

ARYA KANYA DEGREE COLLEGE

A CONSTITUENT COLLEGE OF UNIVERSITY OF
ALLAHABAD



Code of Conduct Handbook

Prologue

Arya Kanya Degree College, is a prestigious College for women. The College was **founded in 1975, the International Year of Women** and is based on the noble principles of Swami Dayanand Saraswati, founder of Arya Samaj. It is a Constituent College of the University of Allahabad which achieved the status of Central University on 14 July, 2005. The College is located in Mutthiganj, a thickly populated area of the city. The College takes pride in having rendered educational services to women in some of the most thickly populated areas of the city in which some of the poorest people reside and has produced the first female graduate from many a family. The College has grown from a single faculty to a composite institution where education is being imparted in subjects like English, Hindi, Sanskrit, Economics, Political Science, Philosophy, Education, Sociology, Ancient History, Medieval History, Music – Vocal and Instrumental, Geography and Painting. Under self-financing scheme the College runs the B.Com department and offers Masters Programmes in eight subjects- English, Economics, Education, Hindi, Sociology, Music, Political Science and Sanskrit. The College runs Ph.D. programmes in Education and Political Science. Teaching is done through class-room lectures and tutorials. Audio-visual aids, specially screening of films based on the syllabi and over-head projectors are deployed besides running of CD/DVD to ensure proper imparting of the intricacies of the subject. Students are also guided through written work and to ensure its proper utility periodical assessments, regular class tests and home examinations are conducted to fathom their understanding. Girls are allocated assignments, projects and field work to ensure their all-round development as a student. The annual examination is conducted by the University and the College acts as an examination centre. The College offers Semester and Choice Based Credit System (CBCS) in PG courses.

The College has consistently been taking initiatives to help its faculty develop itself. Our teachers have been attending seminars and symposiums throughout the year, attending workshops and making presentations at National and International levels. To encourage interaction of faculty and students, we invite several academicians from different disciplines and their inputs are quite valuable. Teachers are efficient in ICT to facilitate online learning.

Objectives of the College

The goals and objectives of the College are focused towards proper education, self-reliance and independence of women. Our endeavour has been to promote independent thinking among young girls so that they may not only make responsible citizens that contribute to the growth of nation building- but also play the role of an anchor in their own families. The College ensures all-round development of the girls so that they can be independent. Our College has always advocated skill-based education and it is with this objective in mind that we try to groom our students. The College gives courses in Yoga, Mehendi Application and CCC Computer Course so that the students become economically independent and gainfully employed, since economic empowerment of women contributes to their social empowerment.

Many of our students cover long-distances from the rural areas to get educated. They are able to lead a more productive life and build a better future for themselves and their families.

The College has been organising Mission Shakti Programmes launched by the Government for the safety and security of women to tackle crime against women. Such programmes empower our students and help them to become strong.

The College aims to:

- Empowerment of women through quality education.
- Development of women into competent individuals, who are assets to their family, society and nation.
- Holistic development of personality through co-curricular activities.
- Upliftment of girls coming from weaker section of society.
- To inculcate values and virtues of responsible citizens.
- To endeavour for removal of gender discrimination.
- To provide knowledge of human rights and duties.
- To inculcate environment consciousness and awareness.
- To educate about world peace and universal brotherhood.
- To make the students economically empowered and independent.
- To educate the students to serve the society.
- To teach the importance of health and hygiene.
- To encourage students to adopt modern technology.

Vision, Mission & Core Values

Vision

Arya Kanya Degree College's vision is to **'Help the students to discover their hidden potentials.'** The College helps students stand on their own by teaching them to excel by coaxing out their hidden talents. Aiming to make them responsible citizens, the college caters to not only their intellect but also their emotional intelligence. The College aims to empower girls and helps them transform and include themselves in the continuous learning necessary in a rapidly advancing world, identifying and addressing critical issues related to the education of all people, and using technology to broaden and support learning opportunities.

Mission

The mission of the College is to **'Make the students independent, self-reliant and confident.'** The College prepares students to maintain their physical and mental health in order to achieve success in their lives and face all kinds of situations with endurance and sincerity. The College grooms students to build a better future for all. This includes individuals, our state, our nation, and our world. We fulfil our mission by preparing competent, committed, and reflective students as we engage in outstanding teaching, innovative and impactful research, and meaningful programmes.

Core Values

Arya Kanya Degree College is a college that allows girl students to divulge in their interests by providing a variety of courses. In addition to the traditional education, the College also focuses on the overall education- mental and physical health, of the girls. The institute teaches the students to be more liberal and respectful towards people belonging to different cultures, languages, religions, ethnic communities and social strata. The College encourages the girls to participate in activities and programmes in NSS and NCC to instil in them a feeling of camaraderie and sow the seeds of being a more compassionate person. Participation in these activities affects the overall development of the student's character by budding human values and ethics amongst them.

Built on the vision that education serves as a keystone in improving society and building better futures for all, we commit to our core values of:

- Respect
- Excellence
- Compassion
- Service
- Hospitality
- Integrity
- Diversity
- Learning for Life

Human Values and Professional Ethics

Human Values:

Values are our guidelines for our success - our paradigm about what is acceptable. Human behaviour depends on the characters defining the identity, choosing the values and establishing the beliefs. Human values include morals, integrity, peaceful life, respecting others, honesty (truthfulness and trustworthiness), caring, kindness, courage, sharing, time management, adjustment (co-operation), self-confidence, commitment, spirituality and service-learning a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.

Professional Ethics:

Ethics is an activity which concerns with the investigation of moral values in moral issues. As far as a student's concern, he/she should have an ethical as well as a social responsibility to himself, to his subordinates and to his society. The set of standards adopted by professionals is called Professional Ethics. Every profession like teaching, medicine, law etc has its own Professional Ethics. Professional Ethics is about balancing cost, schedule and risk in practical. Ethics helps a student to discover moral principles like obligation, rights and ideals in this field.

The teachers should be punctual and take classes on time, and complete the syllabus within the stipulated time. The teachers should take Remedial Classes for slow learners in order to bring them in the main stream. Regular tests should be conducted to assess the outcome of learning of the students. Co-curricular activities should be organised in order to ensure all-round development of the students.

Code of Conduct

For the Governing Body

- 1) Should make plans for the Institution
- 2) Should recruit qualified teaching staff
- 3) Should take care of the budget
- 4) Should take decision for infrastructure

For the Principal

- 1) The Principal should ensure the quality in education and maintain academic services for continuous improvement.
- 2) Principal should provide leadership, direction and coordination within the College.
- 3) She should observe discipline and must bear a high moral character.
- 4) She should prepare budget for the given academic year, present it to the chairperson, get it sanctioned and execute it.
- 5) During COVID-19 period, the Principal should ensure that the College campus is regularly sanitized to maintain cleanliness and social distancing is followed.

For the Teachers

Every teacher is constantly under the scrutiny of the students and the society at large. Therefore, he/she should see that there is perfect compatibility between their precepts and practice. Their ideals must match with the national ideal of education:

- 1) Seek professional growth
- 2) Perform their duties in the form of teaching, tutorials, seminar, research papers etc.
- 3) Participate in extension, co-curricular, extra-curricular activities.
- 4) Respect the rights and dignity of the students
- 5) Encourage students to improve their capabilities
- 6) The teachers should make sure that they maintain social distancing and wear masks in the college campus.

For the Students

- 1) The students should follow all the COVID-19 rules and regulations and maintain personal hygiene to keep themselves safe.
- 2) Students must display courteous and respectful behaviour towards their seniors, teachers and the staff
- 3) Maintain discipline in the College campus and follow the library rules.
- 4) Students should wear proper dress and be presentable and modest
- 5) Students should be punctual, maintain their attendance and regularly attend classes
- 6) Students should not create any nuisance in the class
- 7) Students should refrain from using plastic in the campus
- 8) Copying in examination and possession of scribble paper and exchanging answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken against the student.
- 9) Students with a previous record of ragging will not be admitted in the College.

For the Class IV, Employees, M.T.S.

- 1) Peon should report to the College on time.
- 2) Peon should do all the work assigned to them by the staff members and maintain good behavior.

For the Clerks

- 1) They should maintain documents
- 2) They should distribute and collect admission forms
- 3) They should take additional responsibility assigned by the Principal

For the Accountant

- 1) Accountants should get audits done at regular intervals
- 2) Accordingly, should maintain the proper record of accounts.