



Shri Haridutt Degree College

Shri Haridutt Group of Institutions

Technolohy Park, Sear, Bharatpur, Rajasthan

Code of Conduct

1. General Principles

Shri Haridutt Degree College is committed to fostering a culture of **academic integrity, discipline, mutual respect, and social responsibility**. This Code of Conduct outlines the standards expected from all members of the institution - students, faculty, staff, and administrators, in line with the **values of honesty, accountability, inclusivity, and transparency**.

2. Code of Conduct for Students

General

Students of SHDDC shall:

- Uphold the dignity and decorum of the college on and off campus.
- Maintain regularity, punctuality, and 75% minimum attendance in all theory and practical for undergraduate programmes (B.A. & B.Sc.) and 80% theory and practical and 90% in school internship in Integrated Teacher Education Programme.
- Respect all faculty, staff, fellow students, and college property.
- Avoid involvement in any form of **ragging, harassment, discrimination, or violence**.
- Participate positively in classroom, co-curricular, and community activities.
- Dress modestly and appropriately as per norms.
- Abstain from using mobile phones in classrooms without permission.
- Refrain from cheating, plagiarism, or unfair means in examinations and assessments.
- Maintain cleanliness and discipline in classrooms, labs, and campus.
- Follow all **college rules, notices, and guidelines** issued by the administration.

For Library Use

Students and staff must:

- Maintain **silence** in the library at all times.
- Carry their **college ID card** to access library services.

- Not damage or mark books and return them on time.
- Avoid bringing **bags, food, or drinks** inside the library.
- Use digital resources and reading materials **ethically and responsibly**.
- Avoid tampering with e-resources or computers.
- Respect the rights of others to study in a quiet environment.

Late return of books or violation of rules may lead to suspension of library privileges.

For Laboratories

Students must:

- Enter labs only with the permission of the **lab in-charge/faculty**.
- Handle **instruments, chemicals, and equipment** with utmost care.
- Follow all **safety guidelines and instructions** provided by lab staff.
- Maintain **cleanliness and discipline** in labs.
- Wear **lab coats or safety gear** (if required) during practical sessions.
- Refrain from misusing or removing lab materials without authorization.
- Report any accident or damage to faculty immediately.

Willful damage to laboratory equipment will be penalized and may lead to disciplinary action.

Violation of the Code may lead to disciplinary action including suspension or cancellation of admission as per due process.

3. Code of Conduct for Faculty Members

Faculty members shall:

- Perform their academic and administrative duties with integrity and professionalism.
- Encourage critical thinking, innovation, and participatory learning.
- Respect academic freedom while upholding constitutional and institutional values.
- Avoid favoritism, discrimination, or harassment of any kind.
- Maintain professional ethics in teaching, evaluation, and mentoring.
- Use fair, transparent, and timely assessment methods.
- Engage in continuous professional development, research, and community outreach.
- Comply with responsibilities outlined by UGC, NCTE, Maharaja Surajmal Brij University, Bharatpur, and NEP 2020.

4. Code of Conduct for Non-Teaching Staff

Non-teaching staff shall:

- Be punctual, courteous, and efficient in handling student and administrative matters.
- Maintain confidentiality of records and information.

- Avoid any form of corruption, favoritism, or negligence of duty.
- Cooperate with faculty, students, and management in smooth academic functioning.
- Uphold integrity and commitment in all college-related operations.

5. Code of Conduct for Governing Body / Management

The College Management shall:

- Promote transparency, good governance, and accountability.
- Ensure compliance with UGC, NAAC, NCTE and Maharaja Surajmal Brij University, Bharatpur, regulations.
- Facilitate a safe, inclusive, and growth-oriented learning environment.
- Encourage innovation, quality enhancement, and community service.
- Ensure that admissions, appointments, and promotions are performance-based and policy-compliant.
- Support the development of infrastructure and Human resources of college.

6. Digital & Social Media Ethics

- All stakeholders must use digital platforms responsibly.
- No individual shall post defamatory, misleading, or unlawful content regarding the college.
- Students and staff are expected to follow netiquette while using LMS, YouTube, or online classrooms.

7. Prohibited Activities

- Ragging (strictly banned under UGC norms)
- Use, possession, or distribution of, drugs, alcohol, tobacco, smoking product or any other intoxicants is strictly prohibited on the college campus.
- Political or religious campaigning
- Willful damage to college property
- Unauthorized collection of funds or organizing events without approval

8. Grievance Redressal & Disciplinary Action

- The college has constituted **Grievance Redressal Cell, Anti-Ragging Committee, Discipline Committee, and Women's Cell.**
- Any violation of the code will be addressed through proper inquiry and action as per institutional and legal provisions.

SHDDC is committed to creating a **safe, respectful, and academically enriching environment** for all. This Code of Conduct serves as a guiding document to uphold our collective mission: **"To empower learners through quality education and ethical values."**