

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,  
लखनऊ

**KHWAJA MOINUDDIN CHISHTI  
LANGUAGE UNIVERSITY,  
LUCKNOW**

**U.P. STATE GOVERNMENT UNIVERSITY**

**Code of Conduct Policy**

# **Code of Conduct for Teaching and Non-Teaching Staff**

## **A. Code of Ethics for Faculties:**

**In fulfilment of their obligations to the teaching profession, teachers will strive to:**

1. Advance the interests of the teaching profession through responsible ethical practices.
2. Regard themselves as learners and engage in continual professional development.
3. Be truthful when making statement about their qualifications and competencies.
4. Contribute to the development and promotion of sound educational policy.
5. Contribute to the development of an open and reflective professional culture.
6. Treat colleagues and associates with respect, working with them in a very congenial environment.
7. Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
8. Respect confidential information on colleagues unless.
9. Speak out if the behaviour of a colleague is seriously in breach of this code.

## **B. Identity CARD:**


1. It is mandatory for faculty members to display Identity cards at all times when they are inside the college campus.
2. Faculties should avoid taking Identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After noting the details of student, Identity card must be returned to the student concerned on the spot.

## **C. COMMUNICATING WITH PARENTS:**

Faculty should not summon parents to the University under any circumstances. Parents shall be invited to the campus only on the recommendation of the University Discipline Committee.

## **D. STUDENTS - LATE COMING:**

1. Students should not be denied entry into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those classes.

  
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2. Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Dean for necessary action.

3. Cases of indiscipline, misbehaviour or insubordination should be dealt by departmental HoD or Dean level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

#### **E. TAKING ATTENDANCE:**

1. Faculty members must take attendance within first 5 minutes of starting the period.

2. Late comers should not be denied admission into the classes for being late. However, such students need not be given attendance.

3. Teachers are advised to refrain from awarding punishments like :

- Dismissal from the class rooms
- Making them stand in the class rooms
- Summoning their parents to campus

4. Trouble makers in the class rooms must be reported to the HoD / Dean / Director for further action.

#### **F. COURSE FILE:**

1. Every teacher must maintain a course file for each subject as well as lab offered during semester/year.

2. Course file shall have all the details mentioned in the check list mainly


- Time Table of the Faculty
- Copy of the Syllabus as given by the University.
- Lecture Plan
- Lecture notes
- Date and time of delivery

3. Every teacher must submit course file to HoD four times in a term for clarity.

4. Every teacher should submit the Course file after the Term end to HoD.

#### **G. CLASS ADJUSTMENT BEFORE GOING ON LEAVE**

1. As per the rules of the University staff members must adjust their classes and show the consent of the substitute teacher to the HoD before going on leave.

  
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2. Every teacher should display name of substitute teacher and subject and also send on WhatsApp group of their respective class.
3. All the faculty members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.



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## **Code of Conduct for Students**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the University campus. They shall abide by the rules and regulations of the University and should act in a way that highlights the discipline and esteem of the University.
2. All the students are expected to be present in the class well -within time and late coming will attract loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
5. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
6. All leave applications (Regular & Medical) shall be submitted in time, for sanction by concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
7. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
8. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
9. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
10. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
11. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.



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12. Consumption of intoxicants / psychotropic substances in any form or smoking or using pan masala etc. are strictly prohibited.
13. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the University and destroy the academic ambience.
14. Carefully handle the furniture, equipment's, fixtures and appliances of the University and lab.
15. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
16. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
17. Students who intend to represent the University in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
18. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
19. Political activity in any form is not permitted in the University campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the University, hostels, and outside the University.
20. Harassing juniors, ill treatment to other fellow students or any such form of ragging is\ objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
21. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.



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## University Statute for Conduct

S. No.	Body	Page Range
1	Administrators	72-81
2	Faculty Members	126-128

University Statute: <https://kmclu.ac.in/wp-content/uploads/2022/04/University-Statute-English.pdf>

UGC Regulation: <https://kmclu.ac.in/wp-content/uploads/2022/04/UGC-Regulation-July-2018.pdf>

State Act: <https://kmclu.ac.in/wp-content/uploads/2022/04/UP-State-University-ACT.pdf>



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