



ESTD-1952

## Raj Narain College Hajipur, Vaishali

A NACC ACCREDITED INSTITUTE (GRADE B)  
(With 'Centre of Excellence' Status of Govt. of Bihar)  
A Constituent Unit of B.R.A Bihar University, Muzaffarpur



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Code of Conduct and Professional Ethics Policy

The purpose of the Code of Conduct and Professional Ethics Policy is to provide a clear framework within which Students, members of faculties and Non-Teaching staff of Raj Narain College, Hajipur are expected to conduct themselves. Individuals can use these guidelines in their everyday interactions with their colleagues, students and subordinates and are encouraged to refer to the guidelines if an ethical dilemma occurs.

The College administration strives to maintain a harmonious and healthy work environment with honesty, integrity and respect at all levels. These codes cover some of the most important issues relating to professional conduct, and give a framework of standards and behaviour guidelines. The guidelines are not exhaustive and are subject to amendments from time to time.

#### **1. Personal and Professional Responsibilities**

Every person on the Campus, be a student or a member of teaching and non-teaching staff, is bound to understand their Individual responsibilities and commitments through self-discipline and self-initiation.

It is the responsibility of every individual to create and maintain a healthy, conducive and highly productive environment for learning at all times.

#### **2. Equality and Justice (Respect for people)**

In a just community, every individual has the right to access opportunities and not be discriminated.

Individuals are expected to act with honesty and integrity demonstrating duty and responsibility under all circumstances

#### **3. Workplace Culture**

The College always strives to create a healthy, safe and congenial working culture and environment on campus with diverse values. It is a place where students, faculty, staff, visitors and other stakeholders are valued, and communication is transparent and courteous. Any misunderstanding or grievance is addressed respectfully, positively and judiciously without any discrimination

#### **4. Faculty Responsibilities on Ethical Aspects**

i) Faculties are expected to fulfil their academic responsibilities in the Department in accordance with the needs and requirements concerning the conduct of classes specified in the regulations of the Affiliating University



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ii) Quality teaching requires dedicated and diligent efforts and hence the faculties are expected to keep abreast of new developments in their respective fields and must maintain the requisite credentials. He/ She should be engaged with his/her particular discipline and should be able to convey to the students the outcome and relevance of the subject. Advising students on academic queries is a part of the teaching responsibility of a faculty

iii) Teaching responsibilities mandatorily include prompt, regular and timely presence in class / laboratories during the scheduled class / lab hours. With the exception of illness or emergency, faculty member must make satisfactory advance arrangements and obtain his/her Reporting Authority's approval if he/she remains absent from class / lab or is unable to meet his/her teaching responsibilities, or if he/she needs to change the timing or location of a class / lab. In such a case, it is essential that such arrangements do not cause undue hardship for any student and the same must be timely communicated to the students in the prescribed manner by the concerned faculty member under intimation to the Competent Authorities.

iv) Faculty members are expected to perform professional responsibilities with due diligence, and in conformance with professional standards.

v) Faculty members are expected to respect the rights and academic freedom of students

The Faculty members are expected to strictly abstain from engaging in behaviour in the discharge of duties that violates commonly accepted standards of professional ethics including conduct of private tuitions and coaching during or after duty hours of the institute. However extra classes (beyond academic and laboratory hours) are permitted to be conducted on campus ONLY for the benefit of the students with the prior written approval of the Competent Authorities

vi) Every member of the academic fraternity must refrain from plagiarism, misrepresentation and dishonesty in the performance of duties and responsibilities.

Faculties are advised to refrain from committing acts that involve moral turpitude proving one's self unfit for his/her position. For the purpose of clarity, conduct involving moral turpitude means intentional conduct, prohibited by law, which is injurious / harmful to other persons or to the society and which constitutes a substantial deviation from the normal accepted standards of duty owned by a person to other persons and the society.

## 5. Fraud and Corruption

Students, faculty and staff members are expected to uphold values such as integrity, honesty and ethical ones. Corruption is strongly disapproved of in all its forms. Exchanging bribes, or intimidating, blackmailing, harassing, threatening any person is deemed to be corrupt practice and is strictly prohibited.



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### 6. Non-Discrimination

No discrimination of any kind or nature is allowed on the Campus against any individual; nor harassment of any kind/nature is permitted on the basis of caste, class, religion, race, colour, sex, sexual orientation, physically challenged or any other legally protected persons. Strict legal action will be initiated against the persons found guilty.

### 7. Anti-ragging

The College attempts to create and nurture an environment that is free from ragging, where every individual is assured of his/her right to live life with dignity and respect. We are committed to creating an Academic Fraternity that curbs and curtails ragging in all forms.

### 8. Sexual Harassment

Sexual Harassment is a form of behaviour- an attempt or gesture which is "unwelcome, unsolicited and unreciprocated conduct with a sexual component- which offends, intimidates, embarrasses or humiliates a person". The College endeavours to provide a place of work and study where every individual is treated with respect, and free from sexual harassment, Intimidation and exploitation. The Anti-Sexual Harassment Cell accepts complaint in this regard, conducts timely inquiry and recommends strict, suitable and appropriate action to be taken against perpetrators.

### 9. Racial Harassment

Racial harassment is any verbal, physical or written act which is based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or to those related to, or closely associated with that person. Appropriate action will be taken against individuals who perpetrate discrimination based on race

### 10. Grievance Redressal

Grievances are but natural in educational institutions. However like disciplinary problems, grievances also benefit none. So, there is a need to handle or redress valid grievances of all kinds. All grievances will be redressed with an inquiry to be conducted by the Grievances Redressal Committee in a timely manner, and in a way that is acceptable within a legal framework.

### 11. Dispute Resolution and Mediation

Resolving ethical conflicts may be as simple as a discussion with the person engaging in



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involved. However, there are situations when a formal process may be beneficial and additional perspectives may be needed to review a dispute, in extreme circumstances, and if necessary with legal intervention. If the aggrieved person so wishes, the College Administration may make efforts for amicable mediation and settle disputes on the Campus.

### **12. Dealing with Confrontations**

It is imperative that any confrontation should be constructive and that students, teachers and office staff are accountable for their own actions

### **13. Enforcement and Discipline**

On information to the Competent Authorities of the Institution, the person making threats, exhibiting threatening conduct, or committing any other acts of aggression or violence on the College property shall be expelled as quickly as safety permits and shall remain off the College Campus till the completion of investigation. Any faculty or staff member held responsible for having committed such acts will be subject to disciplinary action, up to and including termination and/or criminal prosecution. College employees engaged in violent acts on the College Campus will be reported to the Competent authorities and fully prosecuted.

### **14. Social Media Policy**

Social media includes various activities that integrate technology, social interaction, and the exchange of words, pictures, videos and audio. As participation in social media technologies is an integral part of many individual's lives, it can result in blurring of the public face and private identity of an individual and entities. Individuals are expected to be sensitive and responsible for what they write, respect their audience (both visible and invisible) and respect copyrights

### **15. Confidentiality of Information**

Members of faculties and Non-teaching employees, with access to official documents and Information, must ensure to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Individuals should also undertake to maintain the privacy of oral communications.

### **16. Nepotism**

Relatives may be employed if they meet the regular guidelines/ eligibility of the University/ Government of Bihar. However, family members of faculty or staff are not allowed to participate in, or otherwise influence, the decision making process. This includes hiring, promotion, retention, leaves, pay changes, etc. Such a practice must be curbed which is potential for conflict of interest and / or abuse of power; it is because in such situations,



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involved may benefit from or be harmed by the decisions. The mere appearance of bias or impropriety resulting from such practice seriously disrupts the academic environment.

### **17. Gift Collection/ Donation**

As giving and receiving gifts in KIND is an accepted culture of expressing appreciation, the exchange of gifts and mementos up to the value of Rs. 500/- (Rupees Five Hundred Only) is an acceptable practice in certain well-defined function or programme, such as a gift offered as a memento after a Guest Lecture or Talk. Otherwise, gift donation or gift exchange as an attempt to gain favour is strictly prohibited.

### **18. Workplace Violence / Custody of Weapons**

The campus is a weapons free zone. Prohibited weapons include, but are not limited to, any firearm, pellet guns, handguns, blades, daggers, axes, martial arts devices, guns, etc. Strict action will be taken as per prevalent laws in force against individuals who are found in possession of weapons on Campus or perpetrate violence

### **19. Drug and Tobacco free Workplace**

Smoking cigarettes and possession and / or consumption of alcohol is not permitted on the Campus. The use, possession, exchange, manufacturing, or distribution of marijuana, heroin, narcotics, other prohibited drugs/ substances is a punishable act on the Campus.

### **20. Minors on Campus**

Contractors and outside agencies are strictly prohibited from employing minors to work on Campus. Every individual who is employed must submit documents with proof of age, to for verification as and when demanded by the Competent Authorities of the College.

### **21. Disciplinary Action**

A violation of any clause of this Code of Conduct and Professional Ethics Policy shall be sufficient ground for initiating disciplinary action as deemed fit against any erring individual, student, faculty, Office staff or member of administration.

### **22. Policy Compliance**

The Competent Authorities of Raj Narain College, Hajipur will ensure compliance to this Policy through various methods, including but not limited to, institutional activities and reports thereon, internal and external audits, and feedback to the College Administration.



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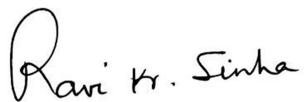


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Any exception to, or violation of, Code of Conduct and Ethics Policy must be brought immediately to the notice of the Competent authorities of Raj Narain College Hajipur. Any decision on complaints and grievances or resolution of conflicts will be based on the recommendation of the concerned Committee only. All Students, members of faculties, and Non-Teaching Staff including the Competent Authorities are expected to follow the Code of Conduct and Professional Ethics Policy of the College with uncompromising integrity, honesty and non-discrimination. It is the duty of every individual to ensure that no situation that violates the code arises, and that any breach should be reported immediately.

Approvals



(Prof. Ravi Kumar Sinha)  
Principal-cum- Chairperson