

**MAULANA AZAD MEMORIAL COLLEGE,  
(A CONSTITUENT COLLEGE OF CLUSTER UNIVERSITY OF JAMMU)  
Dr. B.R.AMBEDKAR ROAD, JAMMU-180006(J&K UT)-INDIA**



**CODE OF CONDUCT  
HANDBOOK**

## **CODE OF CONDUCT POLICY DOCUMENT**

Maulana Azad Memorial College, Jammu is government organisation. Every employee of the college is governed by Civil Services Conduct Rules.

The college is dedicated to maintain safe and secure environment for learning. Through these conduct rules, the aims is to maintain the trust and confidence of both the College community and the public. The Code of Conduct of the college is a set of written guidelines that must be followed to make an ambiance of teaching and learning in the college.

## **OBJECTIVES**

The objectives behind these conduct rules are

- To emphasize the College's commitment to ethical conduct and compliance with the law;
- To set forth basic standards of ethical behaviour;
- To help prevent and detect indiscipline.

## **SCOPE**

This Code of Conduct applies to Principal, Faculty, Nonteaching employees and students of Maulana Azad Memorial College, Jammu. This Code may be amended or supplemented from time to time after approval by the college principal.

## **MONITORING COMMITTEES TO IMPLEMENT CODE OF CONDUCT**

- Internal Complaint Committee
- Anti ragging Committee
- Discipline Committee

In case of violation of code of conduct complainant can submit complaint in writing to the principal of the college. The principal shall mark the complaint to appropriate committee. The Committee shall carry detail investigation.

Action/Actions suggested by the committee shall be taken to prevent indiscipline and maintain ambiance of teaching and learning in the campus.

# Code of conduct for stakeholders

## Misconduct includes


- Disruption or obstruction of teaching or learning activities.
- Theft, attempted theft or mischief related to the property of the College, or the property of a member of the College community.
- Assault, verbal abuse, threats, intimidation, harassment and/or other conduct, which result in members of the College community feeling threatened or in danger.
- Any act which endangers the mental or physical health, safety, or the rights of a student or employee of the College.
- Failure to comply with directions of College officials or agents or law enforcement officers acting in the performance of their duties, and/or failure to identify one's self to these persons when requested to do so.
- Carrying or possession of explosives, weapons, or dangerous chemicals on College premises, except where required for academic purposes.
- Conduct which is disorderly, lewd or indecent.
- Unauthorized use of electronic or other devices to make an audio, video, photographic or digital record of any person while on College premises without his or her prior knowledge and effective consent when it is reasonable to believe that the recording or the nature in which it is played, shown, distributed or displayed is likely to cause distress to any person.
- Breach of peace on College premises or at functions sponsored by the College.
- Forgery of document(s), permit(s) or instrument(s) of identification, or tampering with official records.
- Possession of, or trafficking in, a controlled substance as defined in the Controlled Drugs and Substances Act.
- Contravention of provincial liquor laws or any policies of the College governing the possession, distribution, and/or consumption of alcoholic beverages.
- Being under the influence of alcohol.
- Any other act which may disrupt normal functioning of the college.

- Assault
- all forms of Bullying
- all forms of Discrimination, including contributing to a Poisoned Environment
- Disruptive, Threatening or Violent Conduct
- Harassment
- Mobbing
- Sexual Assault
- Sexual Harassment
- Sexual Violence
- Workplace Harassment
- Workplace Sexual Harassment

## **Code of conduct includes:**

- Promotion of respectful, inclusive and safe work environment where everyone is treated with respect and dignity.
- Behaviour with transparency and impartiality to make sound unbiased, decisions in order to avoid any perception of conflict of interest.

***The policy is not meant to deprive its stakeholders' from expressing their views. But stakeholders are expected to respect the law, academic freedom and human rights.***



Principal  
Maulana Azad Memorial College  
Jammu

