



Miranda House UNIVERSITY OF DELHI

Policy Document Code of Conduct and professional ethics for students, teachers, administrators and other staff

1. Policy Statement/Aim

The college has a prescribed code of conduct for students, teachers, administrators and other staff and organizes periodic programmes in this regard. This has been designed to provide all the stakeholders of the college a broader view of all the institutional policies, regulations and guidelines for the smooth conduct of academic and co-curricular activities, along with the attainment and fulfillment of interdisciplinary social responsibilities at different levels.

2. Scope and Applicability

- The college follows the Ordinance and statutory regulations of the University of Delhi that has laid down the procedure for maintenance of discipline among its stakeholders. The college adopts the same ordinance while implementing its code of ethics. The detailed ordinance could be found on the website of University of Delhi <http://www.du.ac.in/index.php?page=rules-and-policies>
- In view of the major responsibility inherent in the field of education, all the concerned stakeholders are expected to adhere to the ethical standards laid down by the college. The college also adopts a system of professional ethics and corrective measures which will help to identify any kind of breach of code of conduct and adopt necessary steps for restoring the desired outcomes. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the same. The college also organizes programmes for students, teachers, administrators and other staff as part of Annual awareness programmes on Code of Conduct.
- All problems arising in the University can be dealt with as problems to be resolved in the University community provided a well understood code of conduct is observed by all concerned.
- The procedures of student welfare which need to be strengthened and expanded should be kept separate from the procedures of student discipline.
- Any action that is coercive in nature or constitutes a threat to life or property within the University shall be recognized as a law-and-order problem to be dealt with accordingly.
- The college prospectus is published annually coinciding with the admission schedule for the fresh batch of students. It provides pertinent information about the college and the admission process to prospective students.
- It carries a welcome message from the Principal, brief overview of the college, its mission, its history, and structured information on Academic Programmes, Departments, Add-on Courses, Campus life, Extracurricular and Co-curricular activities; Infrastructure; Leisure facilities; Research and education outreach; International Collaborations; Placements, Career and Education Advancement; Discipline, Ordinances on Anti ragging and Sexual Harassment, Hostel Bulletin of Information



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- Handbook of Information is distributed to the new batch of students on the first day of the academic year after the Orientation Programme; and to students of II and III year at the time of payment of the college fee for the year. It provides information on Administrative Structure, Extracurricular and Co-curricular Activities and Faculty Conveners, Statutory Committees on Discipline and Empowerment Student Entitlements, University and Government Scholarship Schemes including reserved category Awards and Fellowships, Academic Requirements (Statutes and Ordinances) related to Absence and Leave, Attendance, Internal Assessment, Conduct Rules at Examinations, Classification of Results, Eligibility for award of Degree, Promotion Criteria, Code of Conduct; Prohibition and Punishment for Ragging; Sexual Harassment policy and Internal Committee; Statutory Undertakings, Grievance Committee Schedules Academic Calendar; Activity Calendar Campus Details, College, Police and Women Desk Helpline numbers .
- The Handbook on Anti-ragging is also an important booklet distributed to all students at the beginning of the academic year to reiterate zero tolerance on ragging. The Hostel Bulletin is updated annually so that the students can be informed about the latest rules. <https://www.mirandahouse.ac.in/files/Hostel%202020-2021.pdf>.

3. Components/Elements of the Policy

Conduct of Conduct for students:

Students are to note the following General Rules in cognizance with the ordinance of the University of Delhi:

- All common areas of the college, including the library, are under 24x7 CC-TV surveillance.
- Any damage to college property shall invite disciplinary action.
- Students must not congregate in the foyer and corridors, or speak loudly near the classrooms and office block.
- Students should not receive personal visitors in the College during college hours. In cases of extreme urgency, the Principal may be contacted for permission.
- The office telephones may be used by students only in cases of emergency.
- Day scholars are not allowed inside the Hostel or the rooms of the residents.
- Students are expected to attend all department events and other College functions.
- The administrative office is open to students for transacting business on all working days during the working hours. However, students are advised to consult college notice boards/website for routine information.
- Students are responsible for their personal belongings including laptops, mobiles, handbags, books etc. The college is not responsible for the loss of personal property. Students are advised not to bring large sums of money, jewelry or other valuables to the college.
- Any change in the residential address of a student should be immediately communicated to the College.
- Students suffering from any contagious diseases are advised not to attend College.
- Ignorance of any rule will not be accepted as an excuse.



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Prohibition of Ragging

According to **Ordinance XV-C**, ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and include individual or collective acts or practices which

- Involve physical assault or threat to use physical force.
- Violate the status, dignity and honour of women students.
- Violate the status, dignity and honour of students belonging to the SC/ST.
- Expose students to ridicule and contempt and affect their self-esteem.
- Entail verbal abuse and aggression, indecent gestures and obscene behavior.
- Students of the College are expected to behave responsibly, both inside and outside the College.

Ragging in any form is a criminal offense and is strictly prohibited. Any occurrence should be immediately reported to the Proctorial Committee.

Punishment for Ragging

Ordinance XV C has laid down rules regarding prohibition and punishment for ragging:

- If any incident of ragging gets reported to the Vice-Chancellor by any authority, then the student involved in ragging can be expelled for a specified term.
- Non students involved in any incident of ragging will be proceeded as under the Criminal Law of India. They will be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi.

The Principal of the College is authorized under the Ordinance to take immediate action on any information of the occurrence of ragging. Any student found ragging freshers may be either expelled, rusticated for a specified period or the results of the student/s concerned in the examination in which they appeared be canceled.

Policy on Sexual Harassment

After the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressed) Act, 2013 and its notification by Government of India, University of Delhi issued a notification No. Estab.II(1)/27/ACC/2006/ dated 9 January, 2014 declaring that the provisions of this Act supersede the University Ordinance XV-D. Further, vide its Notification No. Estab.II(i)/027/ACC/2006 dated 16 January, 2014 the University of Delhi constituted its own Internal Complaints Committee as required under the Act and directed all colleges/institutions under it to constitute their own Internal Complaints Committees. According to the Act of 2013 the University of Delhi is committed to maintain and create an academic and work environment free of sexual harassment for students, academic staff and non-teaching staff of University of Delhi. Sexual Harassment shall include, but will not be confined to, the following:

- When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at University of Delhi.



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- When unwelcome sexual advances, verbal and non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature that have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment.
- When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

At the level of college, all complaints of these nature, must be routed through the Internal Complaints Committee, to be comprised of:

- a) A Presiding Officer – a woman employed at a senior level at the workplace from amongst the employees. [Sec.4 (2) (a)]
- b) Not less than two Members -from amongst the employees preferably committed to the cause of women OR who have had experience in social work OR have legal knowledge [Sec.4 (2) (b)]
- c) One Member -from amongst NGOs OR associations committed to the cause of women OR a person familiar with issues relating to sexual harassment [Sec.4 (2) (c)].
- d) One half of the total Members nominated should be women. [Sec.4 (2) (c)].
- e) The Presiding officers and Members will hold office for a period not exceeding three years. [Sec. 4 (3)]

The Internal Complaints Committee (ICC) so constituted will carry out its responsibilities as contained in Chapters (IV) and (V) of the Act.

Code of Conduct for teachers/non-teaching staff:

- The Code of Conduct for teaching faculty is mainly governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules the details of which can be found on its website as well as the college website.
- The college entrusts its teaching faculty with the utmost care and responsibilities of abiding by the code of professional ethics. Being the member of the University as well as college academic staff circle, they are not expected to engage in conduct that is likely to disrupt teaching, learning, examinations, research, or to hinder the smooth performance of his/her duties, or, cause any damage or deface any property of the college or use any of the same otherwise than in accordance with the stated rules and provisions made by the University or concerned college authority.
- All faculty members must deliver their assigned duties within the institutional policies and practices in accordance with the vision and mission of the college. Teachers should adhere to a sincere conduct and demeanor which is ideal for the larger community.
- They must fulfill their duties and obligation to conduct themselves in accordance with the values and ethics of this profession. A teacher is expected to ensure full



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compatibility between his/her vision and actual practice of teaching learning. This should be reflected in the pedagogy of each teacher concerned. They must also strive to encourage students to imbibe the ideals of education in accordance with the National Education Policy (NEP). Additionally, the profession requires that they exhibit a patient temperament, amiable disposition and flexible interactive style.

Code of Conduct for non-teaching staff is also governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.

- It concerns regulations regarding their arrival and departure on all working days.
- All Staff members are expected to display the ideal standards of professional ethics and behavior. Punctuality and Diligence are two of the core values cherished by and through them.
- They must refrain from any kind of unlawful activity or discrimination of any kind towards other staff, teachers and students. They must not be involved in any kind of misconduct at the college. The college has a zero-tolerance policy towards sexual harassment.

Code of ethics related to research and academic integrity.

- The college works towards encouraging its stakeholders towards maintaining academic integrity and avoiding Malpractices and Plagiarism in research work. To this regard the college has recently formed a research council
- The college has always strived to encourage and exhibit the highest standards of academic and research training among its stakeholders. To this effect, the college follows the policy of no tolerance to plagiarism in any academic work. The college aims to have a structural system in place which helps curb the activities which go against the research ethics and academic integrity.
- The college has designed an institutional Policy for the Prevention of Plagiarism under the Internal Quality Assurance Cell (IQAC) and follows the highest standards of research activities. Some of these include: All teaching staff are expected to follow the no tolerance to plagiarism policy in all their academic endeavors. They are also trained through different faculty enhancement programs to acquaint their students towards the same; the teaching staff is provided access to URKUND via subscription in the college library. This ensures a smooth mechanism to check and generate similarity reports as and when needed. This plagiarism checking software is regularly updated and easily available for all the faculty members on request; students are encouraged to follow the research ethics and guidelines in their class assignments and submissions. The college believes in fostering the young mind towards the attainment of their highest potential of excellence in research.

4. Expected Outcomes

- The constitution of code of conduct committee, professional ethics following the university ordinances and guidelines regarding maintenance of Discipline on the campus, prohibition of and punishment of Ragging and sexual harassment, Human



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Rights, examination, classes, Institutional values, university ordinances, legislation, and other support services. more details could be found at the following links:

<https://www.mirandahouse.ac.in/studentlife/committees.php>

ICC: <https://www.mirandahouse.ac.in/icc/icc.php>

- The College has institutionalized mechanisms to sensitize all stakeholders regarding professional ethics, human values, gender equity and environment sustainability through its interdisciplinary approach and various academic and extracurricular endeavors.
- In the classroom, all teachers ensure an inclusive learning space and adopt an interdisciplinary approach towards various socio-cultural issues. Additionally, the college offers a paper on Environmental Sciences and consciousness for students of all the courses. This in addition to orientation programmes on Ethics and Values helps in imparting value-based education to generate awareness.
- Miranda House is committed to providing a liberal and nurturing environment to its student community. Its ethos is rooted in inclusive education and believes that the prime goal of higher education is to inculcate a deep sense of respect for diversity and provide equal opportunity to all students, irrespective of caste, creed, socioeconomic, cultural, or religious background. The college takes great pride in its success at achieving excellence with equity. It is known for imparting education that produces sensitive, caring and engaged citizens with a strong sense of social responsibility and deep-rooted humanism.
- The Equal Opportunity Cell, the forum for North East Students, Lakshita, the Enabling Society and the Women Development Cell are the four pillars supporting the inclusive edifice of the college. With great sensitivity, they enable students to overlay a new identity, that of the institution, irrespective of their background. This new identity is rooted in the institutional values that empower and give innate confidence.
- To this effect, our students are expected to remember at all times that they are expected to uphold the legacy and values of the institution at all times. They are members of a community that has a clearly spelt out mission and vision (hyperlink). The college takes great pride in the liberal values it imparts and the role it plays towards women's empowerment. The college has zero tolerance towards ills that besiege student world and society, such as willful indiscipline, ragging, abuse of substance, violation of rules, ordinances and legislations; misuse of democratic rights. And breach of constitutional framework.
- The college expects exemplary behavior from its students as is expected of those who are torchbearers of great traditions and shall be leaders of tomorrow. Above all, the students are expected to uphold the constitutional values as well as institutional values, and be proactive partners in the college's mission of providing excellence in education with equity.