

# **UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions**

## **1. Preamble**

University Grants Commission believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs. It should be the prime concern of educational administrators across the country to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. With this in mind, the Commission has formulated guidelines on the ways in which the campuses of HEIs can be transformed into oasis of safety, security and study. All universities may make or amend their ordinances and other relevant statutory provisions accordingly to ensure that the directions contained in the guidelines are implemented in the best interests of students.

### **1. Safety of Students on Campus**

HEIs can play a significant role in ensuring the safety of the students by putting in place fool proof mechanisms and impregnable standards of safety. The key lies in institutionalizing the best practices and standard operating procedures that can substantively protect students from any threats and assaults, physical, social or psychological. Given below are some of the concerns that should be materialized by HEIs in the interest of students and institution.

- Any physical infrastructure housing students, whether HEI or hostels, should be secured by a boundary wall of such height that it cannot be scaled over easily. In order to further fortify it, a fence of spiralling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively. The entry points to such housing units should be restricted to three or less and they should be manned by at least three security guards, sufficiently armed, CCTV cameras, identity verification mechanism and register of unknown entrants/visitors with their identity proofs and contact details. At least a woman security personnel should be deployed at such entry points so that physical security check of girl students or visitor can be undertaken. The bags and other belongings of students/visitors can also be examined, manually and/or by

metal detectors, in order to secure a weapon-free and violence-free campus.

- Biometric way of marking student attendance, both in HEI as well as hostels, can be an effective way to overcome proxy. Such digital mechanism can enable HEIs to keep an eye on a student's movement and whereabouts in failsafe manner.
- Students and staff should be provided easily identifiable and authentic ID cards and wearing of such cards in the institutional premises must be made compulsory by administration.
- HEIs should flash at frequently visited junctions like canteen and notice boards, helpline numbers against ragging, sexual harassment, accidents, calamities and so on developed by UGC, State Govts. or HEIs so that students can record and use them as and when required. It is mandatory for all HEIs to abide by and implement all the provisions contained in UGC (Curbing the Menace of Ragging in Higher educational Institutions) Regulations, 2009.
- In order to ensure that campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members, HEIs can install the emergency notification system through which emergency message can be sent via e mail, telephone, cell phone and text messaging within minutes of the occurrence of an incident. The system developed by University of California, Berkley called Warn Me is a very good model to follow. The emergency information system can be supplemented by evacuation procedure to be followed in crisis condition so that stampede-like situations can be avoided. HEIs should take all necessary steps to ensure that these systems are adequately tested and publicized for efficacious execution.
- Student community of the HEIs can be encouraged to form a group of Community Service Officers (CSOs) to provide on demand short-duration escort services, on rotation basis to students as they walk down to hostel or nearest taxi or bus-stand etc.. This is suggested in view of the fact that classes, study, research requirements, meetings and concerts can keep students on campus late at night. To handle these situations, HEIs may also provide Night Safety Shuttle facility, to such students, for door-to-door pick and drop service.
- All HEIs should ensure that provisions contained in UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012 are observed

by teaching & non-teaching staff, students and other stakeholders in letter and spirit. Discrimination, verbal or behavioural, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status is strictly prohibited and HEIs must do all it takes to ensure that such practices are nipped in the bud.

- HEIs should mandatorily put in place a broad-based “Students Counselling System” for the effective management of problems and challenges faced by students. It should be a unique, interactive and target-oriented system, involving students, teachers and parents, resolved to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of academic worries. It should bridge the formal as well as communicative gaps between the students and the institution at large. Teacher counsellors, trained to act as the guardians of students at the college level, should remain in close touch with the students allotted to them (batch of 25 students) though out the year, cater to their emotional and intellectual needs and convey their growth report and feedback on attendance, examination results etc to their parents at regular interval of time. Teacher counsellors can coordinate with wardens of hostels and exchange personal details of students, academic record and behaviour patterns for prompt pre-emptive or corrective action.
- HEIs should organize quarterly parents-teachers meet (PTM) so that grievances and gaps in system can be addressed and resolved. Online complaint registration system can also be launched so that issues can be addressed before they slip out of hands of authorities.
- On-campus medical facilities should be made available to student and at least one ambulance can be kept in ready mode for attending emergency and crisis situations.
- HEIs should install a fire safety system under which mechanisms for the detection of a fire, the warning resulting from a fire and standard operating procedures for the control of fire are evolved. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, smoke control and reduction mechanisms and fire doors & walls that reduce the spread of a fire. Students and staff should be trained in the effective operation of firefighting devices. Mock drills for fire situation should be undertaken at least once in a semester. → UGC has written to HEIs time and again about the introduction of a compulsory course on Disaster Management for all students. HEIs should see to it that this initiative doesn't end up in an academic ritual. In order to give students first-hand

experience of tackling situations of disaster, HEIs should organize mock drills, workshops and awareness programmes frequently.

- Talks by officials of police and public administration departments and informative audio-video lectures should be arranged at least once in a semester covering issues related to the safety of personal belongings, vehicles, personal information, ATM, special event safety, defensive sprays and so on.
- Self-defence training for women studying and working on campus through tie-ups with training institutions / NGOs should be made a mandatory component of extra-curricular activities undertaken in HEIs. Physical defence training can follow instructions on rape aggression defence model that focuses on strategies like awareness, risk reduction and risk avoidance and hands-on self-defence techniques.
- In the face of the increasing cases of sexual harassment and violence against women, it is incumbent upon HEIs to institute a thoroughgoing support and education mechanism. HEIs can organized preventions programs in collaboration with student groups to:
  - Educate the campus community about sexual violence in the context of a university setting and engage people in a commitment to get involved when they observe risky situations.
  - Confront the oppressive stereotypes that are the basis for the disrespect that leads to interpersonal violence.
  - Talk about healthy relationships and healthy sexuality, emphasizing the importance of communication and respecting personal boundaries
  - Coordinate campus-wide awareness efforts, such as town hall meetings, lectures, and other open spaces for dialogue on sexual violence — In case of food outlets, canteens and messes, HEIs should ensure that standards of quality and hygiene are strictly observed and the food on offer is certified through hygiene test report by expert doctor for foods, water and cleanings. This would a strong and effective bulwark against food poisoning and spread of food and water borne diseases.
- All universities shall prepare an exhaustive Code of Conduct for students enrolled in departments or affiliated colleges and display it on institutional websites for compliance. A reference to such document must invariably be made in prospectus of HEIs where the student is enrolled.

## **2. Safety of Students while they are on Excursion/ Tours/ Academic trips etc.**

- HEI should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher. The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability. In case number of students exceeds fifty, a qualified doctor with adequate supplies of medicines should be included in the entourage.
- Institutions should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey. Any representation or suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.
- It is mandatory for institutions to elicit consent letters from the parents/guardians of the students who are embarking on tour. Further, no excursion/ tours shall be undertaken without such insurance as would indemnify students against the various emergencies and risks.
- Before proceeding on tour all the students should be properly briefed by the way of “training session” about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.
- The institutions should ensure that each student is medically fit to be a part of the excursion tour.
- If the expedition involves camping, only such sites should be selected as are designated for the purpose by various government agencies concerned. Further, the site should be free from hazards such as flooding, dangerous slopes, falling rocks and dead trees etc.
- Prior permission should be obtained if tents etc are to be put up on private land. Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite
- Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with their parents / guardians. This would also facilitate casualty handling and communication in the event of an emergency.

## **Code of Conduct of University of Allahabad**

### **Institutional Academic Code of Conduct**

University of Allahabad believes and strictly follows the rules as enshrined in AoU code of Conduct, given below:

- i.** Academic integrity and ethical conduct of research
- ii.** Equity, justice and non-discrimination
- iii.** Accountability, transparency and independence
- iv.** Critical analysis and respect for reasoned opinions
- v.** Responsibility for the stewardship of assets, resources and the environment
- vi.** Free and open dissemination of knowledge and information
- vii.** Solidarity with and fair treatment of international partners

#### **i. Teaching:**

- Inculcating Group and Self Learning Aptitude amongst students.
- Providing opportunity for problem solving, design exercises and information search and processing to develop critical learning abilities through tutorial problem solving exercises
- Emphasising projects to provide students an opportunity to learn and display abilities of converting ideas and knowledge to practical reality.
- Designing curricula as per latest developments of the field.
- Creating Institute-Industry and Society Interface through active interactions and participation in social ventures.

#### **ii. Research:**

**Guidelines and Policy for Ethical Conduct in Research**

##### **A. Plagiarism:**

Presentation or publication of research data, idea or text of someone else in any form without reference or citation and implying it as own is plagiarism. This research misconduct should be strictly avoided at all levels, whether research carried out as part of curriculum (under- and post graduate

including Ph.D.), theses, project reports, sponsored research projects (Proposals/ Reports) or in reviews, books, monographs, case studies, etc.

(i) Authors should cite/quote others work whether published or unpublished in all communications.

(ii) Other's work may be published in journal / proceedings of conference / seminar / workshop, available on website, orally presented in seminar or personally discussed

iii) As UoA policy plagiarism check must be done before submission of project proposals/reports, theses, research papers, review articles, books, monographs, case studies etc.

### **B. Forgery of Research Data:**

- Data forgery and misrepresentation are very serious transgression. These may include fabricated result, false statement, deliberate exclusion which present results in desired manner, and reporting anticipated results for which experiments have not been performed.

- Withholding results not anticipated or which do not confirm the hypothesis is also considered scientific misconduct.

- Complete and accurate record of experimental data from which final conclusion or theses is being prepared should be maintained. Data Storage whether electronically or hand written should have dates.

- Publication should not be listed as submitted (in anticipation) or accepted unless author has received letter of acceptance from the editor handling manuscript.

- Author should not publish same research in two places including abstracts, even if publishing a portion for unavoidable reasons; citation must be included to avoid „self-plagiarism“.

- If plagiarism has been noticed, it is the author's responsibility to correct or retract article as per journals specifications.

### **C. Misuse of Confidential Information:**

Confidential information can be received as reviewer of grant application, peer reviewer of journal or as examiner of project viva/theses, seminars/exams. Misuse of privileged information

in such cases deprives original thinker of prior publication benefit and subsequent credit, and is severe form of research misconduct. Person contributing confidential information to unauthorised person, who indulges in plagiarism, will share responsibility of misconduct.

As a policy all members (faculty, scholars, project/member and students) shall follow the above meticulously and

- (i) While communicating with UoA administration regarding any of the items mentioned in 1.iii. above will attach a plagiarism report.
- (ii) In case of items (2) to (5) give a certificate categorically certifying that no such issue is involved and own full responsibility for issues, if any, which may arise at a later date.

In case of any serious scientific misconduct, a committee constituted by VC, comprising of a Dean, concerned HOD and three other members will investigate the charges and VC may take appropriate action based on the findings/ recommendations. The university follows the rules to promote academic integrity and prevention of plagiarism in its academics & research activities as per The Gazette of India Notification No. REGD.No.D.L. 33004/99 of UGC issued on 23rd July 2018.



## **Code of Conduct for Students**

### STUDENTS' CODE OF ETHICS AND CONDUCT AT UNIVERSITY OF ALLAHABAD

#### **1. PREAMBLE**

The following paras indicate the standard procedures and practices of the University of Allahabad (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is simple, understandable, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University.

#### **2. JURISDICTION**

a) The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the related activities and functions.

b) University may also exercise jurisdiction over conduct which occurs off campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include -

i) Any violations of the Sexual Harassment Policy of the University against other students of the University.

ii) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;

iii) Possession or use of weapons, explosives, or destructive devices off/on campus

iv) Manufacture, sale, or distribution of prohibited articles, drugs, alcohol etc.

v) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off on - campus community.

The University, while determining whether or not to exercise such off campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off- campus conduct is part of a series of actions, which occurred both on, and off-campus.

### **3. Ethics and Conduct**

a) This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

b) Each student must accept that

i) He/she shall be regular with a minimum of 60% attendance and must complete his/her studies in the University.

ii) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Vice Chancellor.

iii) As a result of such relieving, the student shall be required to clear pending hostel/cafeteria dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

c) University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

d) All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially.

The various forms of misconduct include:-

(i) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour,

region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

- (ii) Intentionally damaging or destroying University property or property of other students and/or faculty members
- (iii) Any disruptive activity in a class room or in an event sponsored by the University.
- (iv) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards
- (v) Participating in activities including:-

- Organizing meetings and processions without permission from the University.
- Accepting membership of religious or terrorist groups banned by the Government of India.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Smoking on the campus of the University.
- Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus.
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- Rash driving on the campus that may cause any inconvenience to others
- Not disclosing a pre-existing health condition, either physical or psychological, to Registrar which may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

(e) Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

(f) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior-permission

(g) Students are expected to use the social media carefully and responsibly meaning that that they cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.

(h) Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

(i) Damage to, or destruction of, any property of the University, or any property of others on the Institute premises.

(j) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

(k) Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4. If there is a case against a student for a possible breach of code of conduct, then a standing investigating committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

(a) Warning - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

(b) Restrictions- Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

(c) Community service - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

(d) Expulsion - Expulsion of a student from the University permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

(e) Suspension - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties:-

(a) Ineligibility to reapply for admission to the University for a period of three years, and

(b) Withholding the grade card or certificate for the courses studied or work carried out.

## **5. Appeal**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice-Chancellor. The Vice-Chancellor may decide on one of the following:

(a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct,

Or

- (b) Refer the case back to the investigating committee for reconsideration. In any case the Vice-Chancellor decision is final and binding in all the cases where there is a possible misconduct by a student.

## 6. Academic Integrity

As a premier Institution for Higher education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitute a serious offence.

(a) Cheating: Cheating includes, but not limited to:

- (i) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- (ii) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- (iii) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- (iv) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- v) Creating sources, or citations that do not exist
- vi) Altering previously evaluated and re-submitting the work for Re-evaluation.
- vii) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet. Any violation of the Academy Integrity will be brought to the notice of standing Investigating Committee for their consideration and suitable recommendations.

## 7. ANTI-RAGGING

The University has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. On line forms have been submitted to the UGC in December 2019. Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure

or showing off power, authority or superiority by a student over any other student.

### **Anti-Ragging Committee**

The Anti-Ragging Committee, as constituted by the Registrar shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other University for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the university with the local police authorities.

**The Anti-Ragging Committee** of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging. An Appeal against any of the orders of punishment enumerated hereinabove shall be submitted to the Vice-Chancellor of the University.

### **8. Sexual Harassment**



The University Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall also apply to the students of the University. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

### **9. Student Grievance Procedures**

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Registrar. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

### **10. Student Participation in Governance**

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## **Code of Conduct for Teachers**

### **Code of Professional Ethics**

#### **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 his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanour 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, practical, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) 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  
(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **II. Teachers and Students**

### ***Teachers should:***

- (i) Respect the rights and dignity of the student in expressing his/her 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 the 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 of 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) Recognise 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;
- (vi) 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 Staff**

## **Introduction**

University of Allahabad values its non-teaching staff as an integral part of the university community. This Code of Conduct has been established to ensure that all non-teaching staff members uphold the highest standards of professionalism, integrity, and ethical behaviour while performing their duties at the university.

## **Section 1: Professionalism**

**1.1. Diligence:** Non-teaching staff members shall perform their duties with diligence and dedication, striving for excellence in their work.

**1.2. Punctuality:** All staff members should be punctual and attend work regularly, adhering to the official working hours.

**1.3. Teamwork:** Cooperation and collaboration with colleagues, faculty, and other staff members are essential for maintaining a productive and harmonious work environment.

**1.4. Confidentiality:** Non-teaching staff should maintain the confidentiality of sensitive university information and not disclose it to unauthorized individuals.

## **Section 2: Respect and Courtesy**

**2.1. Respect for All:** Staff members must treat all individuals with respect, irrespective of their background, beliefs, or status.

**2.2. Collegiality:** Promote a culture of mutual respect and support among colleagues and superiors.

**2.3. Courtesy:** Interact with students, faculty, and other staff members with courtesy and professionalism.

## **Section 3: Ethics and Integrity**

**3.1. Honesty:** Conduct all duties with the utmost honesty and integrity, avoiding any form of academic dishonesty or misconduct.

**3.2. Conflict of Interest:** Disclose any potential conflicts of interest and avoid engaging in activities that may compromise the integrity of the university.

**3.3. Gifts and Favours:** Refrain from accepting gifts, favours, or benefits that may influence impartial decision-making.

#### **Section 4: Professional Development**

**4.1. Continuous Learning:** Staff members are encouraged to engage in continuous professional development to enhance their skills and knowledge.

**4.2. Training:** Attend training programs and workshops provided by the University for personal and professional growth.

#### **Section 5: Campus Facilities**

**5.1. Care of Facilities:** Non-teaching staff is responsible for the care and maintenance of campus facilities, ensuring a safe and clean environment.

**5.2. Resource Management:** Use University resources responsibly and efficiently, avoiding wastage or misuse.

#### **Section 6: Safety and Security**

**6.1. Safety Protocols:** Adhere to safety protocols and guidelines to ensure a safe working environment for all.

**6.2. Emergency Procedures:** Familiarize one with emergency procedures and act responsibly in case of emergencies.

#### **Section 7: Grievance Resolution**

**7.1. Reporting Violations:** If any staff member observes violations of this Code of Conduct, they should report it to the appropriate authority.

**7.2. Confidentiality in Grievances:** Maintain confidentiality when reporting grievances or violations.

## **Section 8: Discipline and Enforcement**

**8.1. Consequences of Violations:** Violations of this Code of Conduct may lead to disciplinary actions in accordance with university policies.

**8.2. Due Process:** All staff members are entitled to a fair and impartial disciplinary process.

This Code of Conduct serves as a framework for guiding the behaviour and expectations of non-teaching staff members University of Allahabad. Adherence to this code will contribute to the university's mission of providing a positive and productive educational environment for all stakeholders. This code of conduct aims to provide a comprehensive guideline for non-teaching staff at University of Allahabad. It covers professionalism, ethics, respect, integrity, and various other aspects of their responsibilities. In embracing this Code of Conduct, non-teaching staff members play a crucial role in upholding the values and reputation of the University. By adhering to these principles, they contribute to a positive and harmonious academic environment, fostering excellence, respect, and integrity in every facet of their roles.