



# **P.G.D.A.V. College**

**University of Delhi**

Nehru Nagar, Ring Road, New Delhi – 110065

**Website: <http://pgdavcollege.in>**

**Email: [pgdavcollege.edu@gmail.com](mailto:pgdavcollege.edu@gmail.com)**

**Supporting document**

for

**Annual Quality Assurance Report, 2022-23**

**Criteria 7.1.10**

**Code of Conduct**



# **UNIVERSITY OF DELHI**

## **CODE OF CONDUCT**

**(For the candidates contesting DUSU**

**and**

**College Students' Union Elections 2018-2019)**

1. The union/representative body so elected shall only comprise of regular students enrolled in a full time course in the institutions of the University.
2. Undergraduate students between the ages of 17 and 22 years as on 16<sup>th</sup> August of the year of elections may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where courses often range between 4 to 5 years (maximum relaxation of one year for the upper age limit for Professional Colleges).
3. For postgraduate Students, the maximum age-limit to contest an election would be 25 year as on 16<sup>th</sup> August of the year of elections.
4. The candidate should in no event have any academic arrears in the year of contesting the election. Any pending paper(s) will be construed as academic arrear(s). Candidates failed in the preceding academic year and/or re-admitted in the current academic year will not be eligible to contest the election.
5. The candidates should have attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
6. The candidate shall have one opportunity to contest for the post of office-bearer, and two opportunities to contest for the post of executive member. No candidate can contest simultaneously for more than one post.
7. Every candidate is required to furnish an affidavit, along with the Security Deposit, to the effect :
  - (i) that he/she does not have any previous criminal record and has not been subjected to any disciplinary action by the University/College.
  - (ii) that I have not failed in the preceding academic year and/or re-admitted in the current year.
8. The maximum permitted expenditure per candidate shall be Rs. 5000/-

9. Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the College/University authorities.
10. The election of the candidate will be nullified in the event of non-compliance with any of the above rules/guidelines or in the event of any excessive expenditure.
11. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
12. All students shall be prohibited from indulging or abetting all activities which are considered to be 'corrupt practices' and offences, such as bribing of voters, intimidation of voters, impersonation of voters; canvassing or the use of propaganda with 100 meters of polling centers, holding public meetings, during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling centers shall also be prohibited.
13. Canvassing time for the DUSU Elections from 08:00 a.m. to 08:00 p.m. Each candidate will have not more than 04 (four) bonafide students while canvassing in the College/Campus.
14. No candidate shall be permitted to make use of printed posters, printed pamphlet, or any other printed material for the purpose of canvassing. Candidates may only utilize handmade posters for the purpose of canvassing, in accordance to NGT order (OA No. 402/2015 dated July 18, 2016)
15. Candidates may only utilize handmade posters at certain designated places in the Campus, which shall be notified in advance by the College/University authority.

16. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the University/College/Institute Campus including the Website and Facebook page of the University/College/Institute for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction/defacing of any University/College property.
17. The use of loudspeaker, vehicle and animals for the purpose of canvassing shall be prohibited.
18. Excepting the voters, no one without a valid Identity Card/Pass/Letter of Authority, from the College Principal/University authorities shall enter the polling booths.
19. Contravention of any of the above provisions of Code of Conduct may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The College/University authorities may also take appropriate disciplinary action against such a violator.
20. The Hon'ble Supreme Court has made the provisions contained in Section 153A and Chapter IX-A "Offences relating to election" applicable to Students election. Objectionable incidents, therefore, must be reported to the police, within 12 hours after the alleged commission of offence, for registering cases under relevant Sections of IPC.
21. There shall be Grievances Redressal Cell for DUSU elections with the Dean Students Welfare of the University/teacher in charge of student affairs for college students union elections as its Chairman. In addition, one senior faculty member, one senior administrative officer and two final year students – one boy and one girl will be the members as the case may be (till the election results are declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year).
22. Notwithstanding anything contained in the aforesaid code of conduct, the directives of the Supreme Court judgment dated 22.09.2006 shall prevail.

# ***FACILITIES FOR PAPERLESS CAMPAIGN BY CONTESTING CANDIDATES***

The University has made the following arrangements for a paperless campaign by the contesting candidates:

- a) A space has been designated at DU website by Delhi University Computer Centre to upload the Election related material by the office of Chief Election Officer.
- b) The candidates can submit an electoral speech in a video clipping, not exceeding ten minutes, to the office of the Chief Election Officer latest by 7<sup>th</sup> September, 2018 by 05:00 PM. This would be uploaded on the DU website after the **approval** of the Chief Election Officer.
- c) The candidates shall also be allowed a fixed time on DU Community Radio 100.4 for campaigning (the time slot order shall be decided by draw of lots in the presence of contesting candidates whose list shall be put up on 5<sup>th</sup> September, 2018 at 05:00 PM) after the **approval** of the Chief Election Officer.
- d) Candidates may use Social Media available free of cost instead of paper for canvassing.

\*\*\*\*\*

## 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teachers 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 organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students 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 lodging 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 organizations 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 organizations 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 dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; 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:**

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

#### **VI. TEACHERS AND GUARDIANS**

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

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## 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.

#### 4. Amendments to Ordinance XVIII of the Ordinances of the University regarding Colleges other than those Maintained by the Government of India. (Page No. 411 of the University Calendar Vol.1 2004) (E.C. 6.03.2014)

S. No.	Existing	Amended
1.	7(2) The appointment of the Principal shall be made by the Governing Body of the College on the recommendation of a Selection Committee consisting of the Chairman of the Governing Body (Chairman), one member of the Governing Body to be nominated by the Chairman, two nominees of the Vice-Chancellor, out of whom one should be an expert, three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor ( to be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor (At least four members, including two	7(2) (a) The appointment of the Principal shall be made by the Governing Body of the College on the recommendation of a Selection Committee consisting of the following: <ol style="list-style-type: none"><li>1. Chairperson of the Governing Body as Chairperson.</li><li>2. Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.</li><li>3. One nominee of the Vice-Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as</li></ol>