



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved)

Gurugram, Delhi-NCR  
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## CODE OF CONDUCT

### CODE OF CONDUCT FOR TEACHING STAFF

#### A. Teachers and their Responsibilities:

**Source** ([https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018))

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Every faculty member should work within the university policies and practices to satisfy the vision and mission of the University. Code of Conduct for teaching is mainly governed by the SGT University, Statutes, Ordinances and UGC Regulation-2018.

#### 1. Teachers should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Seek to make professional growth continuous through study and research;
- d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- e) Maintain active membership of professional organizations and strive to improve education and profession through them;
- f) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of the University and college examinations, including supervision, invigilation and evaluation; and

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- h) Participate in extension, co-curricular and extra-curricular activities including community service.

## **B: Teachers and the Students**

### **Teachers should:**

- a) Respect the right and dignity of the student in expressing his/her opinion;
- b) Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- c) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- d) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- e) Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace,
- f) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- g) Pay attention to only the attainment of the student in the assessment of merit;
- h) Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- i) Aid students to develop and understanding of our national heritage and national goals; and
- j) Refrain from inciting students against other students, colleagues or administration.

## **C. Teachers and Colleagues**

### **Teachers should:**

- a) Treat other members of the profession in the same manner as they themselves wish to be treated;
- b) Speak respectfully of other teachers and render assistance for professional betterment;
- c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- d) Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional Endeavour.

**D. Teachers and Authorities:****Teachers should:**

- a) 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 organizations for change of any such rule detrimental to the professional interest;
- b) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- d) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- e) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- f) Should adhere to the conditions of contract;
- g) Give and expect due notice before a change of position is made
- h) 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.

**E. Teaching and Non-Teaching Staff:**

- a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- b) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**F. Teachers and Guardians****Teachers should:**

Try to see through teachers' bodies and organizations, 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.

## **G. Teachers and Society**

### **Teachers should:**

- a) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- b) Work to improve education in the community and strengthen the community's moral and intellectual life;
- c) 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;
- d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e) 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.

### **Code of Conduct for Non-Teaching/Administrative Staff**

1. Code of Conduct for non-teaching staff is mainly governed by the SRM University Statutes, Ordinances.
2. All Staff members should display the highest possible standards of professional behavior.
3. They should be punctual and disciplined towards their work.
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
6. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other department staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
7. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
8. Speak respectfully and behave with polite with every employee of the university.  
(The principal, teachers, students, visitors, parents etc.)

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9. Staff should maintain the positive relationship with all colleagues & teaching staff and the students of the college.

### **Code of Conduct for Students (Examination)**

#### **A. Code of conduct for Theory Examination**

**Examination Department/ ERP will automatically decline assessment/ evaluation/ result, for those subjects/ students falling short of eligibility, even after release of Admit Card/ appearance in exam.**

1. The candidate shall write his/her Admit card/ registration number, subject code, subject title and date of the examination on the front page of his/her answer book before he/she starts answering the question paper. He/she shall also write down his/her registration number, on the question paper meant for / given to him/her.
2. The examination hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall by that time. No candidate, who is late by more than half an hour, shall be admitted to the examination hall (except for reasons/circumstances beyond his/her control. Contact Exam Superintendent)
3. When a candidate leaves the examination hall, he/she shall, before doing so, hand over his/her answer book to the Superintendent/ Invigilator concerned. After having left the hall as such, he/she will not be readmitted and no extra time shall be allowed to a candidate who arrives late in the examination hall.
4. The candidate shall not be permitted to leave before an hour after the distribution of question paper. **He/she will only be allowed to take the question paper with him/her after the exam is over.**
5. The candidate is required to bring his/her own pens (BLACK/BLUE ONLY) and is never allowed to tear of any leaf from his/her answer-books.
6. No candidate shall write answers or rough work on the question paper and his/her name / registration number on any page of the answer-book except the title page on which only Admit Card/ registration number is desired/allowed to be written in the relevant column.
7. The candidate shall show his/her valid identity card / admit card on demand and put his / her signature against his/her name in the attendance sheet when directed to do so by the Invigilator/Centre Superintendent, failing which he/she may not be admitted to the

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- examination or if already so admitted he/she will be required to leave the examination centre forthwith.
8. If the candidate has not brought the Admit Card, he/ she can approach the Chief - Superintendent for getting the duplicate Admit Card after the payment of prescribed fees.
  9. Candidate shall approach the office of the COE/Exam Dept., immediately for obtaining duplicate Admit Card.
  10. The candidate is required to identify the seat number from the seating arrangement notice displayed outside the examination hall: identify the correct Hall Number from the display board before going to the examination hall. If the number is not displayed, contact the Chief- Superintendent immediately.
  11. The candidate is requested to deposit his/her bags in the BAG DEPOSIT ROOM in the respective venue of Examination. DO NOT KEEP VALUABLE THINGS in the bag (University is not responsible)
  12. Before entering into the hall, the candidate is expected to ensure himself/herself that, he/she does not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc. as MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.
  13. The candidate has to show his/her ADMIT CARD and IDENTITY CARD to the hall invigilator before entering into the hall
  14. The candidate is forbidden to TALK / GESTURE inside the examination hall.
  15. If the candidate is in the need of any data book, he/she has to ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued.
  16. The candidate is required to check whether he/she has collected the correct question paper with proper printing. If not so, the Hall invigilator must be intimated immediately.
  17. DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTRATION NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
  18. Do not tear any pages out of the answer book. Rough work may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
  19. Stop writing when you are instructed to do so at the end of the examination and

REMAIN SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED  
and you are told that you may leave the hall.

Severe penalties apply (INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF  
ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE  
EXAMINATION

AND POSSIBLE EXPULSION FROM THE UNIVERSITY), for misconduct, Unfair  
Means, cheating, possession of unauthorized materials, improper use of materials, and  
unauthorized removal of materials from examination rooms or ignoring the instructions  
given by supervisors/invigator.

#### **B. Code of conduct for Practical Examination**

The instructions given above under 'theory examinations', should be followed for practical  
examinations also, wherever they are relevant. Some additional instructions are given  
under:

1. Bring your own calculators, scale, pencil, rubber etc. on the day of exam.
2. Report 15 mins prior to the commencement time of the practical exam.
3. Students involved in 'Unfair means' including cheating, tempering with equipment,  
chatting will be asked to leave the laboratory and their practical examination will be  
CANCELLED.
4. All the students have to come in a formal dress on the day of practical/Clinical  
examination.
5. An external examiner will be conducting Viva hence it is student responsibility to  
come prepared for the Viva-Voce.
6. All the students must bring complete Lab file/Project report on the day of  
practical/project examination.

#### **Code of Conduct of University Library for the students/Staff.**

- a. Every staff / student of the college is eligible for membership of the library.
- b. Silence must be observed in the library.
- c. Personal belongings are not allowed inside the library.
- d. The library can be utilized by the students and staff from 9.00 A.M. to 5.00 P.M.

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onworking days.

- e. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
- f. All students/staff should sign the entry register of the library, before entering.
- g. Students must handle the book/s very carefully.
- h. All students should note that, Library Cards are not transferable. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
- i. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
- j. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.

### **Code of conduct for Transport Users**

The University maintains transport vehicles to support the travel needs of employees and students.

- i. Students should come to the boarding point at least 5-10 minutes before the scheduled time.
- ii. Parents/guardians are advised to educate their wards about the transportation laws/safety and security and ensure that their wards follow them while using the university transport.
- iii. Students should report to the authorities regarding any offense or offense on the driver's part.
- iv. The student must maintain cleanliness while using the University vehicle.
- v. The transport Officer shall inform the Committee about the behavior and conduct of vehicle drivers and passengers if any issue is reported.

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## Code of Conduct for Accommodation

There are some basic codes of conduct to stay in the University-owned accommodations:

- All the occupants must treat other occupants with respect, dignity, and courtesy.
- Each occupant must respect the privacy of other occupants.
- Fighting, Violence, Sexual harassment, verbal abuse, insults, threats, etc. are treated as discipline act, and occupants may be expelled.
- The use/ possession of alcohol/ drugs is strictly prohibited within the campus, and punitive action shall be taken, including suspension from the job/ program.
- The occupants can't keep any kind of weapons,
- The occupants must not play music/TV/ other instruments at a high volume.
- The occupants are not allowed to celebrate Birthday parties or organize parties unless written permission is taken from the competent authority.
- The occupants can't keep PETs. Any exceptions may be made with written permission from the competent authority.
- Occupants shall not allow unauthorized guests. Any exceptions may be made with written permission from the competent authority. ,
- The allottee shall maintain the fitting and fixtures of the premises during his/her possession.
- Any kind of construction is not permitted in the allotted accommodation.
- The occupants shall be responsible for any damage they cause while staying in the University accommodation.
- Allotted accommodation is not permitted for other purposes like shop/coaching center, etc.
- University is not responsible for the damage/ theft/loss of any personal property.
- The occupants shall be allowed the allotted premises for maintenance/ inspection purposes as per instructions from the competent authority.

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