



DEEPSHIKHA GROUP OF COLLEGES

Nurturing Talent, Empowering Futures



CODE OF CONDUCT

Upholding Integrity. Promoting Respect.
Fostering Responsibility.
Building a Positive Community.



INTEGRITY



RESPECT



RESPONSIBILITY



FAIRNESS



ACCOUNTABILITY



PROFESSIONALISM

Code of Conduct

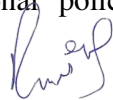
PREAMBLE

The Code of Conduct of Deepshikha College of Technical Education, Jaipur, affiliated to the University of Rajasthan, has been formulated to ensure discipline, professionalism, transparency, accountability, and ethical behaviour among all stakeholders of the institution. It defines the principles, standards, and responsibilities expected from the Governing Body, Principal, Teaching Faculty, Non-Teaching Staff, and Students. The Code promotes a healthy academic environment and ensures compliance with the regulations of the University of Rajasthan, University Grants Commission (UGC) and Government of Rajasthan

CODE OF CONDUCT FOR THE GOVERNING BODY

The Governing Body shall:

- Uphold the Vision, Mission, and Core Values of Deepshikha College of Technical Education.
- Ensure compliance with the statutes, ordinances, regulations, and guidelines of the University of Rajasthan, UGC, and Government authorities.
- Provide strategic direction for academic excellence, institutional growth, and quality enhancement.
- Ensure transparency, accountability, and integrity in governance.
- Protect the interests and welfare of students, faculty, staff, and other stakeholders.
- Ensure effective utilization of financial, physical, academic, and human resources.
- Review institutional policies periodically to meet changing educational and regulatory requirements.
- Promote equality, inclusiveness, diversity, and ethical practices throughout the institution.
- Delegate adequate administrative and financial authority to the Principal for effective institutional management.
- Review the implementation of institutional policies, audits, and quality assurance mechanisms.


Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal shall:

- Provide visionary and ethical leadership for the academic and administrative development of the institution.
- Ensure implementation of the Vision and Mission of the college.
- Maintain transparency, honesty, impartiality, and accountability in institutional administration.
- Ensure compliance with the regulations of the University of Rajasthan, UGC, Government of Rajasthan, and other statutory bodies.
- Promote quality teaching-learning, research, innovation, entrepreneurship, and extension activities.
- Encourage faculty members to participate in Faculty Development Programmes (FDPs), seminars, conferences, workshops, and research activities.
- Monitor curriculum delivery, lesson planning, teaching diaries, academic calendars, examination processes, and student support services.
- Foster a safe, inclusive, and student-friendly academic environment.
- Encourage continuous improvement through feedback from students, faculty, alumni, employers, and other stakeholders.
- Ensure strict implementation of the Institutional Code of Conduct.

CODE OF CONDUCT FOR THE TEACHING FACULTY

Faculty Responsibilities

- Perform teaching duties with honesty, commitment, and professional ethics.
- Maintain punctuality and regularity in all academic activities.
- Prepare annual teaching plans, lesson plans, and course files.
- Complete the prescribed syllabus within the stipulated time.
- Maintain teaching diaries and student attendance records.
- Continuously update subject knowledge through research, publications, patents, FDPs, workshops, seminars, conferences, and online learning.
- Integrate innovative teaching-learning methods, ICT-enabled teaching, and outcome-based education practices.
- Maintain confidentiality regarding examination work and student records.
- Avoid discrimination based on religion, caste, gender, language, disability, or socio-economic status.
- Avoid private coaching or any professional activity that conflicts with institutional


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responsibilities.

- Participate actively in departmental, institutional, co-curricular, extracurricular, extension, and community outreach programmes.
- Contribute to accreditation, quality assurance, and institutional development activities.

Faculty Responsibilities Towards Students

- Treat every student with dignity, fairness, and respect.
- Encourage critical thinking, innovation, creativity, and lifelong learning.
- Act as mentors and academic guides.
- Promote ethical values, discipline, environmental consciousness, constitutional values, and social responsibility.
- Provide academic counselling and career guidance whenever required.

Faculty Responsibilities Towards Colleagues

- Maintain mutual respect, cooperation, and professional harmony.
- Share academic resources and best practices.
- Refrain from making false allegations or engaging in unethical professional conduct.
- Promote teamwork and institutional development.

Faculty Responsibilities Towards Society

- Participate in extension activities, outreach programmes, community engagement, and social welfare initiatives.
- Promote scientific temper, environmental sustainability, gender equity, and national integration.
- Serve society through education, innovation, and community development.

CODE OF CONDUCT FOR NON-TEACHING FACULTY

Non-teaching staff shall:

- Discharge duties honestly, efficiently, and responsibly.
- Observe punctuality and maintain regular attendance.
- Maintain confidentiality of official records and institutional information.
- Treat students, faculty, parents, visitors, and colleagues with courtesy and respect.
- Assist in admissions, examinations, finance, administration, and student services.
- Maintain institutional records accurately and securely.
- Follow institutional policies and statutory regulations.
- Maintain discipline, integrity, and professionalism.


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- Support quality assurance initiatives and institutional development.
- Respect the dignity and rights of differently abled persons and provide necessary assistance whenever required.

CODE OF CONDUCT FOR STUDENTS

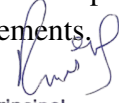
Students shall:

- Maintain discipline, honesty, integrity, and ethical conduct within and outside the campus.
- Wear the prescribed uniform and valid Identity Card while on campus.
- Attend classes regularly and maintain the minimum attendance prescribed by the University of Rajasthan.
- Follow all academic regulations, examination rules, and institutional policies.
- Respect teachers, staff members, fellow students, and visitors.
- Maintain cleanliness and environmental sustainability within the campus.
- Protect college property and use institutional resources responsibly.
- Participate actively in academic, technical, cultural, sports, extension, and extracurricular activities.
- Avoid ragging, bullying, harassment, discrimination, violence, substance abuse, and any unlawful activities.
- Refrain from plagiarism, examination malpractice, and misuse of digital resources.
- Use social media responsibly without harming the reputation of the institution.
- Obtain prior permission before organizing meetings, events, or displaying notices within the campus.
- Report any incident affecting campus safety, discipline, or property to the concerned authority.

GENERAL ETHICAL STANDARDS

All stakeholders shall:

- Uphold honesty, integrity, fairness, accountability, and transparency.
- Respect diversity and promote equal opportunity.
- Maintain confidentiality wherever necessary.
- Avoid conflict of interest.
- Promote environmental sustainability and responsible use of resources.
- Encourage innovation, research, quality enhancement, and continuous improvement.
- Comply with all applicable rules, regulations, and statutory requirements.


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DISCIPLINARY MEASURES

Violation of the Code of Conduct may invite disciplinary action as per the rules of Deepshikha College of Technical Education, the University of Rajasthan, UGC, and Government regulations. Depending on the nature of misconduct, disciplinary measures may include:

- Verbal or written warning.
- Counselling.
- Withdrawal of institutional privileges.
- Recovery of damages for loss of institutional property.
- Suspension or expulsion from academic or administrative activities.
- Any other action deemed appropriate by the competent disciplinary authority.

REVIEW AND AMENDMENT

This Code of Conduct shall be reviewed periodically by the College Management and IQAC to ensure its continued relevance and compliance with the latest regulations of the University of Rajasthan, UGC, and Government of Rajasthan. Necessary amendments shall be incorporated whenever required.

PUBLICATION

The Code of Conduct shall be disseminated through the College Website, Prospectus, Student Handbook, Employee Handbook, Orientation Programmes, Notice Boards, and other official communication channels to ensure awareness and compliance among all stakeholders.


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