



**DEEN DAYAL UPADHYAYA  
GORAKHPUR UNIVERSITY  
GORAKHPUR**

**POLICY  
DOCUMENT**

Internal Quality Assurance Cell (IQAC)

**POLICY DOCUMENT ON CODE  
OF CONDUCT &  
PROFESSIONAL ETHICS**

## **Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur**

### **Code of Conduct and Ethics Policy**

DDU Gorakhpur University is committed to assuring the highest standard of integrity in all aspects of University life and in all University and University-sponsored activities and its attainment requires concerted effort on the part of all members of the University community, particularly faculty, administrators, non-teaching staff and students. In view of the above the University has formulated its Code of Conduct Policy based on the recommendation of the University Grants Commission. The Code of Conduct policy is applicable to all members of the University including Faculty members, administrative officers and staff and students. This Code serves to guide the conduct of University activities in support of the University's vision and mission.

A Committee has been set up by the University for ensuring that all stakeholders of the University adhere to the Code of Conduct formulated by the University. The committee is constituted of the following members:

1. Deans of all Faculties
2. Dean of Students' Welfare
3. Chief Proctor
4. Nodal Officer, Internal Complaint Cell.

#### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of the students and the society at large. Therefore, every teacher should see that there is no incompatibility between their 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.

##### **Teachers 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 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;
- Abide by the Acts, Statutes and Ordinances 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;
- Recognize 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, 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 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.

## **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 organisations for change of any such rule detrimental to professional interests at large;
- 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 organisations in the formulation of policies of 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;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place;
- 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 :**

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

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

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

- Recognize 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 feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

## **CODE OF CONDUCT FOR STUDENTS**

### **Students should**

- Abide by the rules and regulations of the University and refrain from projecting the institution in a bad light in society.
- Carry their identity cards while being present in the University premises.
- Maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- Remain answerable to the university authorities for their activities and conduct on the University premises.
- Refrain from any act which obstructs teaching, research, administrative activity and other proceedings of the University.
- Refrain from the use of tobacco products, smoking or consumption of any other intoxicating products in the campus.
- Refrain from attempted or actual theft of and/or damage to property of the University, or property of a member of the University community, or other personal or public property, on or off campus as this will be considered a punishable act.
- Refrain from indulging in ragging, anti-national, antisocial, communal, immoral activities within the Campus and hostel premises.