

**Vaish College Bhiwani**  
**(Affiliated to Chaudhary Bansilal University, Bhiwani)**

**HAND BOOK OF CODE OF CONDUCT**  
**(Code of Conduct, Professional Ethics for the Students, Principal, Teaching  
Staff & Non Teaching Staff)**

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**Vaish College, Bhiwani**

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### About the College.

Vaish college Bhiwani, ~~was~~ established in 1944 under the Vaish Mahavidyalaya Trust, Bhiwani, is a profound educational institution offering U.G to P.G. education since last 78 years to the rural students of Bhiwani region. The Vaish College, Bhiwani is **Grant-in-aid** College located in urban area of Bhiwani district. The college is affiliated to **Chaudhary Bansilal University Bhiwani**, a state university. The college is recognized under the section **2 (F) and 12 (B) of UGC act**. The college has undertaken one assessment and accreditation cycles of NAAC and accredited with '**B+**' grade. The majority of the students admitted in this College come from the **rural, economically backward and agriculture background** for whom higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates and post graduates by providing excellent infrastructure and the environment that promotes learning.



Principal

Vaish College, Bhiwani

**Vaish College, Bhiwani**  
(Affiliated to Chaudhary Bansilal University Bhiwani)

**The Institution works with a clear vision & Mission**

**Our Vision is:-**

**“To Become One Of The Best Human Resource Development Institutions By  
Attaining Quality And Excellence In Higher Education.”**

**Our Mission is:-**

**“To Impart Value Based, Time Oriented And Quality Education To The Aspirants By Nurturing  
And Maintaining Them According To The Present Era  
And  
To Make Them Competent, Ethical, Self- Dependent And Socially Responsible For The National  
Development  
And  
To Create Social, Cultural And Academic Excellence And Environment For Their Overall  
Development.”**

## 1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.

### 1. Introduction:-

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of Institute depends on the academic performance as well as on behaviour of the students. Our Motto is “*Self Discipline Is The Best Discipline*” The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

### “ SELF DISCIPLINE IS THE BEST DISCIPLINE”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all Senior Colleges are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 9.00 a.m. and may continue up to 3.30 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timings without the prior permission of HOD/class teacher.
3. As per Chaudhary Bansi Lal University, Bhiwani rules 75% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear the valid Identity Card around the neck issued by the college with their recent photograph affixed, bearing the signature of the Principal.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the neat and clean uniform.
8. No student will be allowed for keeping fashionable/cool/unusual/colored hair style.
9. Eatables snacks / beverages (drinks) are not allowed inside the College.
10. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
11. If any student/students is/are affected by the ragging in the college premises or outside the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee.
12. Consuming Alcohol, Gutkha And Smoking is Strictly Prohibited in the Premises of the College.

13. Every student will help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
14. No student spite in college premises/campus or in class room.
15. College premises and front of all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class rooms.
16. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any other act of indiscipline.
17. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
18. No friends/ guests / visitors/any outsider shall be allowed with the students in the class room.
19. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
20. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
21. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
22. Students must conserve electricity and water. They must switch off lights & fans when They leave the class room, study room of library & computer lab.
23. Furniture in the class rooms should not be moved or displaced.
24. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is a breach of discipline of the college and will be considered a punishable offence.
25. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
26. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
27. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
28. No function/program/ birthday in the college campus / class room without prior permission of the principal.
29. To Celebrate any western culture day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
30. Students are prohibited from doing anything inside or outside the College that interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
31. In case of any kind of problem or need of medical emergency in the college, student should report to the HOD/concerning teacher, who will help them solve their problem.
32. Each student should park his/her vehicle at the parking of the college.

33. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

*II. Code of Conduct of College Library for The students of the College.*

1. Every staff / student of the college is eligible for membership of the Library.
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 10 A.M. to 5.P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, library smart Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued to him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date. If not, overdue charge will be collected from students.
13. If the due date falls on holidays, return can be done on the following / next working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment decided by the college.
15. All final year students should return their library token and library book based on library circular and obtain "**NO DUES CERTIFICATE**" from the library for getting Hall ticket of University Examination.
16. Students can use well equipped Library study room from 9.00 to 4.00 p.m. with kind permission of the Librarian.

### **Code of Conduct:**

*(Code of Conduct, Professional Ethics for the Principal, Non Teaching Staff & Teaching Staff)*

Following code of conduct/code of professional ethics for the **Principal, Teaching Staff & Non Teaching Staff** of Vaish College Bhiwani.

#### **2 . Code of Conduct for The Principal**

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adopt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government, / U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Compel the teaching and non teaching staff to follow the code of conduct of the Institution.
10. Assessing reports/Academic diary /teaching plan/ plan of action and action taken for reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage an overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non teaching staff for their professional development.

### **3 . The Professional Ethics & Code of Conduct for Non-Teaching Staff**

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills, update himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative 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 all types of Examination works.
5. Respect the right and dignity of the students for assisting them any kind of help/guidance etc.
6. Speak respectfully and Behave politely to everyone of the college. (The Principal, teachers, Students,visitors, parents etc.).
7. Deal justly and impartially with students, regardless of their religion, caste,political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the Institution which have been made by higher authorities of the Institution.
- 10.Co-operate with the authorities for the betterment of the Institution keeping in view the interest and in conformity with dignity of the profession.
- 11.Should adhere to the Professional Ethics and Code of Conduct of the Institution.
- 12.Every employee should apply their knowledge and experience for overall development of the office work of the college.
- 13.Every employee should behave and perform fairly and be committed to the best interest of the college.
- 14.Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- 15.Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
- 16.Every employee possesses his/her identity as a Employee of the college/Institution in the society. Therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
- 17.Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- 18.Avoid conflicts between their professional work and personal interest.
- 19.No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development.
24. No one shall meet/approach directly to any member of the Management/ Governing Body of Vaish College Bhiwani for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Vaish College, Bhiwani in written form.
25. Every employee should respect the functional superiority of those set in authority over him/her.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

## **The Professional Ethics for the Teachers(As per UGC Notification-2010)**

Introduction: - The College Is Providing The Following Guidelines Of UGC For Maintaining The Professional Ethics For The Teachers These Guidelines Are Adopted From UGC Notification (New Delhi, The 30th June, 2010 No. F.3-1/2009) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2010

Source: <https://www.dei.ac.in/dei/files/NAAC/Criterion7/7.1.16%20Code%20of%20Professional%20Ethics-UGC%20Regulations-2010.pdf>

### **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 participating 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 institution 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;
- (ii) and 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.

## Code of Conduct for the Teachers :

Following code of conduct for the teachers of Vaish College, Bhiwani have been guided, suggested, approved & resolved by the Governing Body of Vaish College, Bhiwani.

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills, update himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fairly and be committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, Evaluation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
15. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.

17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
19. The teacher should maintain the positive relationship with all colleagues & students of the college.
20. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. Be punctual & careful in availing professional opportunities for career development.
30. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
31. Academic diaries are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing & signature by the Principal, it will be returned to the teacher.
32. The teacher should not be careless for filling the Academic diary, every teacher should keep his/her academic diary updated with the signature of the Principal.
33. No teacher shall meet/approach directly to any member of the Management/Governing Body of Vaish College, Bhiwani for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/Governing Body of the Vaish College, Bhiwani in written form.

34. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
35. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
36. The teacher shall be present punctually to the college for the National Anthem & Prayer.
37. No teacher shall leave the college campus during 9.00 a.m. to 2:30 p.m. in college duty hours after attending/joining the duty.
38. No teacher shall leave headquarter without permission of the Principal.
39. Every teacher should follow the Proper dress as per the society.

**Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the concerning Teacher/faculty/Head of the teaching department by the Principal.**

## **Code of Conduct for the Coordinators / Director/Conveners/Deans:**

Following Code of conduct/nature of work/directions/Guideline for **Coordinators/ Director/Conveners/Deans** of Vaish College, Bhiwani have been guided, suggested, approved & resolved by the Governing Body of Vaish College, Bhiwani For knowing his/her duties, responsibilities, nature of work & for working smoothly and conveniently to all.

### **Code of conduct/ Nature of work/Directions/ Guideline for the Coordinators / Directors/Deans/ Conveners of N.S.S./N.C.C./ Library/Sport/Cultural & all College Committees.**

1. All Co-coordinators/Directors herewith are informed to prepare yearly "Plan of Action" at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students' centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in The College Annual Calendar for each session.
3. Whatever expenses of the programs/ events/activities will occur, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to Administrative staff officer.
4. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Ex-officio) chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
5. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must keep all records just as :- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.
6. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of every year.
7. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head/Coordinator/Director of concerning dept./Cell./committee must submit the cause/s in 'written form' with name & duly signed by the Principal.
8. Coordinator/Head/Director/Convener should not organise any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organized under the (Ex-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
9. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.

10. Whatever expenses of the programs/ events/activities will occur, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
11. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

**Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the concerning Coordinators / Directors/Deans/ Conveners of N.S.S./N.C.C./ Library/Sport/Cultural & all College Committee by the Principal.)**

All teaching faculty/ Coordinators / Directors/Deans/ Conveners of N.S.S./N.C.C./ Library/Sport/Cultural & all College Committees, cell/non teaching staff of Vaish College, Bhiwani shall abide by the above all code of conduct/code of professional ethics/directions/guidelines for all the above for professional betterment.



(President)

Governing Body  
Vaish College, Bhiwani



(Secretary)

Governing Body  
Vaish College, Bhiwani



(Principal)

Vaish College, Bhiwani