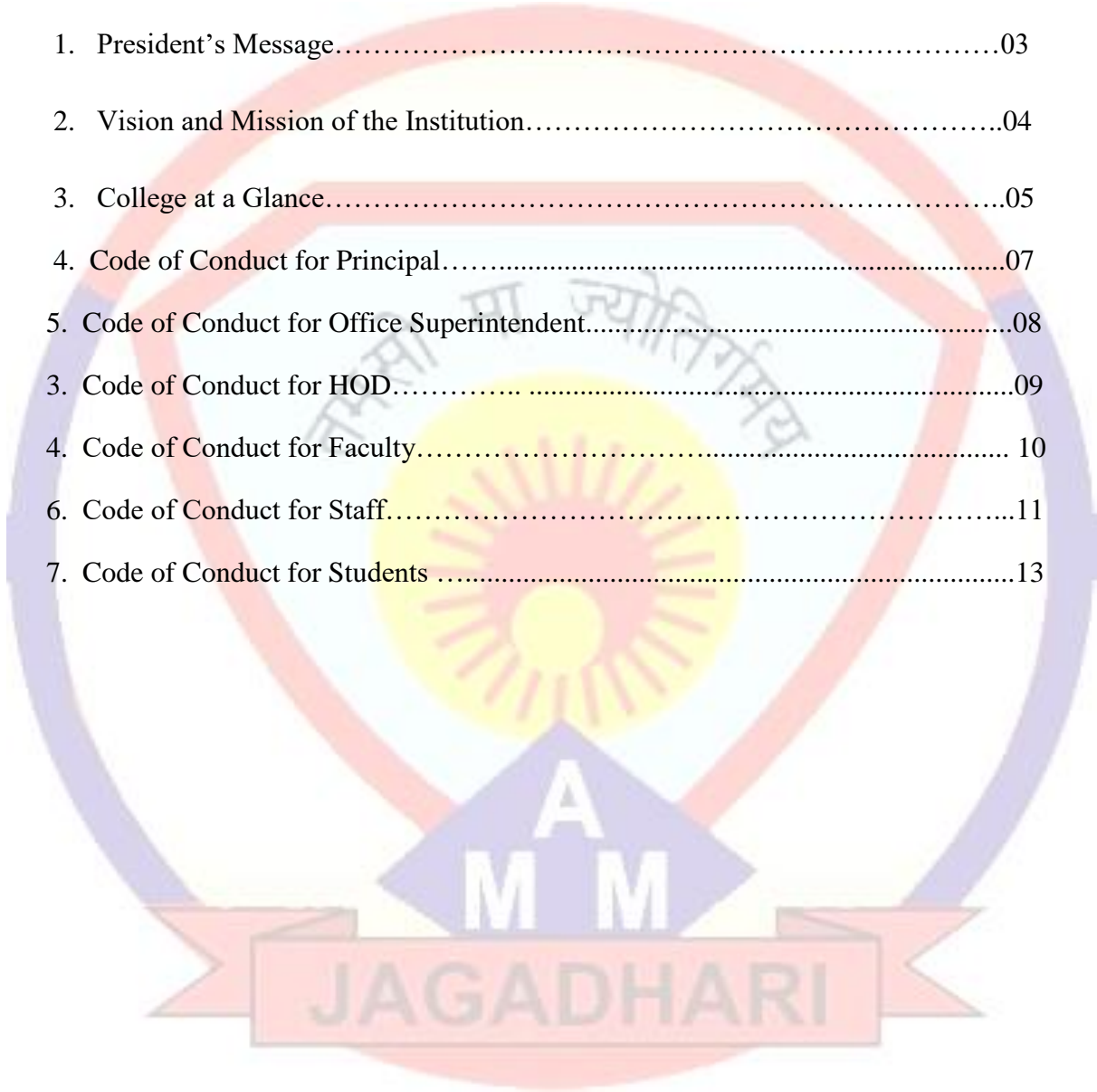
(B+ + Grade, NAAC Accredited)

Website: www.mac.ac.in



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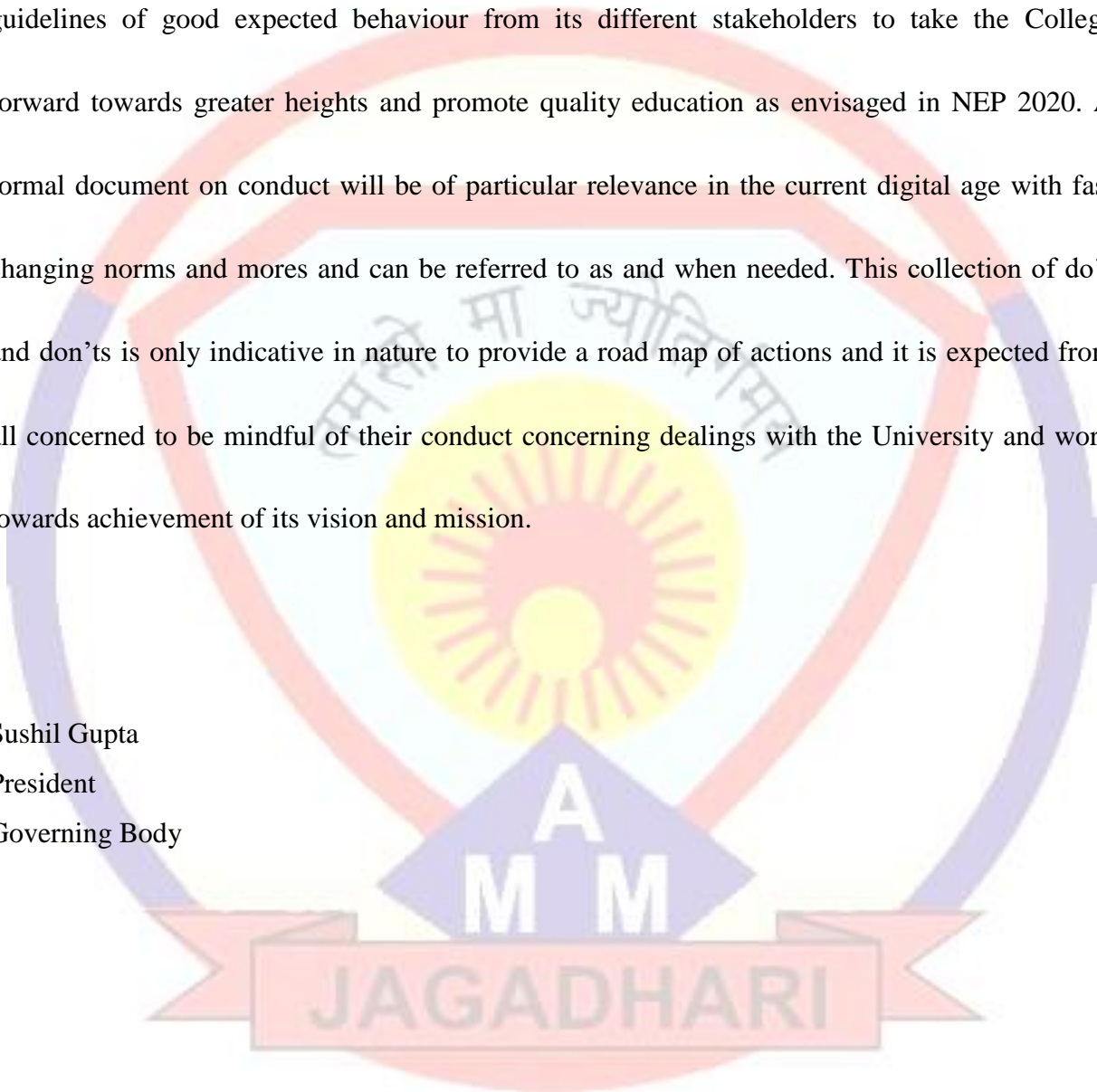




CODE OF CONDUCT

Maharaja Agrasen College Handbook of Code of Conduct (adapted from Kurukshetra University Code of Conduct and is based on relevant portions of University Calendar) contains general guidelines of good expected behaviour from its different stakeholders 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 digital age with fast changing norms and mores and can be referred to as and when needed. This collection of do's and don'ts is only indicative in nature to provide a road map of actions and it is expected from all concerned to be mindful of their conduct concerning dealings with the University and work towards achievement of its vision and mission.

Sushil Gupta
President
Governing Body





Vision

To make the college a centre of excellence for quality teaching, research and extension activities and to transform the lives of our younger generation through an innovative, rigorous and compassionate approach to education

Mission

- *To equip students with a thorough knowledge and technical skills in their chosen stream,*
 - *To inculcate moral values,*
- *To identify and polish their hidden talents to help them realise their career goals,*
- *To provide opportunities for students to realize their full potential and thus mould them into good and responsible citizens.*



COLLEGE AT A GLANCE

Maharaja Agrasen Mahavidyalaya, Jagadhri is a multi-faculty, co-educational premier institution of Northern India and a nurturing ground for the holistic development of the personality of young students. This college has carved a special niche for itself by providing quality education, thereby preparing the students to face the challenges of life. It is a place where merit is honoured and commitment rewarded.

The college owes its inception in 1971 to the philanthropic zeal of late Dr. Rameshwar Dass Gupta, late Lala Desraj Goel, late Jai Prakash, late Balwant Rai and Ved Parkash Garg. Since then, this institution has constantly been marching forward towards a globalized scenario. We firmly believe in the dictum, "*Asatho Man Sat Gamaya.*" This rigorous task is fulfilled by our highly qualified, sincere, motivated and dedicated teaching faculty. Our inclusive ethos and commitment to the highest standards in education have made our college shine on the map of the Jagadhri, excelling both in academic and in co-curricular activities.



WHAT'S UNIQUE ABOUT US?

There are a number of educational institutions in the area, all of which impart learning, but we want the educated youth to go out into the world with the strength, not only to reach and excel in their professional aspirations, but also to remain moral and disciplined human beings. Underpinning our approach is a strong commitment to promoting a holistic approach to teaching and learning.

The college has been introducing need-based learning, keeping pace with the latest trends of the global economy. Apart from offering B.A., B.Com (General), B.Com. with Tax Procedures and Practices, B.Com. with Principles and Practices of Insurance and B.Com with Computer Applications, BBA, BCA the college has also introduced B.Sc. (Non-Medical) and B.Sc. (Computer Science). The college has Post-graduate courses like M.Com, M.A. Hindi, and M.A. Economics. Our Mahavidyalaya also offers Add-on courses like, Advertising and Sales Management, E-Marketing and Community Development and Social Welfare. The College has also introduced Certificate Course in Positive Discrimination and Certificate Course in Human Rights Education.

EMPHASIS ON MORAL EDUCATION

In addition to academic excellence, we constantly work to develop a sense of discipline and good moral character, where all students are expected to conform to high disciplinary standards. In fact, inculcating good values in our students is our prime objective

PREPARATION TO FACE THE CHALLENGES OF LIFE

Here at MAC, we prepare our students to face the challenges of life. We provide our students with an atmosphere conducive for their holistic development. Every year, the students are provided with the opportunities to identify, showcase and hone their creative talents in various competitions such as Youth Festival, Talent Show, Inter-College Debates, Declamations, Quiz Contests, Poetic Recitations, Power-Point Presentations, etc.

We lay great emphasis on the personality development of the students. For this, special classes are held for improving their communication skills. The coaching for UGC-NET is also provided free of cost by the efficient teachers of the college. Need based practical training is imparted to the students on different topics such as GST, Income Tax, communication and leadership etc.



CORE VALUES

The core values are a set of principles that are aligned with the mission of Maharaja Agrasen College, Jagadhri. They guide the practice and development of curriculum, staff and the students.

• **Ethics and Dignity**

We continue to develop a learning environment that has all the components which respect the dignity of all the members of the community—the highest standards of honesty, respect and professional and scholarly ethics. We value the dignity and worth of all people and our conduct is driven by the highest ethical standards.

• **Excellence**

We strive for excellence and are committed to innovation in teaching, research and outreach to our communities.

• **Quality**

To ensure program quality we assess practices, policies and procedures to strengthen the overall effectiveness of curriculum instructional delivery and operations. We are committed to improving the quality of all our programs and tasks.

• **Integrity**

We conduct all activities in an ethical manner and commit to practices that are fair, honest and objective in dealing with students, faculty members, the staff and stake holders at all levels of the community.

• **Student Service**

We are committed to fostering the professional and personal growth of all students by promoting lifelong learning and leadership development.

• **Collaboration and Public Engagement**

We are sensitive and responsible towards our social obligations. We commit to working cooperatively in establishing productive partnership with our colleagues in university, corporate, nonprofit and public communities.

• **Diversity**

We embrace all aspects of human diversity and value its necessity. We always demonstrate care and concern and not to harm others through our actions and attitudes. We are committed to ensuring inter-cultural diversity in our curriculum and our people.



THE GOVERNING BODY

Governing Body consists of not more than 21 members and not less than 11 members, as under :- (i) President, Vice-President, Treasurer and General Secretary to be elected by the members of the parent Society/Trust which is running the College.

(ii) The Principal of the College shall be ex-officio Member-Secretary of the Governing Body.

(iii) One nominee of the University.

(iv) One nominee of the State Government.

(v) Two teacher representatives elected from among themselves by the whole time approved teachers of the College and one representative of the Non-teaching Staff to be elected also on the Governing Body.

(vi) Remaining members (upto a maximum of 11) to be nominated by the President.

(b) If the post of President of Governing Body falls vacant for any reason the Vice-President will work as Acting President for the remaining period of the term. In case the posts of President and Vice-President fall vacant, then the election will be held for both these posts for the remaining period, within 3 months. If the post of any of the remaining office bearers of the Governing Body falls vacant, the President, Governing body will have the power to give officiating charge of that post to any member of the Governing Body for the remaining period of the term. Provided further that an elected staff member of the Governing Body who resigns his service or proceeds on leave for 6 months or more shall cease to be a member of the Governing Body and a substitute shall be elected for the remaining period. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be elected, where the membership is held in abeyance.

(c) (i) The tenure of the Governing Body shall be three years and election shall be held after every three years. The election shall be held under the supervision of the observer to be appointed by the University. (ii) The voters list shall be verified by the Principal of the College being ex-officio Member Secretary of the Governing Body. (iii) The Governing Body shall



appoint Returning Officer for conduct of election if the elections are held during the tenure of the Governing Body.

(iv) The Principal of the College shall work as Returning Officer if the Governing Body does not exist due to any reason before expiry of tenure of Governing Body. 64 KURUKSHETRA UNIVERSITY KURUKSHETRA

(v) The Principal of the College shall work as Returning Officer if the election are held after expiry of tenure of the Governing Body. (d) In case the election of the Governing Body is not held within the prescribed period of three years, the University shall be competent to arrange the election to constitute a new Governing Body, at the earliest possible. However, the Vice-Chancellor may appoint an Administrator for smooth & proper working of the College, during such period, if the circumstances so warrant. (e) The meeting of the Governing Body shall be held after reasonable intervals, i.e., at least one per term at the College Campus. (f) The consent of the University nominee on the Governing Body shall be obtained before fixing the meeting of the Governing Body. In case the University nominee after having given his consent does not attend the meeting of the Governing Body, the meeting may be held if the Quorum is complete and the decisions taken in the meeting shall be valid. (g) Notice for the meeting of the Governing Body alongwith Agenda will be supplied to all the members at least 15 days before the meeting. Simultaneously, a copy of the Agenda will also be supplied to the University. The proceedings of the meeting will be circulated to the members of the Governing Body and the University within 7 days after the meeting. (h) Three/fifth of the members shall form the quorum.

(i) (a) Each person on the electoral roll shall have one vote. (b) After counting, the nominees shall be listed in descending order of number of votes secured. (c) From the list of precedence as at (b) above, the vacancies shall be filled by persons in the order of precedence in which they have been listed. (d) In case of ties for any material place in the order of 65 precedence, the election shall be decided by a toss of the coin, having two distinctly distinguishable sides.



CODE OF CONDUCT FOR PRINCIPAL

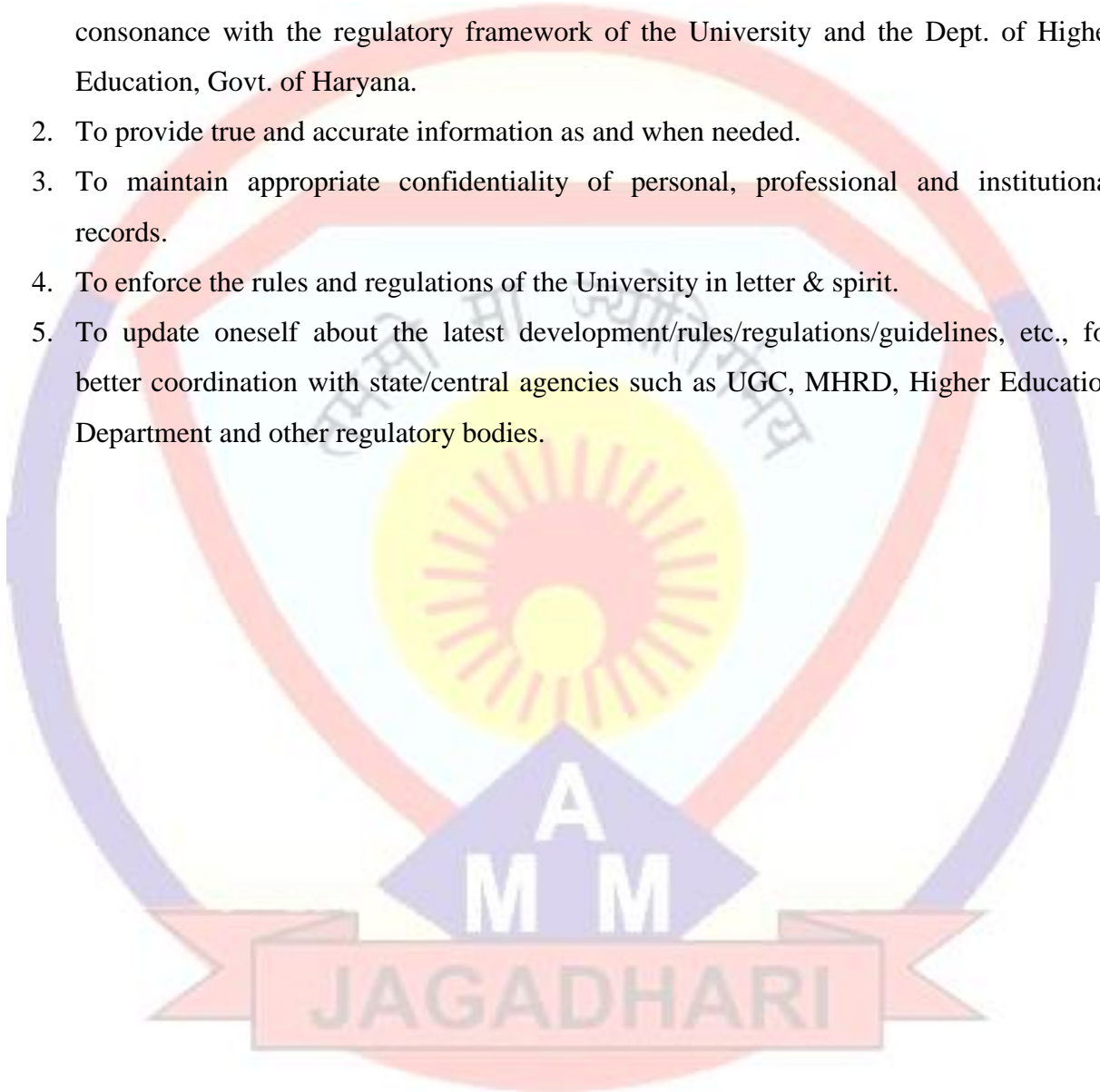
1. To provide inspirational and motivational value-based academic and executive leadership to the university through policy formation and operational management.
2. To act in a transparent, fair & impartial manner maintaining highest degree of integrity in consonance with the regulatory framework of the University.
3. To utilize resources of the College in a judicious and efficient manner.
4. To promote collaborative and consultative work culture facilitating seamless generation of creative & innovative ideas.
5. To ensure confidentiality of privileged information





CODE OF CONDUCT FOR OFFICE SUPERINTENDENT

1. To act in a transparent, fair & impartial manner maintaining highest degree of integrity in consonance with the regulatory framework of the University and the Dept. of Higher Education, Govt. of Haryana.
2. To provide true and accurate information as and when needed.
3. To maintain appropriate confidentiality of personal, professional and institutional records.
4. To enforce the rules and regulations of the University in letter & spirit.
5. To update oneself about the latest development/rules/regulations/guidelines, etc., for better coordination with state/central agencies such as UGC, MHRD, Higher Education Department and other regulatory bodies.





CODE OF CONDUCT FOR HEAD OF DEPARTMENT

1. Lead the department 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 department.
3. Promote healthy work culture in the department 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 laid down in the statutes, ordinances and rules of the University/ College in a time-bound manner.
7. Establish dynamic liaison and structured systems among various stakeholders.



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 institutions 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.



CODE OF CONDUCT FOR ALL 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 DHE/ University/ College 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 College 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.
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 join or continue to be a member of any Service Association which has not been constituted in accordance with the constitution approved by the University/ College.
8. No employee shall, except in accordance with any general or special order of the College authority 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.
9. No employee shall engage directly or indirectly in any trade or business or undertake any other employment.
10. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts of the case to the College.
11. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to the service under the College.
12. No employee shall associate with media (print/ electronic/ digital/ any other) in any capacity (paid/ unpaid/ Honorary) other than literary, scientific or academic journals except with the previous written sanction of the Principal/ Management. Provided further that the Principal/ Management may withdraw sanction so granted at any time without assigning any reason.



13. No employee shall make wild allegations amounting to defamation, baseless criticism and uncalled for observations regarding functioning of the College or its authorities.
14. No employee shall involve in any act of sexual harassment against women.
15. The employees may write for redressal of their grievances connected with the service conditions to the concerned competent authority/body and shall not address their grievances without proper channel.
16. The employees shall not use cell phone while on duties or shall keep cell phones in the silent mode, to avoid disturbing others work around.
17. The employees shall wear formal/decent dress and should not wear silly outfits while on duty.
18. Every employee shall adhere to regularity, punctuality and sincerity and shall not leave their seats during office hours without any valid reason and without consent of his or her reporting authority. Recording shall be made in the movement register accordingly.
19. Every employee shall make a proper use of resources and shall maintain campus, equipments, instruments, furniture, fixtures and other assets appropriately.
20. No employee shall be under the influence of drugs, alcohol or indulge in gambling during office hours.
21. The support staff shall not show any discrimination on basis of gender, religion, caste or creed or region.
22. No employee shall make improper or discourteous behaviour towards other; shouting, speaking loudly or making a nuisance on the College premises.



CODE OF CONDUCT FOR STUDENTS

Maharaja Agrasen Mahavidyalaya Jagadhri believes in creating and nurturing an environment that enables the students to make use of the diverse and rich resources of the University 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 Maharaja Agrasen Mahavidyalaya Jagadhri are expected to demonstrate the highest standards of moral and behavioural conduct not only during their stay or active association with the University 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 entries to various offices, hostel, auditorium, administrative and examinations blocks, etc. shall be subject to the production of valid ID cards by the students. The same shall also apply to attending of cultural programmes, sports events, films shows or other such programmes of the University.
7. 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.
8. Hostel facility is meant to be availed by bona-fide residents only. To maintain the academic environment and to ensure the safety of residents in hostels, non-residents/outsideers are strictly prohibited from using accommodation and/or mess facilities without prior permission from the concerned authorities. Any infringement shall



- invite strict disciplinary action including cancellation of admission (from the department as well the hostel) of the illegal occupant as well as the resident acting in violation of this rule.
9. Bona-fide student desirous of bringing/keeping his/her vehicle in the College Campus would be required to submit a self-attested photocopy of the Registration Certificate (RC) of his/her vehicle and the driving license to the Parking Incharge. No vehicle, other than the permitted one, will be allowed entry in the University campus.
 10. In order to ensure that the College campus is free of noise pollution, playing of loud music or blaring horns is prohibited on campus.
 11. Maharaja Agrasen Mahavidyalaya Jagadhri is a Ragging Free Campus. All students must follow the guidelines regarding Anti-Ragging issued on time to time. To report incident(s) of any kind of ragging, helpline numbers are displayed at major places on the campus and also on the College website.
 12. The College 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 College 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 University.
 13. The College 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.
 14. Use of alcohol, tobacco and drugs in any form is strictly prohibited on the University 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 University.
 15. Every student must follow College 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 rules.
 16. Maharaja Agrasen Mahavidyalaya Jagadhri Students' Council is a constituted on merit basis. 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.



17. The College 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 Dean Students' Welfare/ Head of the Department or to the Principal in writing mentioning his/her name, class, roll number, department & phone number giving full details of the problem/ grievance.
18. Students must obey instructions of the teacher-in-charge(s) while on a tour/trip/field training/Industrial training/ cultural/ sports activity etc. All safety norms, as prescribed in the UGC Safety Regulations, should be followed by students on and off the campus.
19. All the students must observe silence in the library. The use of mobile phones in the library is strictly prohibited.
20. One should not write or paste posters on the walls and window panes of the College buildings. Any poster/hoarding found pasted/fixed/hanged at any place, other than the prescribed ones, shall invite appropriate action under the Defacement of Public Property Act.
21. Students are expected to keep the campus neat and clean. The use of polythene is strictly banned on the campus.
22. Any misuse of the internet facility provided by the College shall invite appropriate disciplinary action.

The College 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 University to new heights of reputation and glory.

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