

## Institutional Code of Conduct

**Introduction:** Ramnarain Ruia Autonomous College is committed to fostering an environment of academic excellence, personal integrity, and mutual respect. This Code of Conduct is intended to guide the behavior and responsibilities of all members of the College community, including students, faculty, and non-teaching staff.

### Responsible Party:

- The Principal, Heads of Departments (HoDs), and the Discipline Committee are responsible for the implementation, oversight, and enforcement of the Institutional Code of Conduct.
- The Grievance Redressal Committee and the Internal Complaints Committee (ICC) are tasked with handling violations related to harassment, professional misconduct, or other grievances.
- The Anti-Ragging Committee monitors compliance with anti-ragging policies.

### Scope:

- This Code of Conduct applies to all students, faculty, non-teaching staff, and any other individuals associated with Ramnarain Ruia Autonomous College.
- It covers behavior within the College premises, during College-organized events, and in any activity associated with the College, whether on or off-campus.

### Audience:

- The primary audience for this document includes students, teaching faculty, non-teaching staff, and administrative staff of Ramnarain Ruia Autonomous College.
- It is also relevant for visitors, guest faculty, and collaborators involved with College activities.

#### 1. Students' Attendance

- o Students are expected to maintain a minimum attendance of 75% in all lectures, tutorials, and practical.
- o Regular attendance is crucial for academic success and personal growth. Absenteeism without valid reasons will be subject to disciplinary action.

#### 2. Fair Means During Examination

- o Students must uphold academic integrity and honesty during examinations.
- o Any form of cheating, plagiarism, or use of unfair means during examinations is strictly prohibited and will result in disciplinary action, including disqualification from the examination.

### 3. Anti-Ragging Policy

- o The College enforces a **zero-tolerance policy** against any form of ragging, whether physical, verbal, emotional, or mental.
- o Ragging is a serious offense and is strictly prohibited under the guidelines of the University Grants Commission (UGC) and the law. Any student found guilty of engaging in or encouraging ragging will face severe disciplinary actions, which may include **expulsion** from the institution and legal proceedings.
- o The College is committed to ensuring a safe and respectful environment for all students.

Anti-Ragging Helpline:

- o UGC, New Delhi Anti-Ragging Helpline Toll-Free Number: 1800-180-5522
- o Email: [helpline@antiragging.net](mailto:helpline@antiragging.net)
- o College Helpline Numbers: 022-69186201, 022-69186202, 022-69186203

### 4. Prevention of Sexual Harassment

- o The College is dedicated to providing a **safe and inclusive environment** for all, free from sexual harassment and gender-based discrimination.
- o Any form of sexual harassment, whether verbal, physical, or online, is a grave violation of the College policies and the law. Offenders will face strict disciplinary action, including suspension or expulsion, as well as potential legal action in accordance with applicable laws.
- o The College encourages all individuals to report incidents of harassment without fear of retaliation. Confidentiality and sensitivity will be maintained throughout the investigation process.

### 5. Grievance Redressal and Ombudsperson

- o The College has a structured mechanism for addressing grievances and complaints through the Grievance Redressal Committee.
- o Stakeholders are encouraged to raise any concerns they may have, and the committee ensures that complaints are handled in a **transparent** and **timely** manner.

Grievance Redressal Contact:

- o For any issues or complaints, stakeholders may approach the Grievance Redressal Committee, whose contact details are available on the official website.

#### 6. **I-Card Use**

- o All students, staff, and visitors must carry their Identity Cards (I-cards) while on campus.
- o The I-card must be presented upon request by the College authorities. Failure to produce the I-card or its misuse may result in restricted access to the College facilities.

#### 7. **Professional Ethics**

- o All members of the College community, including faculty, staff, and students, are expected to conduct themselves with **professionalism** and **integrity** in their interactions and activities.
- o Ethical behavior in academics, research, and administrative duties is a fundamental expectation at the college.

#### 8. **Faculty-Student Interaction**

- o Faculty members are expected to maintain a professional, respectful, and supportive relationship with students at all times.
- o Any form of favoritism, exploitation, or unprofessional conduct is strictly prohibited. Faculty must act as mentors and role models, promoting an environment of trust and mutual respect.
- o Violations of this relationship, including inappropriate behavior or conflict of interest, will result in disciplinary action.

#### 9. **Collaborative Work Environment for Teaching and Non-Teaching Staff**

- o All staff members, both teaching and non-teaching, are expected to foster a cooperative, respectful, and harmonious work environment that promotes efficiency and collaboration.
- o Professionalism in communication and interaction is essential for maintaining a positive workplace culture. Any issues or conflicts should be resolved through open dialogue, mutual understanding, and the appropriate institutional channels.
- o Acts of insubordination, disrespect, or misconduct will be addressed through proper disciplinary measures.

#### 10. Support Staff-Student Interaction

- o Non-teaching staff are expected to maintain a professional, respectful, and supportive interaction with students.
- o They should contribute positively to the student experience by providing assistance and support in a manner that fosters a constructive and respectful environment.
- o Any form of inappropriate behavior, lack of professionalism, or disrespect towards students is unacceptable and will be subject to disciplinary measures.

#### 11. Dress Code for Students

- o Students are expected to dress appropriately on campus to maintain a sense of decorum.
- o Clothing that is offensive, revealing, or otherwise inappropriate is not permitted.
- o For laboratory and practical sessions, students must adhere to specific dress requirements, including wearing lab coats or suitable footwear as needed.



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