

# Sanatan Dharma College



# Ambala Cantt

NAAC Accredited Grade 'A+' with CGPA 3.51 in the third cycle.  
College with Potential for Excellence - UGC, New Delhi

# CODE OF CONDUCT



Estd 1916

# PREFACE

The visionaries, who were instrumental in the establishment of the college, had a futuristic vision for the students. They wished to blend traditional as well as modernistic approaches for the upliftment and betterment of society. Their approach was to inculcate Sanatan Dharma values while imparting Western education in order to strike a balance between the two. The founding fathers aimed at the eradication of ignorance, social evils, and illiteracy plaguing the Indian society through the spread of progressive ideas of Science and technology as also value-based education through various fields of Humanities. Almost a century later, the institution still upholds the vision of its forefathers. No stone is left unturned in our efforts to make the students competent enough to face a professionally challenging world and groom them for a better career. In our efforts to make students capable of facing the globally challenging scenario and at the same time maintaining a delicate balance between academic excellence and moral perfection, we at Sanatan Dharma College realize that our task of providing education becomes all the more demanding. Therefore, we are engaged in a never-ending process of self-up gradation in the field of education by introducing innovative concepts. Every year many new job-oriented and skill-based Vocational courses are added to the already existing conventional courses. In the year 2010, the college was bestowed with the status 'College with Potential for Excellence. The NAAC Peer team that visited the college in 2011 awarded us 'A-Grade' with a CGPA of 3.48 and that visited the college in 2017 awarded us 'A+' Grade with a CGPA of 3.51. The college has bagged the prestigious DDU Kaushal Kendra grant to run Skill-oriented courses for making students industry-efficient. As the institutions become ancient they become eternal and help install prosperous and healthy traditions. When an organization slowly crosses the upward progression of anniversaries and is poised towards century, it creates a new historical epoch and leaves its mark on the entire history of creation. The history of Sanatan Dharma College has definitely left an indelible imprint on the sands of time and has been able to brave communal thunderstorms, an onslaught of the Western Culture and ideas. Impediments on the way have not been able to obstruct its development or wean its supporters from their own tradition, culture and heritage.

The word 'Lahore' associated with the college refers to the glorious history of this great educational institution. In 1916, the institution was set up in Lahore, under the dynamic influence of Bharat Ratna Mahamana Madan Mohan Malviya Ji, known for his nationwide enlightenment movements based on culture-preservation, education-dissemination, social reforms and nation-deliverance. The core inspiration for the establishment of the institute was provided by Bhai Vir Singh Ji, the great Saint and social worker of undivided Punjab. Many philanthropists Maharajas and eminent Sanatan Dharmic provided economic cooperation and finally, the institution saw the light of the day. Diligent academicians like Pandit Vachaspati Deendayal Upadhyaya Ji, devoted purely to the pledge of selfless service, have also been instrumental in shaping up the institution.

Sanatan Dharma College Society became a registered society in Lahore in April 1916. Eminent educationists, patriots and honourable men like Rai Bahadur Lala Ram Sharan Das, Diwan Bahadur Dewan Krishan Kisore, Seth Mool Chand, Pandit Rishi Ram, Rai Bahadur Nar Sinh Das and Rai Bahadur Lala Mohan Lal were an integral part of it. Rai Bahadur Lala Ram Saran Das donated his famous Peeli Kothi, which stood in front of the Punjab University sports-field, for the college building. Initially, the college had only graduate courses to offer to its students but with the changing times and the need for upliftment of the society, post-graduate courses were included in the curriculum.

Of all the Sanatan Dharma leaders, who aspired for the college to reach the pinnacle of success, Tyagmurthi Goswami Ganesh Dutt Ji's contribution stands above ranks. Tyagmurthi Goswami Ji joined Sanatan Dharma Managing Committee in 1926 and in 1928 he became the General Secretary of the College Managing Committee. By 1946, he became a source of inspiration to the college and continued to serve the college all his life. In June 1917, India's renowned educationist and eminent Sanskrit scholar and Scholar of 'Etymology' of Maharishi Yask, Pandit Raghuvar Dayal Shastri, took over as the principal of the institution. A multi-faceted personality, he displayed unparalleled coincidence of administrative skills and practical approach. During his tenure as the principal of the college, he appointed professors of international repute like— Prof. Brij Narayan, Dr. Raghuveer, Prof. P. N. Moulick, Prof. Gulshan Rai, Prof. A. N. Ganguly, to name a few.

The partition of India was a huge set back to the institution. However, it goes to the credit of Tyagmurthi Goswami Ganesh Dutt Ji, who, rehabilitated and re-established the college in Ambala. In 1948 the Defence Ministry of India provided 14 acres of land in Ambala Cantonment for the college building. The institution was inaugurated by the first Speaker of Indian Parliament, Sh. G. V. Mavlaonkar and the students took their initial classes in tents set up in the Sanatan Dharma Mandir Complex. Soon with the help of various philanthropists, the construction of college building was in the pipeline. It is a matter of immense pride that the foundation stone of the college building was laid by India's first President Dr. Rajender Prasad on 3 October 1951. Since then the institute has never looked back.

### **Our Vision -**

The Vision of the college is an offspring of the lofty ideals of its founders and great educationists like 'Bharat Ratna' Mahamana Pt. Madan Mohan Malviya, which in Sanskrit reads: Tamso Ma Jyotirgamayor Lead Me from Darkness to light.

### **Our Mission**

The primary mission of the college is to uplift society through education. Like a beacon, guiding the philosophy of nurturing a healthy human resource that is endowed materially, intellectually, morally, and spiritually, the institution continues to spread the light of knowledge.

### **Our Objective**

The institution aims at generating a productive human resource by laying emphasis on "Improving the Quality of Life" through purposeful education in consonance with the mission:

- To provide a congenial academic atmosphere.
- To extend the horizon of knowledge and skills keeping in mind National and global trends.
- To promote research and scholarship by strengthening infrastructure and human resources.
- To provide different avenues to the students, ensuring social parity and gender
- To imbibe a spirit of National Character.
- To provide multi-faceted development of students.

An institution's code of conduct is a policy that outlines principles and standards that all administrators, employees, administrative staff, students, parents, and supporting staff acting on behalf of the institution must follow. The code of conduct reviews the organization's mission and values and ties these ideals to professional behavior standards as it aims to maintain the apt ambiance for learning to uplift society through education. Sanatan Dharma College as an institution of higher learning has always upheld ideals of democracy, freedom, environment sustainability, social inclusivity, and responsibility towards humanity.

Human Values and Professional Ethics define the virtue of a person or an organization or society at large. "Firm in Faith; Large in Heart" has always been the motto of the Sanatan Dharma College. The Sanatan Dharma College since its inception has been the torch-bearer of "firmness in faith and largeness of Heart". Like a beacon, guiding the philosophy of nurturing a healthy human resource that is endowed materially, intellectually, morally, and spiritually, the institution continues to spread the light of knowledge. Sarvapalli Radhakrishnan said, "Education is not limited to the imparting of information or training of skills. It has to give the educated a proper sense of values". The staff and students are to observe this commitment and contribute to the cause.

#### Core Values

- Purity of mind and deed
- Equality and Fraternity
- Respect for and protection of Nature
- Freedom of choice, speech, and expression
- Social inclusion and commitment

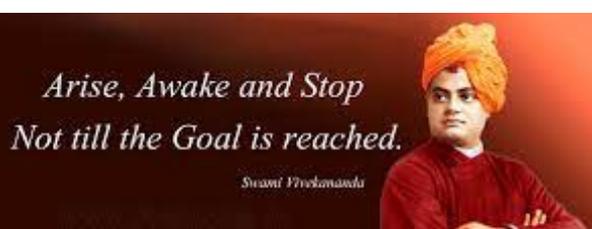
## Objective-

The objectives of the code of conduct policy are to inculcate human values and professional ethics that apply to all the administrators, employees, and students of the Sanatan Dharma College, Ambala Cantt. This code may be amended or supplemented from time to time by the college.

The objectives of this policy framework to inculcate human values and professional ethics in higher educational institutions are the following:

to reinstate the rich cultural legacy and human values of which we are the custodians:

- to focus on professional ethics which are broader indicators of desirable actions vis-à-vis undesirable actions;
- to lay down broader guidelines of values and ethics for internal and external stakeholders;
- to suggest operational guidelines for value-based and ethical practices in the higher educational institutions leading to implementation and monitoring;
- to indicate the outcomes of creating a value-based and ethical culture in HEIs;
- to suggest indicative reinforcement programs for nurturing human values and ethics in HEIs.



विद्या ददाति विनयं विनयाद्याति पात्रताम् ।  
पात्रत्वाद्धनमाप्नोति धनाद्धर्मं ततः सुखम् ॥



Translation-

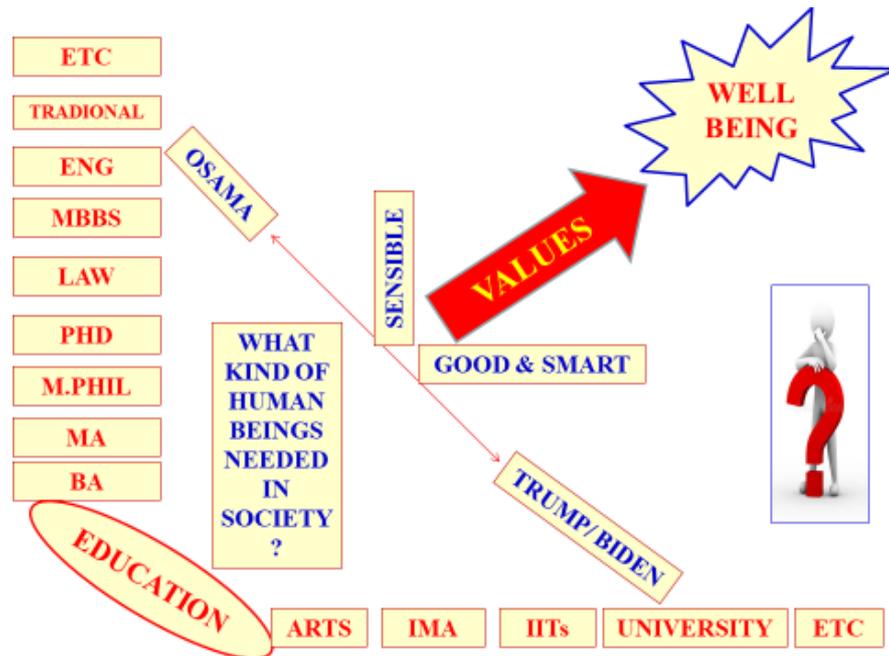
Knowledge brings humility; from humility comes worthiness; with worthiness one attains wealth; with wealth one is able to perform his duties in a better way; and in performing his duties one attains happiness.

### Why Ethics & Human Values ????

यथा चतुर्भिः कनकं परीक्ष्यते निघर्षणच्छेदनतापताडनैः ।

तथा चतुर्भिः पुरुषः परीक्ष्यते त्यागेन शीलेन गुणेन कर्मणा ॥

The way gold's purity is tested by rubbing, cutting, heating and pounding, similarly, a person's qualities are tested by gentleness, manners, habits and deeds.



## What are Ethics

- Moral Values=beliefs about what is good vs bad, right vs. wrong
  - E.g., it is wrong to lie
- Ethics = standards of behavior consistent with one's moral values
  - E.g., I should not lie
- Decision= Intention for behaving consistently with ethics
  - I decide not to lie even if I am disadvantaged by lying
- Behavior= Action
  - not lying



### **ETHICAL VALUES FOR TEACHER –STUDENT AS PRESCRIBED IN YOGA SYSTEM**

#### YAMAS

Patanjali's Yoga Sutra lists five yamas, or moral restraints, which apply specifically to how you behave outwardly toward other beings.

1. **Ahimsa Non-Violence, Freedom from Harming**
2. **Satya Truthfulness**
3. **Asteya Non-Stealing, Freedom from Stealing**
4. **Brahmacharya Moderation**
5. **Aparigraha Non-Hoarding, Freedom from Grasping**

#### NIYAMAS

Patanjali's Yoga Sutra lists five niyamas, or observances, which apply specifically to how you conduct yourself on a more personal level.

1. **Saucha Cleanliness**
2. **Santosha Contentment**
3. **Tapas Self Discipline**
4. **Svadyaya Self Study**
5. **Isvara-pranidhana Surrender**

# Activities to be conducted for the promotion of Values and Professional Ethics

- Independence Day Celebration
- Republic Day Celebration
- Gandhi Jayanti
- Orientation Programme for students
- National Mathematics Day
- National Science Day
- International Women's Day
- Basant Utsav
- International Day against Drug Abuse and illicit trafficking
- Birthday of Nelson Medella
- Christmas Celebrations
- Martyr Day of Bhagat Singh, Rajguru & Sukhdev
- Teacher's Day
- Children's Day
- International Day of Yoga
- World Environment Day
- Nutrition Week
- Karva Chauth
- World OZONE Day
- Sadbhavna Diwas
- Ekta Divas
- Youth Day
- Convocation
- Prize Distribution Function

## The members of Code of Conduct and Professional Ethics Committee

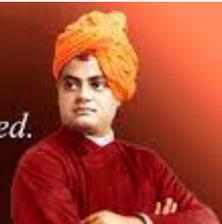
- Principal
- Vice-Principal
- HoDs (All Academic Departments)
- IQAC Coordinator
- Code of Conduct Committee-Convener
- Convener (College Website)
- Librarian
- Office Superintendent

The Responsibilities of the Code of Conduct and Professional Ethics Committee are to identify, review, incorporate and monitor adherence to the Code of Conduct on campus whenever necessary.

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*Arise, Awake and Stop  
Not till the Goal is reached.*

*Susant Prakashananda*



# POLICY ON CODE OF ETHICS

## GOVERNING BODY

The function of the governing body is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes, and operates in an efficient, effective, and ethical manner. The members would:

- work in the best interest of the HEI;
- work co-operatively with fellow members in carrying out their responsibilities;
- act honestly and in good faith at all times in achieving the institute's intended outcomes;
- maintain the confidentiality of information.

## PRINCIPAL

Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources, and concern for environment and sustainability:

conduct himself/herself with transparency, fairness, honesty, the highest degree of ethics, and decision making that is in the best interest of the college;

act as a steward of the College's assets in managing the resources responsibility, optimally, effectively, and efficiently for providing a conducive working and learning environment;

- promote the collaborative, shared, and consultative work culture in the college, paving way for innovative thinking and ideas;
- endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction, and service to the nation and society;
- adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- manage their private affairs in a manner consistent with the dignity of the profession;
- discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- participate in extension, co-curricular and extra-curricular activities, including community service;
- refrain from allowing considerations of caste, creed, religion, race, gender, or sex in their professional endeavour.



## **STAFF UNION:**

The staff union would:

- support the administration for developmental activities;
- raise the issues in a dignified manner.

## **TEACHERS**

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality, and career of a student.

### **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 society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that 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:

- adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- manage their private affairs in a manner consistent with the dignity of the profession;
- seek to make professional growth continuous through study and research;
- express a free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge;
- maintain active membership of professional organisations and strive to improve education and profession through them;
- perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

**"The fact that you worry about being a good teacher, means that you already are one."**

- abide by the Act, Statute, and Ordinance of the University and to respect its ideals, vision, mission, cultural practices, and tradition;
- 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation, and evaluation;
- participate in extension, co-curricular and extra-curricular activities, including community service.

## **II. Teachers and Students**

Teachers should:

- respect the rights and dignity of the student in expressing his/her opinion;
- deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social, and physical characteristics;
- recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- inculcate among students scientific temper, the spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection, and peace;
- treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- pay attention to only the attainment of the student in the assessment of merit;
- make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- aid students to develop an understanding of our national heritage and national goals;
- refrain from inciting students against other students, colleagues, or administration.

**"THE DUTIES OF A TEACHER  
ARE NEITHER FEW NOR  
SMALL, BUT THEY ELEVATE  
THE MIND AND GIVE ENERGY  
TO THE CHARACTER."**

**DOROTHEA DIX**

### III. Teachers and Colleagues

Teachers should:

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

### IV. Teachers and Authorities:

Teachers should:

- 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;
- refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 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;
- give and expect due notice before a change of position takes place; and
- 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 the academic schedule.



## **V. Teachers and Non-Teaching Staff:**

**Teachers should:**

**Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.**

## **VI. Teachers and Guardians**

**Teachers should:**

**•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 of mutual exchange of ideas and for the benefit of the institution.**

## **VII. Teachers and Society**

**Teachers should:**

- recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;**
- work to improve education in the community and strengthen the community's moral and intellectual life ;**
- 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;**
- perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;**
- refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.**

*Education impacts societies worldwide for the better!*  
**BE THE CHANGE YOU WANT TO SEE IN YOUR COMMUNITY  
BY GETTING A DEGREE AT UOPEOPLE.**

**APPLY NOW**

## VIII. ATTENDANCE, LEAVE, ABSENCE

•Be regular and punctual and should report on time for classes. Teachers should be available on campus unless they are assigned duties elsewhere.

•Teachers can leave the campus during working hours only with the permission of the principal.

## PHYSICAL EDUCATION AND SPORTS/LIBRARIAN ;

- adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- manage their private affairs in a manner consistent with the dignity of the profession;
- discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- participate in extension, co-curricular and extra-curricular activities, including community service.

## Administrative Staff

•Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.

•Encourage the staff to maximise their efficiency.

•Create conditions that inspire teamwork.

•Act timely to readdress the genuine grievances.

•Maintain the confidentiality of the records and other sensitive matters.

•Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.

•Care for the institute's property.

•Facilitating a congenial environment.

•Refrain from any form of discrimination.

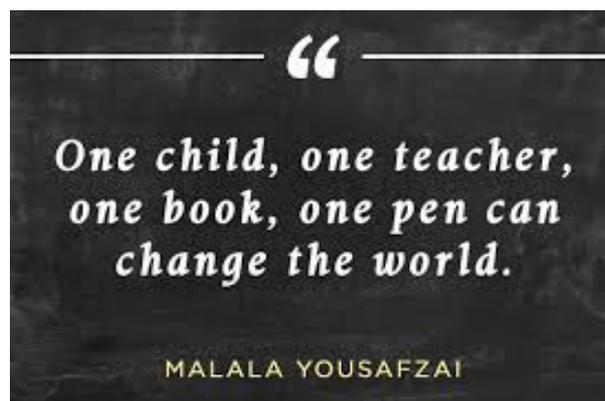
•Not accept bribes or indulge in any corrupt practices.

•Make every effort to complete the assigned work in a time-bound manner.

•The administrative staff must be present in the office.

•They should work sincerely for the effective administration of the college.

•The behaviour should be polite and accommodative towards students and teachers.



## **Non- teaching Code of Conduct**

- **Coordinate and/or make arrangements for meetings, conferences, functions, and other co-curricular activities/competitions.**
- **Meet the petty expenses of the college, maintenance of its accounts, and handing over the same to the account section each month.**
- **Preparation of documents for inspections/visits/meetings.**
- **Ensure timely submission of periodic reports and returns.**
- **Maintain register pertaining to students' admissions and withdrawals.**
- **Attend to visitors, students, and staff members and get their work/queries replied/sorted out.**
- **Get the official documents, files and registers updated. Ensure digitization of all records.**
- **Maintain leave record of college staff.**
- **Maintain college offices, Principal's Office, Office stores, and equipment.**
- **Should not indulge in corrupt practices.**
- **Should update their knowledge and office records.**
- **Should finish assigned work in time.**
- **Should not use offensive and abusive language.**
- **Should maintain the decorum of the office.**
- **Should avoid personal phone calls during office hours.**
- **Prior permission for any leave must be sought.**
- **Library staff should be cordial and cooperative with staff and students.**
- **Should motivate the students to make the best use of library facilities.**
- **Should switch off the fans and other electric gadgets when not in use.**
- **Should be accessible to students for proper guidance.**



## CODE OF CONDUCT FOR STUDENTS

The purpose of the student's code of conduct is to create an orderly atmosphere. The code should be adhered to by all the students enrolled in various courses on the college campus, while they are on campus or representing college off-campus.

The Parents & Students are required to go through the code of conduct carefully before signing the Admission Form. Once the form is signed, the total responsibility of having read the rules and regulations shall lie upon the parents and students and they shall be bound by the same.

### Campus Guidelines:

- always carry your Identity Card with you. No student shall be allowed to enter college premises without Identity Card. A student found without I-card will be fined
- the name of a student absent, for 14 working days continuously, in a particular subject or the college without information, will be struck off the rolls of the subject concerned / college. Similarly, the names of regularly irregular students will also be struck off the college rolls. Students can verify their attendance from teachers from time to time;
- read notices displayed on the Notice Board regularly /daily;
- students who fail to fulfill the eligibility conditions for appearing in University Examination as per KU, Kurukshetra shall be detained from appearing in the same. It is the responsibility of students to apprise their parents of these rules & regulations.
- any change in the address of the student or parent/guardian must be reported to the college office immediately;
- switch off lights & fans while leaving the classroom;
- don't keep excess cash and/or jewelry in your possession during college hours;
- a student who is guilty of misconduct, in any way in addition to a fine, shall not be eligible for a prize, scholarship, fee concession, and membership of any association, sports council, or other important bodies of the college;
- no visitors are allowed to meet the students during college hours. In case of emergency, contact the Principal's office;
- students would make the best use of the golden part of their lives by devoting their energy to learning and developing a wholesome personality;
- abide by Act, Statutes, Ordinances, rules, policies, procedures of the college and respect its ideals, vision, mission, cultural practices, and traditions;
- stay in an academic institution with a joyful learning experience;
- observe modesty in their overall appearance and behavior;
- behave with dignity and courtesy with teachers, staff, and fellow students;
- act as a role model for the junior students by attaining the highest level of values and morality.

### Follow dress regulations:

Ø Girls- (Skirts, Frock, Shorts) above knee length are not allowed, crop tops with off-shoulders/backless/low necks, torn jeans are not allowed.

Ø Boys- Shorts/trousers above knee length/three fourth are not allowed.

THERE IS NO SUBSTITUTE  
FOR HARD WORK.

THOMAS EDISON

## Attendance:

1. Attend 75% of the total lectures delivered in each of the subjects opted by the student including theory & practical.
2. A student must intimate the College office in the case of any serious illness or hospitalisation as soon as possible from the date of diagnosis or hospitalisation.
3. A student must submit a medical certificate and a letter from the parent/ guardian to the college office if his/her absence on account of ill health exceeds five consecutive working days.
4. This certificate and letter should be submitted by the student within two days of reporting back to the college after the absence.
5. However, this certificate will not be considered for marks of attendance or any other consideration from the part of the college.
6. Condonation of shortage of lectures, up to 15% of lectures delivered is Principal's discretion meant for sportsperson, students participating in NCC, NSS, Cultural activities and activities of various associations and is not the right of the student.

## Leave Rules

- Students shall apply for leave when required on the prescribed form available in the College office on payment.
- Students must submit their applications before availing themselves of leave and not after being absent in the college except on the basis of sickness in which case the application must be submitted on the day when the student comes to the college after recovery.
- Leave can be granted only by the Principal or by a teacher appointed by him for the purpose. Applications by post shall not be accepted.
- A Medical Certificate must accompany the application for sick leave. During ClassTest / House Examinations applications for sick leave must be certified by the college doctor.
- During the period of leave, the students shall be exempted from absence fine but shall not be considered 'present for the purpose of counting his/ her attendance.



## Examination

Only such students will be permitted to appear in the University Examination as fulfill the conditions specified under Special Regulations.

- a) A student shall not be eligible to appear in the University Examination unless he/she has attended at least 75% of the full course of lectures delivered to his/her class in each of the subjects.
- b) Students using unfair means in the Class Test shall be severely punished. All the concessions in fees etc. granted to such students shall be withdrawn. In serious cases, the punishment may amount to a heavy fine, expulsion from the college, or rustication.

## WITHDRAWAL OF SECURITIES

Withdrawal of securities shall be permissible on working days from 1st September to 30th September after the end of the academic session for which such securities were charged and thereafter on the 13th, 14th, and 15th of every month till 15th March excepting holidays that may fall on these dates. The securities not withdrawn till 15th March will lapse. To receive the refund of the security a student will have to be present at the college office in person. Securities will not be payable through an authority letter.

*The rates of fees, funds, fee schedule, and various heads are subject to change from time to time as per KUK / Haryana Govt. instruction.*

## CHANGE OF SUBJECT OR FACULTY

Change of subject or faculty may be allowed at the discretion of the authorities only if the seat is available. After passing B.A./B.Sc./B.Com. Semester-I

Examination, no student shall be allowed to change his/her faculty/ subject.

## COLLEGE LEAVING RULES

Students leaving the college must get their names struck off the college rolls, otherwise due fees will be charged from them for the whole of the session. They must also collect their original documents from the College immediately after they leave college but not later than six months.



## The Principal has full power and unfettered discretion in all matters pertaining to the internal administration of the College such as;

- (a) Admission
- (b) Promotion and retention of students
- (c) Disciplinary action and imposition of penalties.

The College reserves the right to refuse admission to any applicant without assigning any reason. All legal disputes relating to examination/ admissions of students will be subject to Kurukshetra Court or Courts having jurisdiction at Ambal/Kurukshetra only.

### LIBRARY RULES:

1. Library books are issued to every student on Library Tickets. The number of books which a student can borrow is as under:-  
PG Classes: Five  
UG Classes: Three
2. Meritorious students are allowed to get as many books issued from the Library as are recommended by the tutor/HOD.
3. Any loss of books should be immediately reported to the Librarian and the matter be settled within 10 days by either replacing the books OR by paying double the price of the book.
4. Books will be issued for a period of 14 days (books that are in greater demand may be issued for 7 days). Delay will entail a fine of Rs. 5/- per day.
5. Students on leave must arrange for the return of books in time.
6. Books issued from the library must be kept very carefully and in no case be underlined or disfigured. If the book is already damaged in any form, it should be brought to the notice of the Librarian before getting the book issued, otherwise, the person who returns the book will be held responsible for the damage.



## **LIBRARY RULES:**

- 7. Reference books, rare books, and periodicals shall not be issued except for consultation in the Library premises.**
- 8 Textbooks from the reference section will be issued for overnight use only. The rate of overdue charge for such books will be Rs. 10/- per day.**
- 9. If a Library ticket is lost, the duplicate ticket will be issued on payment of Rs. 250/-. But the original holder of the ticket shall be held responsible for all the books drawn on it.**
- 10. Students must carry their Identity Card with them whenever they enter the College Library. They can be refused admission to the library or can be turned out of the Library if they fail to produce their Identity Card on demand.**
- 11. If an Identity Card is lost by any student a duplicate will be issued on payment of Rs. 250/-**
- 12. Students are expected to read the Notice issued from time to time by the Principal/Librarian. No excuse will be entertained for ignorance.**
- 13. The students will be liable for punishment and fine if they misbehave, damage the books, or any other property of the library.**
- 14. Students are expected to observe perfect silence in the Reading room and not disturb others in any way.**

**Mobile phones are strictly prohibited in the library.**



**“ THE SUREST  
WAY NOT TO  
FAIL IS TO  
BE DETERMINED  
TO SUCCEED. ”**

## Anti-Ragging Cell

### ANTI-RAGGING RULES (RAGGING IS TOTALLY BANNED)

**'RAGGING' Means the Following:**

**Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course 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 a fresher or a junior student.**

- **Punishable Ingredients of Ragging**
- **Abetment to ragging**
- **Criminal conspiracy to rag**
- **Unlawful assembly and rioting while ragging**
- **Public nuisance created during ragging**
- **Violation of decency and morals through ragging**
- **Injury to body, causing hurt or grievous hurt**
- **wrongful restraint**
- **Wrongful confinement**
- **Use of criminal force**
- **Assault as well as sexual offenses or unnatural offenses**
- **Extortion**
- **Criminal trespass**
- **Offenses against property**
- **Criminal intimidation**
- **Attempts to commit any or all of the above-mentioned offenses against the victim (s)**
- **Physical or psychological humiliation**
- **All other offenses following from the definition of 'Ragging'**



## **PUNISHMENTS at the Institution level**

Depending upon the nature and gravity of the offense as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be anyone or any combination of the following:

- suspension from attending classes and academic privileges;
- withholding/withdrawing scholarship/fellowship and other benefits;
- debarring from appearing in any test/examination or another evaluation process;
- withholding results;
- debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.;
- cancellation of admission;
- rustication from the institution for periods ranging from 1 to 4 semesters;
- expulsion from the institution and consequent debarring from admission to any other institution for a specified period;
- fine ranging between Rupees 25,000/- to Rupees 1 lakh;
- collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.



## **PARENTS**

**We place a great emphasis on respect for students, parents, and the college staff and also expect the same. The college expects high standards of behavior from parents within the college premises as they are role models for the children.**

- **parents have to present themselves in a lawful, ethical, and responsible manner that recognizes and respects the rights of others;**
- **parents have to cooperate with the college staff to achieve the best outcomes for any matter;**
- **parents have to treat all individuals and property of the college with dignity, courtesy, and respect at all the time;**
- **parents have to initiate and maintain constructive communication and relationships with the staff regarding issues/concerns related to their child's learning, wellbeing, and behavior or any other related to the college;**
- **parents have to emphasize the importance of values like respect and cooperation with college staff at any point in time;**
- **when presenting any suggestions or complaints to the college, parents are expected to make an effort to be aware of all the relevant communication and policies;**
- **we expect you to make timely payments to avoid incurring undue time, effort, and follow-up.**

Education is a shared  
commitment between  
dedicated teachers,  
motivated students and  
enthusiastic parents with  
high expectations.

Bob Bournaz