



LPCPS
LUCKNOW PUBLIC COLLEGE
OF PROFESSIONAL STUDIES

CODE OF CONDUCT

1. For the Management/ Board of Directors
2. Principal
3. Dean – Academics
4. Academic Coordinator
5. Head Of Department
6. Professional Ethics for the Teachers
7. Non- Teaching Staff
8. Students
9. For Online Classes (Students)

The college has a prescribed code of conduct for students, teachers, administrators and other staff members.

The code articulates the values the organization wishes to foster in its leaders and employees and, in doing so, defines desired behaviour. As a result, written codes of conduct or ethics become benchmarks against which the performance as an individual and college can be measured.

Additionally, this code is a central guide and reference for all its employees to support day-to-day decision making. These codes encourage discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It also serves as a valuable reference in helping employees locate relevant documents, services and other resources related to ethics within the college.



Code Of Conduct For The Management/Board Of Directors

- Always be kind and considerate to others.
- Be respectful to all the sects of society.
- Always provide equal employment opportunities to everybody regardless of the person's gender, religion, caste, creed, language, place of origin or social and cultural background.
- Discourage and punish any kind of harassment or any behaviour or language that is abusive, offensive or unwelcome.
- Train and develop the people to be creative and empower them to take decisions.
- Encourage involvement and teamwork among employees while promoting the representation of various employee viewpoints.
- Ask staff members with various backgrounds, experiences, and viewpoints for their opinions.
- Avoid using idioms or lingo that might not be culturally appropriate.
- Encourage flexible work schedules for co-workers with varying special needs, skills, or obligations.
- Confront the decisions or behaviours of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perceptions of your conduct.
- Set an example of honesty and integrity, and use only honourable behaviour to accomplish organisational goals.
- Create an open and supportive environment where employees feel comfortable to speak up.
- Promptly address ethical questions or concerns raised by employees and take the appropriate steps to deal with such issues.
- Create policies in line with the state and central laws laid by the government.
- Do not use company information for personal gain.
- Always disclose to the other members of the management and board, all material, financial and commercial transactions, conducted by you.
- Protect confidential information (similar confidential information received from third parties) and proprietary information of the company and introduce regular effective checks for this purpose.
- Use company assets only for legitimate business purposes and not for personal use.

(Signature)

CODE OF CONDUCT (PRINCIPAL)

This code of conduct has been framed for the employees of Lucknow Public College of Professional Studies, Lucknow. It is expected that all concerned be aware of this code and should strictly adhere to it. The Governing Body reserves the right to change/ modify the policies of the code of conduct as and when required.

- ◆ Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
- ◆ Chalk out policies and plans to execute the vision and mission.
- ◆ Maintain co-ordination in all college works.
- ◆ Provide guidance, leadership, direction to the all stakeholders.
- ◆ Oversee and monitor the administration of the academic programs and general administration of the college.
- ◆ To adapt new technology and methods for effective teaching learning process and acquaint the students to recent developments in the world.
- ◆ Observance and implementation of directives issued by Government/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
- ◆ Maintain Assessment Reports of the teaching and non-teaching staff of the college.
- ◆ Ensure that the teaching and non-teaching staff follow the code of conduct of the college.
- ◆ Assessing reports/Academic dairy /teaching plan/ plan of action and action taken/ reports of teachers/head/coordinators.
- ◆ Assessing the academic syllabus/ course of the students.
- ◆ To assess the feedback forms of the various stake holders and take proper action for rectifying the issues.
- ◆ Assessing reports of the members of the non-teaching staff, maintenance of their Service books.

- ◆ To assess the feedback forms of the various stake holders and take proper action for rectifying the issues.
- ◆ Assessing reports of the members of the non-teaching staff, maintenance of their Service books.
- ◆ A Service Book shall be maintained by the administrative officer/head clerk or any other officer duly assigned.
- ◆ To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
- ◆ To encourage overall physical and cultural development of the student fraternity through extracurricular activities.
- ◆ To provide the students with many opportunities to face practical challenges of the competitive world with the utilization of their capabilities and potential.
- ◆ To encourage the teaching and non-teaching staff towards their professional development.
- ◆ To conduct seminars, webinars and workshop providing effective career counselling at regular intervals throughout the year.
- ◆ Ensure regular campus placement activities.
- ◆ To maintain campus facilities and infrastructure.
- ◆ To frame policies for employee retention and lower the attrition rate.
- ◆ To create an amiable environment for staff and students.



Dr S. P Singh
Founder General Manager
Lucknow Public Schools and Colleges



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CODE OF CONDUCT- DEAN ACADEMICS

- Always be kind and considerate to others.
- Be welcoming to all students and parents.
- Be respectful towards all the sects of society
- Always provide equal education opportunities to everybody regardless of the person's gender, religion, caste, creed, language, place of origin or social and cultural background.
- Discourage and punish any kind of ragging, harassment or any behaviour or language that is abusive, offensive or unwelcoming.
- Train and develop the students to be creative and empower them to take decisions.
- Avoid using idioms or lingo that might be culturally inappropriate.
- Encourage flexible work schedules for co-workers with varying special needs, skills or obligations.
- Confront the decisions or behaviours of others that are based on conscious or unconscious bias.
- be open-minded and listen when given constructive feedback regarding others' perceptions of your conduct.
- Set an example of honesty an integrity and use only honourable behaviour to accomplish college goals.
- Create an open and supportive environment where students and staff feel comfortable bringing up their concerns and grievances.
- Promptly address ethical questions or concerns and take the appropriate steps to deal with such issues.
- When representing the college at various platforms, be inclusive of various ideas and learn from other universities and colleges.
- When implementing the policies laid down by the management, ensure that the college resources are managed in the best possible way.
- Do not use college information for personal gains.
- Always disclose to the other members of the management and the principal all the materials, financial, commercial transactions, conducted.
- Protect confidential information (similar confidential information received from third parties) and proprietary information of the college and introduce regular effective checks for this purpose.
- Use college assets only for legitimate business purposes and not personal use.



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CODE OF CONDUCT- Academic Coordinator

- ❖ Always be kind and considerable to others.
- ❖ Be welcoming to students and employees
- ❖ Be respectful to all the sects of the society.
- ❖ Always provide equal education opportunities to everybody regardless of the person's gender, religion, caste, creed, language, place of origin or social and cultural background.
- ❖ Discourage and punish any kind of ragging, harassment or any behaviour or language that is abusive, offensive or unwelcoming.
- ❖ Train and develop the students to be creative and empower them to take decisions.
- ❖ Uphold the college ideals to ensure that all students, academic staff and supporting personnel are treated with respect and dignity.
- ❖ Implement the policies, rules and regulations of the college keeping in mind the state and country laws
- ❖ Assist the team members with the necessary training, skill upgrades and support for completing the tasks assigned in a fair manner.
- ❖ Maintain friendly relations with both the administration and the other non- administrative staff
- ❖ Do not use college information for personal gains
- ❖ Always disclose the other members of the management and the principal on material, financial and commercial transactions conducted by you
- ❖ Protect confidential information (similar confidential information received from third parties) and proprietary information of the college and introduce regular effective checks for this purpose.
- ❖ Use college assets only for legitimate business purposes and not for personal use.

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CODE OF CONDUCT- Head Of Department

- ✚ Always be kind and considerable to others.
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 - ✚ Be respectful to all the sects of the society.
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 - ✚ Discourage and punish any kind of ragging, harassment or any behaviour or language that is abusive, offensive or unwelcoming.
 - ✚ Train and develop the students to be creative and empower them to take decisions.
 - ✚ Avoid using idioms or lingo that might be culturally inappropriate.
 - ✚ Uphold the college ideals to ensure that all students, academic staff and supporting personnel are treated with respect and dignity.
 - ✚ Implement the policies, rules and regulations of the college keeping in mind the state and country laws
 - ✚ Value the unique contribution that each person brings to the college.
 - ✚ Ensure that the college's objectives are clearly communicated to all relevant parties and that the activities plans to undertake are directed at accomplishing the objectives
 - ✚ Encourage faculty members to update their knowledge by organizing or attending seminars/ workshops/ conference and write proposals to funding agencies for research projects
 - ✚ Encourage faculty members to author text books and publish research papers in reputed international/ national journals/conferences
 - ✚ Do not use college information for personal gains
 - ✚ Always disclose the other members of the management and the principal on material, financial and commercial transactions conducted by you
 - ✚ Protect confidential information (similar confidential information received from third parties) and proprietary information of the college and introduce regular effective checks for this purpose.
 - ✚ Use college assets only for legitimate business purposes and not for personal use.
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**The Professional Ethics for the Teachers (as per UGC
Notification 2018)**

The College is providing the following guidelines Of UGC For Maintaining the Professional Ethics For The Teachers These Guidelines are adopted From UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018

Source: <https://www.ugc.ac.in/pdfnews/5323630> New Draft UGCRegulation-2018

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

II. Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

(i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.

(ii) Manage their private affairs in a manner consistent with the dignity of the profession.

(iii) Seek to make professional growth continuous through study and research.

(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

(v) Maintain active membership of professional organizations and strive to improve education and profession through them.

(vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.

(vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

III. TEACHERS AND THE

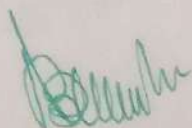
STUDENTS Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student in the assessment of merit.
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop an understanding of our national heritage and national goals.
- (x) Refrain from inciting students against other students, colleagues or administration.

IV. TEACHERS AND

COLLEAGUES Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.



V. TEACHERS AND AUTHORITIES:

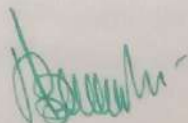
Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (vi) Should adhere to the conditions of contract.
- (vii) Give and expect due notice before a change of position is made
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

VI. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

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Code of Conduct for Non- Teaching Staff

This code of conduct has been framed for the employees of Lucknow Public College of Professional Studies, Lucknow. It is expected that all concerned be aware of this code and should strictly adhere to it. The Governing Body reserves the right to change/ modify the policies of the code of conduct as and when required.

1. Every non-teaching staff member of the college is responsible for undertaking his/her duties efficiently and diligently to uphold the standards laid down by the U.G.C./University/College /Management.
2. Keep himself / herself professionally updated for the proper discharge of duties.
3. Staff is expected to attend to their allotted duties punctually.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university which include: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations and all types of examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and behave politely with everyone of the college.(The Principal, Dean, teachers, students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the college.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues and teaching staff and the students of the college.
16. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.
19. No one of the non- teaching staff should by act or deed degrades, harass or

insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students, specifically those who are specially - abled.
23. Avail professional opportunities for career development.
24. No staff member shall approach directly to any member of the Management/ Board of Directors for their personal or professional matters. He/She should put forward their issue/ grievance through the Principal in written.
25. None of the non-teaching staff is permitted to leave without the permission of the Principal.



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CODE OF CONDUCT FOR STUDENTS

The institute has drafted Code of Conduct to provide holistic development to students by providing effective teaching-learning atmosphere. The code of conduct serves as an instrument to provide a check on students' behavior and help guide them towards their goal of seeking admission in the college. The code of conduct has been formulated keeping in line the need to inform students about the rules and regulations of the institute and that they need to abide by the same.

The motto of the college:

"EXCELLENCE FOR ALL, EXCELLENCE FROM ALL"

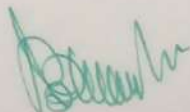
Upholds the true spirit, the institution wishes to pass on to each of its students and enable them transform themselves into the finest citizens of our country in all aspects.

The students are expected to observe The Code of Conduct to enable smooth flow of daily chores of the institute related to teaching-learning domain and to enable everyone breathe in a peaceful environment. This would not only lead to sustainable development of self but also lead to harmonious relations with others and the surroundings. Therefore, the students are herewith being introduced to the following code of conduct which must be adhered to by every scholar.

1. No student shall leave the premises before the college timing without the prior permission of dean/class teacher.
2. As per the university rules 75% attendance is mandatory to appear in semester end examination.
3. Students of the college must always wear around their neck, Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal.

4. **Every student is expected to greet the seniors/faculty members when they meet them.**
5. **Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.**
6. **Students must follow the Dress Code prescribed by the College. Their uniform should be clean and ironed. Their shoes should be polished and no stinking socks.**
7. **Fashionable clothing is not allowed.**
7.a **Definition of Fashionable clothing – Any clothing which is not prescribed in the Dress Code of the college**
8. **No student is allowed to keep fashionable/cool/unusual/colored hair style.**
9. **Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college. Action and penalties will be as per the Anti-Ragging Policy of the institution.**
10. **No student shall indulge in any act of violence, abuse, ragging or any anti-college activities such as: formation of unions, negative propaganda or sloganeering.**
11. **All students to adhere to the time-table scheduled for lectures or any co-curricular activities.**
12. **If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Anti-Ragging committee.**
13. **Consuming Alcohol, Guthkha and Smoking is strictly prohibited in and around the college premises.**
14. **Any student found indulging in PDA (Personal Display of Affection) with peers of opposite sex or same gender shall be liable to strict actions from the authorities.**
15. **The reporting or portrayal of sexual actions in order to produce sexual excitement through books, films, or other media. Pornographic websites, pornographic material created using computers, and the use of the internet to download and transmit pornographic films, texts, photographs, and photos, among other things, by the students shall be considered unethical and call for punishment as per the Government laws.**
16. **Every student must help to keep college premises/campus/classrooms & desk- chairs clean and neat; everyone must use dust bin for throwing garbage.**
17. **The students should respect the college property and take all measures to keep it safe. In case of any damage by the student, the student shall be liable to indemnify against the loss.**

18. Every student is expected to maintain the sanctity of the college.
19. No student must spit in college premises/campus or in class room.
20. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.
21. During the conduct of lectures, students are expected to maintain discipline and listen attentively to what is being delivered.
22. Use of mobile phones in the college premises is permissible only for educational purpose.
23. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room except during allotted time if any.
24. Students should make proper use of College Library as per the Library Rules and Regulations laid down by the college.
25. No student shall loiter in the college premises, corridors, ground, reception area or other official areas whenever they have a free period or unnecessarily.
26. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action for any defamation.
27. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
28. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
29. Writing on walls, pillars, bath rooms, furniture, class boards, wash rooms etc. will be considered as a violation of the code of conduct.
30. In case of continued below average performance in internal examinations/semesters and class attendance lower than 75%, the principal holds the authority to withdraw permission for him/her to appear the university examinations, as per the university norms.
31. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
32. No function/program/ birth day in the college campus / class room without prior permission of the principal is allowed.
33. To celebrate any western cultured day (like friendship day/Valentine Day) by



the students in college premises is strictly prohibited.

34. In case of any medical emergency to a student/s in the college, the matter must be reported immediately to the HOD/concerned teacher/ hostel warden, who will help them solve their problem.
35. In case a student wishes to take leave, a prior application must be submitted and approval should be taken in advance.
36. The college shall not be held responsible for any kind of damage, theft etc. of any article belonging to the student (vehicle, phone etc.) It is solely the responsibility of the student.
37. Any kind of fraudulent activity such as the forgery, alteration, unauthorized possession or use of college documents, records, instruments of identification, forged or fraudulent communications etc. shall lead to strict disciplinary action against those involved.
38. Every student is bound to abide by the Code of Conduct and any amendments made in it from time to time by the college management whether written or oral.
39. To promote a Clean and Green Campus the college prohibits the use of plastics within the premises. All students must adhere to this and shall keep the campus a Plastic-free Zone.
40. Any kind of personal vehicles of students are not permitted inside the premises.

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