

HANS RAJ MAHILA MAHA VIDYALAYA

JALANDHAR (PUNJAB) INDIA



Code of Conduct



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Code of conduct for teachers as per DAVCMC, New Delhi

1. Every teacher at all time shall serve efficiently, act in a disciplined manner and maintain complete integrity and devotion to duty.
2. Unless in any case it be expressly provided for the whole time of a teacher shall be at the disposal of the college for all academic and allied activities and he/she shall serve the college in such capacity and at such places as he/she may from time to time be directed by the Principal.
3. Whenever a teacher wants to apply for an outside job, post or scholarship, he/she shall do so with the prior sanction of the college authorities.
4. Save in exceptional circumstances, no teacher shall absent himself/herself from his/her duties without prior permission of the competent authority.
5. No teacher shall take part in, subscribe to any or assist in any movement which tends to promote feelings of hatred or enmity between the different classes or subjects of the Indian Union, or to disturb public peace.
6. No teacher shall, except with the previous sanction of the competent authority own wholly or in part, conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper/periodical.
7. A teacher shall avoid habitual indebtness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the competent authority.
8. No employee shall, in any manner criticize adversely in public the administrative actions of the college authorities.
9. No employee shall, except in accordance with any general or special order of the college authorities or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any employee or to any other person, to whom he/she is not authorized to communicate such document or information.
10. No employee shall, except with the previous sanction of the college authorities, engage, directly or indirectly, in any trade, occupation or business or undertake any employment. The permission of the college authorities for undertaking

private tuition work, which will not be more than one hour a day, will be necessary.

11. No employee shall appear in any examination without obtaining prior permission of the College authorities provided that a teacher may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of literacy, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work, if so directed by the college authorities and in case of the Principal, if so directed by the Managing Committee.
12. No employee shall write a help book or cheap notes.
13. The following lapses, if established after the enquiry shall constitute improper conduct on the part of the college teacher:
 - i. Failure to perform his/her academic duties including class lectures and demonstration, assessment, guidance, invigilation and such other acts or actions, which reflect on his/her stature as a teacher and the dignity of his/her profession.
 - ii. Gross partiality in assessment of students, deliberately over marking or attempts at victimization of any ground whatsoever.
 - iii. Inciting students against students or teacher(s) or a colleague against colleague or engineering or spreading discontentment's of any kind among students, colleagues of the faculty or administration of such an institution. This, however, does not restrict the right of a teacher to express his academic difference relating to the basic principles or theories under discussion or consideration in seminars, or other extracurricular activities where students are the participants.
 - iv. Raising question of caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above consideration for improvement of his/her personal prospects.
 - v. Refusal to carry out the decision of appropriate administrative and academic bodies and/or functionaries of the College. But this will not inhibit his/her

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right to express meaningful and responsible difference with their policies or decisions. A militant approach is to be totally eschewed.

**Conduct Ordinances for Teaching Staff in affiliated colleges as per GNDU norms
laid in GNDU Calendar 1999 volume 4 page 27:**

1. No employee shall take part in, subscribe to in aid of or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of Indian Union, or to disturb public peace.
2. No employee shall stand for elections to Parliament / State Legislature or Local Bodies without the prior permission of the Managing Committee.
3. No employee shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
4. No employee shall in any manner criticise adversely in public the administrative actions of the Managing Committee of his college.
5. No employee shall except in accordance with any general or special order of the Managing Committee or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
6. No employee shall, except with the previous sanction of the Managing Committee, engage, directly or indirectly, in any trade occupation or business or undertake any employment. The permission of the Principal for undertaking private tuition work, which will not be more than one hour a day, will be necessary.

No employee shall appear in an examination without obtaining prior permission of the Principal. Provided that a teacher may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of literacy, artistic or scientific character, subject to the condition that his official

duties do not thereby suffer, but he shall not undertake or shall discontinue such work if so directed by the Principal of his College, and in case of the Principal, if so directed by the Managing Committee. Provided that no permission shall be necessary for the examination work of this University or other Indian Universities for which additional emoluments are expected, the previous permission of the Managing Committee shall be necessary.

No employee in an affiliated College shall write or guide or a help book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.

7. An employee shall habitual indebttness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
8. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.
9. No employee shall be a member, representative or office bearer, of any association representing or purporting to represent teachers or any class of teaching profession unless such association satisfies the following conditions:
 - i. its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees, as the case may be;
 - ii. it is not in any way connected with any political party or organization or does not engage in any political activity.

General

10. (i) Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

(ii) Unless in any case it be expressly provided for, the whole time of an employee shall be at disposal of the College and he shall serve the College in such capacity and at such places as he may, from from time to time, be directed by the Principal/ Managing Committee of his College, subject to such conditions as may be laid down by the University.

(iii) If a teacher, who is assigned an examination duty, either by the Local Controller of examination(Co-ordinator) or the University Office, fails to perform the same, he shall be treated as absent from his institution for the period in question, besides being liable to such other disciplinary action, under the rules.

(iv) No employee in College shall apply for any other job, post or scholarship without previous sanction of the Principal of his College or in case of the Principal, without the previous sanction of the Managing Committee. Provided persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.

(v) Save in exceptional circumstances, no employee shall absent himself from duties without having first obtained the permission of the authority provided in the leave Ordinances.

(vi) No employee shall take part in any activity which in the judgement of Principal is calculated to lead to indiscipline in the College.

11. Consequent upon conversion of the Regulations into Ordinances relating to service and Conduct of Teachers of Non-Government Affiliated Colleges by the Syndicate vide its Resolution No. 31 dated 12.4.1975 and subsequently approved by the Senate on 13.7.1975; any act done or any action taken under the

Regulations till date of conversion shall be deemed to have been done or taken and validated under the Ordinances as if this Ordinances was in force from 25.10.1970.

**Powers and functions of the Principal of affiliated colleges as per GNDU norms
laid in GNDU Calendar 1999 volume 3 page 131**

The Principal shall have all powers and unfettered discretion in all matters, consistent with the rules framed by competent authority, pertaining to internal administration of the college which shall comprise of the following functions:

1. Distribution of work amongst the staff;
2. Admission , promotion and detention of the student;
3. Grant of fee concessions and award of stipends to deserving students;
4. Imposition of fines and remissions thereof;
5. Disciplinary action and imposition of penalties etc;
6. All expenditure out of Amalgamated Fund and other students' funds;
7. Appointment and dismissal of servants, peons and laboratory assistants, bearers, etc;
8. Grant of leave to the staff;
9. Organization of all extramural activities;
10. Temporary appointment of teaching staff up to a period of three months to meet emergency against post provided in budget for the year.

Code of Professional Ethics of teachers as per UGC regulations
(Gazette of India, Part III Section 4)

I. Teachers and their Responsibilities:

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

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
 - a. Abide by the Act, Statute and Ordinance of the University and to respect its

ideals, vision, mission, cultural practices and tradition;

- b. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- c. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teacher should:

- (i) Respect the rights and dignity of the student in expressing her/his opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully to other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- (i) 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;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) 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.

V. Teachers and Non-Teaching Staff

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non- teaching staff.

VI. Teachers and Guardians Teachers should:

- (i) 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.

VII. Teachers and Society

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public

informed of the educational programmes which are being provided;

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

Teachers Leave as per Guru Nanak Dev University Norms

Leaves :

- Earned Leave
- Study Leave
- Special Casual Leave
- Duty Leave
- Half Pay Leave
- Commuted Leave (Full Pay)
- Extra ordinary Leave (Without Pay)
- Leave Not Due
- Sabbaticall Leave

1.1. In these Statutes :

- i. Leave includes "Earned Leave", "Half Pay Leave", "Commuted Leave", "Extra- Ordinary Leave" and "Maternity Leave".
- ii. "Earned Leave" means leave earned on the basis of actual service rendered including the vacations.
- iii. "Half Pay Leave" means earned in respect of completed years of service calculated accordingly to the rules hereinafter contained.
- iv. "Commuted Leave" means leave as provided hereinafter.
- v. "Completed years of service" means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation with Government and leave including Extra-Ordinary Leave, unless otherwise provided.

Note : Notwithstanding anything contained in these rules, medical leave in respect of teachers in the service of the University on the date immediately preceding that on which these revised rules come into force, will be accounted for separately and granted according to the rules which were immediately previously in force.

1.2. Right of Leave Leave cannot be claimed as matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority. In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

1.3. Earning of Leave Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.

1.4. Commencement and Termination of Leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- ii. Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

Note : Teachers are normally expected to be present on the last day of the term and on the opening day of the term after a vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

1.5. Return to duty on expiry of leave Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

1.6. Combination of leave Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

1.7. Grant of leave beyond the date of retirement and on resignation No leave shall be granted beyond the date on which a teacher must retire, provided that a teacher may be paid equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on superannuation subject to the following conditions:-

- i. The payment of cash equivalent of leave salary for earned leave shall be limited to maximum number of days as decided by the Punjab Government

from time to time for its employees.

- ii. In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall su-moto issue an order granting cash equivalent of leave salary for earned leave, if any at the credit of the teacher on the date of his retirement subject to maximum number of days as decided by the Punjab Govt. from time to time for its employees. The cash payment for unutilized earned leave, shall include pay and such allowance as decided by the Punjab Govt. from time to time, for its employees.
- iii. A teacher who is re-employed after retirement may, on termination of his re-employment, be granted su-moto by the authority competent to grant leave; cash equivalent in respect of earned leave at his credit on the date of termination of re-employment, subject to a maximum number of days as decided by the Punjab Govt. from time to time for its employees including the period for which encashment was allowed at the time of retirement.
- iv. A teacher can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be allowed benefits of this rule for the earned leave that remains at credit on the date of retirement in accordance with the terms and conditions stipulated on this rule.
- v. The benefit of this rule shall also be admissible to the teachers who attain the age of retirement on or after 30.9.77 and are granted extension of service after that date. In such cases, the benefit shall be granted on the date of final retirement on expiry of extension to the extent of earned leave at credit on the date of superannuation plus the earned leave earned during the period of extension reduced by earned leave availed of during such period, subject to a maximum of 240 days.
- vi. A teacher already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to benefit under this rule on the date of retirement.

- vii. Those employees who attained the age of retirement on superannuation before 30.9.1977 and were on extension of service on or beyond that date will also be entitled to the benefit of cash payment on the date of final retirement on expiry of extension to the extent of earned leave that had been refused to them at the time of retirement and was allowed to be carried forward into period of extension plus leave earned during the period of extension reduced by earned leave availed of during such period subject to a maximum number of days as decided by Punjab Govt. from time to time for its employees. The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a teacher who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University's dues, if any. A teacher who retires from service by giving notice or he is retired by the University by giving notice, pay and allowances in lieu of such notice, in accordance with the terms and conditions of service may be granted su-moto by the authority competent to grant leave, cash equivalent of the leave salary in respect of earned leave at his credit subject to maximum number of days as decided by Punjab Govt. from time to time for its employees and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on that

leave salary for the maximum number of days as decided by Punjab Govt. from time to time for its employees at the rates in force on the date the University teacher so retires or is retired from service. The pension and pension equivalent of other retirement benefits and adhoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one-time settlement. No HRA or CCA shall be payable. Provided that if leave salary for the half pay leave component falls short of per pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted. Provided further that a teacher who is retired by the University by giving him pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which any allowances in lieu of notice have been allowed.

(i) Where the services of a teacher are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted suo-moto by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum number of days as decided by Punjab govt. from time to time for its employees.

(ii) If a teacher resigns or quits service, he may be granted suo-moto, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of 90 days.

(iii) If the teacher remains absent without leave or overstays his/her leave, he/she shall forfeit his/her entire salary for the period of absence; and if he/she remains absent without leave or overstays his/her leave for more than one week in India or for four weeks abroad, his/her office shall be liable to be declared vacant after following due procedure and giving adequate opportunity to him/her to explain his/her

position and he/she shall be liable to pay an amount equivalent to his/her salary in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merit of the case.

1.8. Conversion of one kind of leave into another kind.

(i) At the request of teacher the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the teacher cannot claim such conversion as a matter of right.

(ii) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say any amount paid to him in excess shall be recovered or any arrears due to him shall be paid. Note: Extraordinary Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of Statute 84 (Leave not due).

1.9. Rejoining of duty on return from leave on medical grounds. A teacher who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such persons as may be prescribed. The authority competent to grant leave may in its discretion forego with the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical grounds. Such leave shall not, however be treated as a leave on medical certificate and shall be debited against leave other than leave on medical grounds.

1.10. Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons.

1.11. The leave account should be maintained for each teacher in the Department/Faculty concerned. The order sanctioning earned leave/half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

- 1.12.** The leave year means a calendar year.
- 1.13.** Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.
- 1.14.** The following kinds of leave would be admissible to permanent teachers:
- i. Leave treated as duty: Casual Leave, Special Casual Leave and Duty Leave.
 - ii. Leave earned by Duty: Earned Leave, Half Pay Leave and Commuted Leave.
 - iii. Leave not earned by Duty: Extra Ordinary Leave and Leave not due.
 - iv. Leave on ground of Health: Maternity Leave and Quarantine Leave, Sabbatical Leave (prescribed separately). The Syndicate may in exceptional cases grant, for the reason to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.
- 2. Casual Leave**
- i. A whole time male teacher of the University shall be eligible for casual leave each year as mentioned below:
 - a. Less than 10 years service. -10 days
 - b. More than 10 but less than 20 years service. -15 days
 - c. More than 20 years service. -20 days Casual leave not exceeding five days may be availed of by a teacher for academic work as hereinafter defined. However, a lady teacher shall be entitled to 20 days casual leave in a calendar year.
 - ii. Casual Leave cannot be carried over to the next leave year.
 - iii. Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate
 - iv. A teacher on casual leave cannot be treated as absent from duty and his pay shall not be intermitted.
 - v. Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.

2.1. Special Casual Leave

- i. Special Casual Leave not exceeding ten days in an academic year may be granted to a teacher:
 - a. To conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/ institutions.
 - b. To inspect academic institution attached to Statutory Boards etc.
 - c. To participate in literary, scientific or educational conferences, symposium, or seminar or cultural or athletic activities conducted by bodies recognised by the University authorities. Or
 - d. To do such other work as may be approved by the Vice-Chancellor as academic work. Note: In computing the ten days leave admissible the days of actual journey, if any, to and from the place where such conference/ activity takes place will be excluded.
- ii. In addition, special casual leave to the extent mentioned below may also be granted:
 - a. To undergo sterilization operation (Vasectomy or Selpingectomy) under Family Planning Programme, Leave in this case will be restricted to six working days.
 - b. To a female teacher who undergoes non-peruperal sterilization, leave in this case will be restricted to fourteen days.
 - c. Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave. It may be granted in combination with holidays or the vacation.

3. Duty Leave

- i. Duty leave may be granted for:
 - a. Attending conferences, congress, symposia and seminars on behalf of the University.
 - b. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this University and accepted by the

Vice-Chancellor.

- c. Working in another Indian or Foreign University, any other agency, institution or organisation when so deputed by the University or for performing any other duty for the University.
- d. Working on a delegation or Committee appointed by the Government of India, the University Grants Commission, a sister University or any other Academic Body.
- e. Visiting foreign countries under Cultural Exchange & Bilateral Exchange Programme, Indo- US Fellowship, Indo-US Exchange of Scientists Programmes sponsored by the University Grants Commission.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay provided that if the teacher received a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty Leave may be combined with earned leave, half-pay leave or extraordinary leave.

4. Earned Leave

- i. Earned Leave admissible to a teacher shall be:
 - a. 1/30th of actual service including vacation plus
 - b. 1/3rd of the period, if any, during which he is required to perform duty during vacation. However, it would be mandatory for the Heads of Teaching Deptts. to be present for full time in the Deptts. during vacation. Each Head of the Teaching Deptt. would be credited one month's earned leave per year inclusive of earned leave already admissible. This will also be applicable to Dean, Academic Affairs, Dean, Students' Welfare, Warden, Boys Hostel as well as the teaching staff working in the non-vacation, teaching and research departments.

Note : (i) For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned Leave at the credit of a teacher shall be accumulated as decided by the University from time to time. The maximum earned leave that may be sanctioned at a time shall not exceed the limit as decided by the University from time to time. The earned leave exceeding 120 days may however be sanctioned in the case of higher study or training or leave on medical certificate when the entire leave or portion thereof is spent outside India. Provided earned leave taken as leave preparatory to retirement can be availed upto maximum number of days as decided by the University from time to time. However, no permission for private employment except with Public Sector Undertaking of Government of India/Punjab shall be granted.

(iii) Prefixing and suffixing holidays to leave other than leave on medical certificate: It shall be allowed automatically except in case where for administrative reason, permission for suffixing/ prefixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which teacher is certified medically fit for rejoining duty happens to be a holidays, he shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave.

Note:- 1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. In case where only a portion of leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.

5. Half-pay Leave: Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, for private affairs or for academic purposes.

Note: A completed year of service means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

6. Commuted leave Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent teacher subject to the following conditions:
- a. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
 - b. No commuted leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.
 - c. Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered. Provided that no such recovery shall be made if the retirement is by reason of ill-health, incapacitating the teacher for further service or in the event of his death.

Note : Commuted leave may be granted at the request of the teacher even when earned leave is due to him.

7. Extra-Ordinary Leave

- i. A Permanent teacher may be granted extra-ordinary leave:
 - a. When no other leave is admissible, or
 - b. When other leave is admissible the teacher applies in writing for the grant of extraordinary leave.
- ii. Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary-Leave shall not count for increment except in the following cases:
 - a. Leave taken on medical certificate.

- b. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the teacher has no other kind of leave to his credit.
 - c. Leave taken for prosecuting higher studies. And
 - d. Leave granted to accept an invitation to a teacher post or fellowship or research-cum- teaching post or an assignment for technical or academic work of importance.
- iii. Extra-ordinary Leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except, in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in all during the entire period of service.
- iv. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- 8. Leave not due**
- i. Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay-leave earned by him subsequently.
 - ii. 'Leave not due' shall not be granted unless the ViceChancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
 - iii. A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as

pay and allowances for the period not so earned. In a case STATUTES 69 where retirement is unavoidable on account of reason of illness incapacitating that teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Syndicate. Provided further that the Syndicate may, in any other exceptional cases waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

9. Maternity Leave

- i. Maternity leave may be granted to a woman teacher on full pay for a period of 180 days. Provided that no leave under this statute shall be granted to a woman teacher who has two or more living children.
- ii. Maternity leave under this statute may also be granted in cases of miscarriages, abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971, subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However in cases requiring longer duration of rest, leave of kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/Civil Surgeon.
- iii. Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- iv. Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal

attention and that her presence by the baby's side is absolutely necessary.

10. Quarantine Leave

- i. Quarantine Leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher. 70 STATUTES
- ii. Quarantine leave may be granted on medical certificate for a period not exceeding 21 days, in exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extra-ordinary leave.
- iii. A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

11. Leave Salary

- i. Except as provided in sub-rules (5), a teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- ii. A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in subrule (1).
- iii. A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1).
- iv. A teacher on extra-ordinary leave is not entitled to any leave salary.
- v. (a) A teacher who is granted leave beyond the date of retirement or quitting of service, as the case may be, shall be entitled , during such leave, to leave salary as admissible under the rules in lumpsum for the entire period of such leave as one time settlement, reduced by the amount of pension and pension equivalent to other retirement benefits.
(b) Where such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other

retirement benefits. Provided that it shall be open to the teacher not to avail himself of the leave but to avail of full pension.

(c) If during such employment he is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

11.1 Advance of Leave Salary

- a. The advance in lieu of leave salary admissible to a teacher proceeding on leave of not less than thirty days shall include allowances as well subject to deduction on account of income tax, provided fund, house rent, recovery of advance etc.
- b. In case a teacher who dies in harness, the cash equivalent of the leave salary that the deceased employee would have got; had he gone on earned leave but for the death, due and admissible, on the date immediately following the date of death, subject to a maximum number of days as decided by the University from time to time shall be paid to his family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.
- c. Half pay leave upto a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilized for an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority

12. Study Leave (i) Study leave may be granted to permanent whole time teachers (other than a Professor of the University) with not less than two years continuous service, to pursue a special line of study or research directly related to his work in the University or to make special study of the various aspects of University Organisations and methods of education giving full plan of work. Provided that the Syndicate may, in special circumstances of a case waive the condition of two years service being continuous. Explanation : In computing

the length of service, the duration of which a person was on probation or engaged as Research Assistant may be included provided that : (a) the person is a teacher on the date of the application and (b) there is no break in service. (ii) Study Leave shall be granted on the recommendation of the advisory committee, but leave shall not be granted for more than two years, save in very exceptional cases in which the Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University. The period of Study Leave shall, in no case, exceed three years. (iii) Study Leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of Study Leave. (iv) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study Leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave and also give details of work to be done during the proposed spell of study leave. (v) No teacher who has been granted Study Leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Syndicate. When the course of study falls short of Study Leave sanctioned the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Syndicate to treat the period of shortfall Extra-Ordinary leave has been obtained. The teacher granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme except the living expenses allowance of Rs. 250 p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emolument payable to the teachers on Study Leave shall be reduced subject to the provisions of Sub- clauses (vii) and (viii) below. (vii) (A) The amount or Scholarships/Fellowship or other financial assistance that a teacher granted Study Leave has been awarded, will not preclude his being granted Study Leave with

pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the Study Leave may be granted. The following guidelines may be followed for determining admissibility of pay and allowances for the purpose of granting study leave to a teacher who is expected to receive scholarship/ fellowship or any other kind of financial assistance.

13. Guidelines for Grant of Sabbatical Leave A professor in the University shall be eligible for grant of a Sabbatical Leave for a period of one year at the end of every six years of service as a Professor in the University, or for a period of six months at the end of every three years of service as a Professor in the University for purpose of study, research and writing within the country or abroad. Note : 1. For any absence for period exceeding three months (excluding vacations), service for an additional period of equal duration will have to be rendered for the completion of the qualifying service of six years or three years, as the case may be. 2. Sabbatical Leave may not be granted to a Professor if the period between his return from the proposed leave and his attaining the age of superannuation, is less than double the period of Sabbatical Leave asked for by him. 3. A Professor may avail of Sabbatical Leave of one year's duration twice or of six month's duration four times during the entire period of his service as a Professor in the University, provided that he has rendered approved service of not less than six years or three years, as the case may be, before each spell of Sabbatical Leave. 4. A Professor shall, during the period of Sabbatical Leave, be paid, full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on Sabbatical Leave. 5. During the period of Sabbatical leave, the Professor shall be allowed to draw normal increments on due dates and the period of leave shall also count as regular service for the purpose of pension/retirement benefits provided that the Professor rejoins the University on the expiry of his leave. 6. A Professor on Sabbatical Leave shall not take up during the period of that leave any regular appointment in

another organization in India or abroad. He may, however, be allowed to accept a Fellowship or a research scholarship, or an ad hoc teaching or research assignment with honorarium, or any other form of assistance other than regular employment, provided that in such cases, the Syndicate may, if it so desires, sanction Sabbatical Leave on reduced pay and allowance. Note :(1) A Professor who is on Sabbatical Leave could not take classes. However, if the Professor on Sabbatical Leave so desired he could guide research students and carry on research work himself during the period of Sabbatical Leave.

(2) A Professor who is on Sabbatical leave should not attend the staff meeting, as well as other meetings of the Departmental Committees including the Departmental Selection Committees etc. The benefits of past service, that is prior to the date on which present rules (Delhi University Pattern) come into force will be credited to the leave account of present incumbents. a) leave already sanctioned/earned, b) earned leave including compensatory leave, c) furlough leave (to be utilized as provided in earlier rules),

d) study leave, if entitled as per earlier rules. 1. The word 'Guru Nanak Dev University' be substituted wherever the word "Delhi University" occurs; 2. The word 'Syndicate' be substituted for the word 'Executive Council'. 3. The name of the Advance Study and Research Committee be changed to 'Advisory Committee for Advanced Study & Research". The tenure of the committee shall be for one year commencing from 1st July. 4. The years for casual/special casual/duty leave will be from 1st January to 31st December of the year (i.e. a calendar year). Present incumbents include a teacher who had --not retired and was still in regular service as on 1.1.86. (xiii) Cash payment in lieu of unutilised privilege leave

Code of conduct of Non - teaching / Supporting Staff

1. Any person who chooses to be an employee of Hans Raj Mahila Maha Vidyalaya must conform to ideals of Arya Samaj and the DAV philosophy which aims to do good for all and promote the spiritual, physical and mental well being of the employees.
2. Every employee shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations as set forth by the DAVCMC from time to time.
3. Every member at all times should act in disciplined manner and maintain complete integrity and devotion to duty.
4. No employee should be found intoxicated in any kind while on duty or be appearing in a public place.
5. Every employee should carry out the directions of the office diligently and devote his/her whole time to the services of the office in which employed.
6. No employee shall undertake a trip to a foreign country without prior approval of the DAVCMC.
7. No employee shall indulge in disrespectful behaviour, abusive language, rumour mongering, encouraging any form of malpractice connected with examination or other college activities.
8. Except in unexpected circumstances, no member shall absent him/herself from his/her duties without prior permission of the competent authorities.
9. Every employee will be governed by the rules of the DAV College Managing Committee in the matters of leave and general conditions of service
10. Every employee should establish and maintain clear and appropriate professional boundaries with their colleagues at all times.
11. No employee should accept any offers of loans, gifts, benefits or hospitality from anyone which may compromise their position.

12. No member shall take part in, subscribe to or assist in any movement which tends to promote feelings of hatred or enmity between the different classes of Indian Union or disturb public peace.
13. No employee shall except in accordance with any general or special order of the college authorities or in performance in good faith of the duties assigned to him communicate directly or indirectly any official document or information to any employee or to any other person, to whom he is not authorized to communicate such document or information.
14. During the period of an employee's employment in this office, if any employee's wants to apply for a post elsewhere, he/she must get his/her application forwarded by the Principal.
15. No employee shall, except with the previous sanction of the College authorities engage, directly or indirectly, in any trade, occupation or business or undertake any employment.
16. Raising questions of caste, creed, religion, race or sex in his/her dealings within the institution is prohibited.
17. The employee should not engage in any private trade or take up additional work which is likely to interfere with the discharge of his/her normal duties without the permission of the Secretary, DAV College Managing Committee.
18. No employee shall in any manner criticize adversely in public the administrative actions of the college authorities.
19. The employee shall avoid habitual indebtedness or insolvency.
20. All employees should dress up neatly and in a dignified manner.
21. All employees must have exemplary moral character. Loyalty and dutifulness of the employees should be an inspiration for all.

Code of Conduct for students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus.
2. Students must abide by the rules and regulations of the college and should act in a way that highlights the discipline and deference of the institution.
3. She shall be regular and must complete her studies in the college. In case a student is forced to leave the studies for any reason, such a student may be relieved from the college with the permission of the principal. Before leaving the college, the student has to clear all the pending dues of college/hostel/mess. If the student has joined the college on scholarship/concession, the entire amount shall be revoked.
4. A 6 day working schedule from Monday to Saturday is followed. Everyday at 10.12 a.m., the Gayatri Mantra and DAV gaan are played through the Public Addressal system. All students are expected to stand in attention during the same.
5. Ragging is not allowed in college. The student indulged in such activities shall have to bear consequences as per UGC-guidelines 2009.
6. Students should dress up neatly and in a dignified manner. No student is allowed to wear provocative dresses in the college premises or while representing the institution in any function.
7. All the students are expected to keep the campus neat and clean. They must make throw the waste in proper bins.
8. Students must close the taps, switch off lights, fans and other electrical appliances when not in use.
9. Students must deter from all forms of misconduct including partaking in any activity off campus which can affect the reputation of the college.
10. Any act of discrimination, physical or verbal based on individual caste, race, religion or religious beliefs, colour, region, language, disability, family status or mental disability shall not be allowed.

11. Intentionally damaging/destroying college property or property of others shall be treated as behavioral misconduct.
12. Student shall bear identity card and produce it on demand to officials.
13. Students must be kind, helpful and supportive towards their fellow students and always be courteous towards teachers and other employees.
14. Students can't leave the college before stipulated time as decided by competent authorities.
15. Students must read the notice board daily.
16. No student shall go for an academic/industrial/educational visit without the permission of college authorities.
17. Right to admission/entry in the college campus are reserved.
18. Students are not allowed to use mobile phones in academic area of the college.
19. Students are expected to use social media carefully and with responsibility.
20. Violation of code of ethics shall be treated as punishable offense.

Code of Conduct for Residential Scholars:

Leave Rules

- Warden can grant leave only for weekends and not during college days.
- Special permission from Principal is to be taken for attending Birthday/Engagement/Wedding of relatives.
- Any resident, who is present in the room but does not come for attendance, will be fined Rs. 50/-for each default.
- Boarders will be granted permission for leave only if they have requisite attendance in classes have appeared in House Exams and adhered to all rules and regulations of the college.
- Leave for absence from the department shall not automatically entitle a student to leave the hostel without the permission of the Principal.
- When a student wishes to leave the hostel for one or more days or night, she may apply to the Principal, in writing and get her permission.
- Leave should be got sanctioned on proper form before it is availed of.
- A student absenting herself from the hostel without getting her leave sanctioned may be subjected to a fine or other disciplinary action.
- A register will be maintained for the purpose by the security guard in which due entries will be made by boarders coming late in the night.
- Absence from the hostel without prior permission from the Warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action.
- The inmates will be granted outings nly on outing days with prior permission of the Coordinator, Resident Scholars.

Residents' Responsibilities

- As conscious and responsible residents, the inmates are expected to observe the rules scrupulously in letter and spirit and make all efforts to extend a helping hand to other inmates.

- **Safeguard of the hostel property** will be the collective responsibility of all the residents.
- Residents will be **personally responsible** for the safety of their belongings including mobile sets/laptop/desktop/jewellery/cash etc.
- Residents should not arrange any functions or meeting within the hostel or outside or within the institute campus without specific permission of the concerned authorities.
- Residents are required to be conscious of the environment in which they live by keeping it **clean, healthy and presentable**.
- Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- All rooms (including almirahs and belongings) can be opened for **inspection** at any time.
- Roll number for any examination will not be issued to the resident student unless he/she produces a **“no objection certificate”** from his/her respective hostel.
- Before leaving the hostel, every resident shall obtain clearance from the warden. The resident will be fully responsible for any damage/loss of property. Repair charges for any damage to the furniture will have to be paid by the resident along with a minimum penalty of Rs. 500/-.
- It will also be obligatory for the local guardian/parents of the residents to attend him/her at the time sickness/emergency.
- Residents shall keep the **hostel identity cards**, duly attested by the Warden, with them and will present these on demand by the authorities.

Electricity rules :

Residents are allowed to keep electric kettle, laptop and electric iron, however extra electricity tariff will be charged for electric kettle, laptop, AC and iron as per power consumption. Residents must switch off the light/fan while going out of the rooms. The defaulters will be punished.

- **Visitors**

Male visitors shall see residents of the Girls' hostel, if needed to be, only in the **Visitors' Room** during specified hours. No guest is allowed to stay overnight, however parents from far off places can

stay in the college guest house on prior permission for one night only.

Mess Rules:

- It is mandatory for every resident to open their mess account as soon as they take admission in the hostel.
- All the boarders should dine in the Mess Hall. No meals will be served in the rooms except in cases of illness.
- Non-veg food is not allowed in the hostel.
- Residents shall not enter the cooking area.
- Meals are served at fixed hours. Cooking in the rooms is strictly forbidden, defaulters will be fined and heaters will be confiscated.
- Students should be properly dressed while entering the Mess Hall.
- Mess charges should be paid by 10th of every month positively. Full month payment of hostel mess is mandatory.

Guiding principles: the do's and don'ts

- Keep your room and hostel premises neat and clean. Dress decently in the hostel premises.
- Save water and electricity. Do not neglect studies. Be regular in classes.
- Avoid shouting, whistling or resorting to any other act of misconduct.
- Do not fiddle with electric and sanitary installations.
- Be the flag bearers of the Vision and mission of the college.
- Report for your regular attendance in time. Do not misbehave with your wardens, fellow
- Hostellers or any other employee of the hostel.
- No student is allowed to stay back in a college hostel during summer vacation.

Any indiscipline on the part of boarders will be punished in by:

- Warning
- Fine upto Rs. 1000/-
- Expulsion from Hostel in consultation with the Hostel Coordinator.