



Shree Guru Gobind Singh Ji Government College Paonta Sahib, District Sirmaur, Himachal Pradesh

2nd Cycle of NAAC Accreditation

Criterion 7 Institutional Values and Best Practices

Key Indicator 7.1 Institutional Values and Social Responsibilities

Metric 7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators, and other staff and conducts periodic programmes in this regard.

Code of Conduct

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I. Applicable Acts, Rules and Regulations

A. Central Civil Services Rules Applicable to Himachal Pradesh Government Employees:

(Government of Himachal Pradesh, Finance (Regulations) Department Notification No. Fin(C)B(15)6/2013 dated 28th March 2016)

1. Fundamental Rules and Supplementary Rules
2. Central Civil Services (Pension) Rules, 192 (as applicable to the Government employees appointed prior to 15th May 2003)
3. General Provident Fund (Central Services) Rules, 1960
4. Central Civil Services (Leave) Rules, 1972
5. Central Civil Services (Commutation of Pension) Rules, 1981
6. Central Civil Services (Temporary Service) Rules, 1965
7. Central Civil Services (Conduct) Rules, 1964

B. Government of India Acts

8. Right to Information Act, 2005
9. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

C. Himachal Pradesh Government Rules

10. Himachal Pradesh Financial Rules, 2009
11. Himachal Pradesh Treasury Rules, 2017
12. Right to Information Rules, 2006
13. Office Manual, 2011
14. The Himachal Pradesh Public Services Guarantee Act, 2011
15. The Himachal Pradesh Public Services Guarantee Rules, 2011

D. Rules for Educational Institutions

16. Himachal Pradesh University Ordinances (Volume I & II)
17. Himachal Pradesh Secondary Education Code, 2012 (There is no specific code for colleges).
18. The Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act, 2009
19. The Himachal Pradesh State Higher Education Council (Establishment and Regulation) Act, 2018

E. UGC Regulations

20. UGC (Affiliation of Colleges by Universities) Regulations, 2009
21. Recognition of Institution/College Regulations, 1974 (F. 3334/65 (CD)(CP) Pt. IV) dt. 12.07.1974
22. UGC (Curbing the Menace of Ragging in Higher Education Institutions) Regulations, 2009. No.F.1-16/2007(CPP-II) dt.17.6.2009
23. UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012 No. F. 14-3/2012 (CPP-II) dated 17.12.2012
24. UGC (Grievance Redressal) Regulations, 2012. No. F. 14-4/2012 (CPP-II) dated December, 2012
25. University Grants Commission (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 F.91-1/2013(TFGS) 2nd May, 2016 M/HRD Ref.No.12-13/2015-U-1 dt.1.4.2016
26. University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulation, 2021
27. University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.
28. UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2016 No.F.1-100/2016(MOOCs/E-content) 19 July,2016
29. Other UGC notifications issued from time to time.

II. Code of Conduct for the Principal

(Section 17.0 Code of Professional Ethics of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018”)

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 18th July, 2018

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

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the “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 2010” (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.

17.0 Code of Professional Ethics

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College’s assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

III. Code of Conduct for the Teachers

(Section 17.0 Code of Professional Ethics of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018”)

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17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (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 organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity 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; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. 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 making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. 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 organisations 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 organisations 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 the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (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.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

IV. Code of Conduct for the Director Physical Education and Sports/ Librarian

(Section 17.0 Code of Professional Ethics of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018”)

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

V. Conduct of Government Servants (Teaching and Non-Teaching Staff)

A. Standards of Financial Propriety as per HPFR, 2009

- 1. Short title and commencement.** - (1) These rules may be called the Himachal Pradesh Financial Rules, 2009.

- 10. Standards of financial propriety.** - (1) Every officer incurring or authorizing expenditure from public moneys shall be guided by high standards of financial propriety. Every officer shall also enforce financial order and strict economy and see that all relevant rules and regulations are observed by his own office and by the Drawing and Disbursing Officers. Among the principles on which emphasis is to be generally laid shall be the following, namely:-
 - (a) every officer shall exercise the same vigilance in respect of expenditure incurred from public moneys, as a person of ordinary prudence would exercise in respect of expenditure of his own money;
 - (b) the expenditure shall not be prima facie more than the occasion demands;
 - (c) no authorized officer shall exercise its powers of sanctioning expenditure, to pass an order which will be directly or indirectly to his own advantage;
 - (d) expenditure from public moneys shall not be incurred for the benefit of a particular person or a section of the people, unless, -
 - (i) a claim for the amount could be enforced in a Court of Law; or
 - (ii) the expenditure is in pursuance of a recognized policy or custom; and
 - (e) the amount of allowances granted to meet expenditure of a particular type shall be so regulated that the allowances are not on the whole a source of profit to the recipients.

- (2) Finance Department may from time to time lay down additional standards to be followed by officers incurring or authorizing expenditure from public moneys.

- (3) Instructions regarding the preparation and payment of establishment and travelling allowance bills are contained in the Treasury Rules which shall be carefully observed by all the Drawing and Disbursing Officers.

- (4) Drawing and Disbursing Officers shall be responsible for seeing that pay bills are checked and initialed by a responsible Government servant and that the checks shall always include verification of the total amount entered in the bills. Failure to observe these precautions as well as those regarding disbursement of moneys drawn, shall render them liable for making good any loss that may occur thereby.

B. Conduct of Government Servants as per Office Manual

(Office Manual, Government of Himachal Pradesh, Chapter VIII Conduct of Government Servants, pp. 45-51)

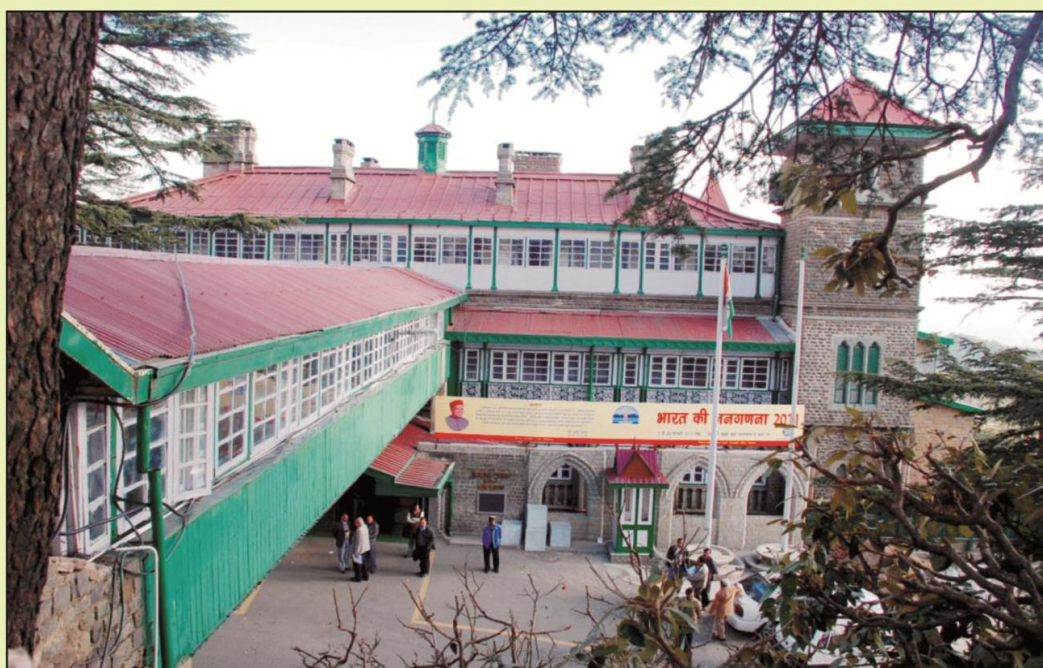


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CHAPTER VIII

CONDUCT OF GOVERNMENT SERVANTS

8.1 Constitutional position

The fundamental rights of Government servants as citizens of India are subject to reasonable restrictions as may be imposed by the Government from time to time.

The proviso to Article 309 of the Constitution provides for rules regulating the recruitment and conditions of service of persons appointed to Govt. services and posts. Accordingly the rights provided in Article 19 (1) of the Constitution are also subject to reasonable restrictions, if any, imposed under the rules framed under proviso to Article 309 of the Constitution, in so far as the Govt. servants are concerned. Various rules have been framed under proviso to Article 309 and some of the provisions of such rules which impose reasonable restrictions are given below.

8.2 Adoption of Central Government Rules by Government of Himachal Pradesh.

The Government vide notification No.FD-2-4/74 Finance (Regulation)-II dated 30.3.1974 has adopted the following Central Civil Services Rules w.e.f. 1-1-1972:-

1. Fundamental Rules and Supplementary Rules;
2. Pension Chapter of Civil Service Regulations;
3. Liberalized Pension Rules/Central Civil Services (Pension) Rules, 1972;
4. Family Pension Schemes for Central Government employees, 1964;
5. General Provident Fund (Central Services) Rules, 1960;
6. Civil Pension Commutation Rules;
7. Contributory Provident Fund (India) Rules, 1960;
8. Study Leave Rules, 1962;
9. Revised Leave Rules, 1933/Central Civil Services (Leave) Rules, 1972;
10. Central Civil Services (Temporary Service) Rules, 1965;
11. Central Civil Services (Classification, Control and Appeal) Rules, 1965;
12. Central Civil Services (Conduct) Rules, 1964; and
13. Leave Travel Concession Scheme of the Central Government;

Any amendment in these rules is *epso facto* applicable as the State has adopted the mother rules unless the State does a counter amendment. The State can also amend to vary provisions of these rules to suit its requirements.

8.3 Fundamental Rules

(1) Fundamental Rule 11 provides that unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Government which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration. This Rule further provides that the services required of a Government servant can be such as would ordinarily be remunerated from general revenues, from a local fund or from the funds of a body incorporated or not, which is wholly or substantially owned or controlled by the Government.

(2) Proviso under Fundamental Rule 17 (1) provides that an officer who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence. Further, Fundamental Rule 17-A provides that a period of unauthorized absence:-

- (i) In the case of employees working in industrial establishments, during a strike which has been declared illegal under the provisions of Industrial Disputes Act, 1947, or any other law for the time being in force;

- (ii) In the case of other employees as a result of acting in combination or in concerted manner, such as during a strike without any authority from , or valid reason to the satisfaction of, the competent authority; and
- (iii) In the case of an individual employee, remaining absent unauthorized or deserting the post;
Shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession, quasi-permanency and eligibility for appearing in departmental examinations for which a minimum period of continuous service is required.

8.4 C.C.S. (Conduct) Rules

In consonance with the Right to Information Act, 2005 (22 of 2005) and rules made there under, Rule 11 of Conduct Rules has been substituted which reads as under:-

Rule 11- Communication of official information. Every Government servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made thereunder:

Provided that no Government servant shall, except in accordance with any general or special order of the Government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any Government servant or any other person to whom he is not authorized to communicate such document or classified information.

Besides rule 4-A has been added to include:

Rule 4-A- No Government servant shall encroach upon Government land himself or through/by his family members.

The Central Civil Services (Conduct) Rules, 1964 impose various restrictions on the rights conferred by Article 19 (1) of the Constitution in so far as the Government servants are concerned. Important provisions of the Central Civil Service (Conduct) Rules, 1964 which impose such reasonable restrictions are as given below for guidance:

- (1) Under Rules 5, a Govt. servant shall neither be a member of, nor be otherwise associated with any political organisation or any organisation which takes part in politics nor take part in, subscribe in aid of, or assist in any manner any political movement or activity. Further this Rule also provides that no Govt. servant shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority.

Publication of an appeal or statement by any govt. servant in the newspapers supporting or opposing any political party or individual candidate in election to the Legislature or local authority is a violation of provisions of Rule 5 and the Govt, servant becomes liable for disciplinary action.

his control and authority. This rule also requires that no Government servant shall in the performance of his official duties or in the exercise of powers conferred on him, act, otherwise than in his best judgment except when he is acting under the directions of his official superior and further that a Govt. servant receiving the oral directions from his official superior shall seek confirmation of the same in writing as early as possible. At the same time, a Govt. servant will not evade his responsibility by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

- (9) Rule 4 provides that no Govt. servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm. This rule also provides that no Govt. servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner. The Govt. servant shall refer every such matter to the official superior.
- (10) Rule 13 places restrictions on acceptance of gifts by the Government servant himself and on his permitting any member of his family to accept gifts, accept gifts on specified occasions and that too up to the monetary value prescribed in the rule. Likewise Rule 13-A provides that no Govt. servant shall give or take or abet the giving or taking of dowry directly or indirectly from the parents or guardians of the bride or bridegroom.
- (11) Rule 18 and 18-A require submission of return of assets and liabilities on first appointment and return of movable and immovable and valuable property at such intervals as may be prescribed by the Government. The procedure for acquiring movable and immovable property during the service period is also prescribed in these rules;
- (12) Rule 20 forbids a Government servant from bringing or attempting to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.

It is clarified that bringing political or other pressure even for matters relating to transfers attracts provisions of this Rule.

- (13) Rule 21 requires that no Government servant shall, having a spouse living, enter into a second marriage or enter into a marriage with a person having a spouse living. The Govt. may permit a Government servant to enter into any such marriage if it is satisfied that such marriage is admissible under the personal law applicable to the Government servant and the other party to the marriage and there are adequate grounds for such marriage. Any Government servant marrying a person other than of Indian nationality shall forthwith intimate this fact to the Government;
- (14) Rule 22 places restrictions on the consumption of drinks and drugs and provides that Government servant shall:-
 - (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
 - (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;

- (c) refrain from consuming any intoxicating drink or drug in a public place;
- (d) not appear in a public place in a state of intoxication; and
- (e) not use any intoxicating drink or drug in excess.

8.4.1 Consequences of violation of Conduct Rules

The rights under **Article 19(1)** being subject to reasonable restrictions as per provisions or **clauses (2) to (6) of Article 19** of the Constitution, any Government servant who violates the restrictions imposed by general laws becomes liable for punishment as prescribed under the relevant Laws, and in addition, if the provisions of the C.C.S. (Conduct) Rules are also simultaneously violated he becomes liable to disciplinary action as well.

The disciplinary action is taken under the [provisions of the Central Civil service (Classification, Control and Appeal) Rules, 1965 and the penalties which can be imposed upon a Govt. servant, as detailed in Rule 11 are as under:-

Minor Penalties

- (i) censure;
- (ii) withholding of his promotion;
- (iii) recovery from his pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders;
- (iii)(a) reduction to lower stage in the time scale of pay by one stage for a period not exceeding 3 years, without cumulative effect and not adversely affecting his pension;
- (iv) withholding of increments of pay;

Major Penalties

- (v) reduction to a lower stage in the time scale of pay for a specified period
- (vi) reduction to lower time scale of pay, grade, post or service.
- (vii) compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment under the Government;
- (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

The matters which do not constitute a penalty within the meaning of Rule 11 are specified in explanation below this Rule.

8.5 Representations/Applications-Procedure for submission

8.5.1 Submission of applications or representations

- (i) No member of the staff shall submit on any subject connected with the office his application for leave or his representation direct to the Governor/Chief Minister/ Minister/Chief Secretary/Secretary/Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary or Head of the Department/office. Such communications should be sent through proper channel i.e. the Branch/Section Incharge to which the petitioner belongs, and the Branch/Section Incharge will submit them to the next superior authority for further submission to the appropriate authority in the ordinary course. Failure to observe

- this will be considered as an act unbecoming of a Govt. servant and must be severely dealt with;
- (ii) Representations should not be made jointly. In no case should office forms or Government papers be used for making personal representation or requests. Such use will render the concerned official liable to disciplinary action and recovery of the cost of the Government stationery;
 - (iii) In making applications, representations, appeals or petitions the language used should not be improper or offensive. Failure to observe this by the person concerned will be suitably dealt with.

8.5.2 Applications for outside posts

Applications for outside posts will ordinarily be forwarded at the discretion of the Secretary/Head of the Department Head of Office as the case may be. Such applications should be submitted through the Branch/Section-in-charge.

8.6 Attendance

8.6.1 Hours of Attendance

Office hours unless otherwise specified are from 10.A.M. to 5 P.M. with a half-an-hour lunch break from 1.30.P.M. to 2 P.M. Any member of the staff may, however, be required to work beyond office hours or on holidays (except Independence Day and the Republic Day), if his work is not up-to-date or the business of the Department demands. The Branch/Section-in-charge is authorised to require him to do so on such occasions.

8.6.2 Biometric Attendance

Guidelines on account of introduction of attendance of the Officers/officials on the Biometric machines in the H.P. Secretariat have been issued by Department of Personnel-Secretariat Administration Services-I, No. Per (SAS-I) A (5)-9/2010 Date 26.05.2010. Marking of attendance in the Biometric machines which have been installed in the H.P. Secretariat is compulsory for all the officers/officials.

It is the policy of the State Government to install biometric attendance system in all the Directorates, Collectorates, Regional and Zonal offices and other large office/ organizations in a time bound manner.

8.6.3 Attendance register

Till Biometric attendance system is put in place, employees attendance register will be kept in each Branch/Unit. On arrival in office all employees will mark their attendance in this register. It will be removed from the office and placed before the Branch Officer at 10.10 A.M. Any member of the staff arriving after 10.10 A.M. will report himself to the Branch officer and give the reasons for his late attendance verbally or in writing. For late attendance or short leave, the following deductions should be made from the casual leave account of the official:-

Upto 2 hours	1/3 rd of a day
Upto 3-1/2 hours	½ of a day

The deductions should be carried out at the end of each month from the casual leave account.

Checking of attendance

In the Secretariat, apart from the Administrative Department, Secretariat Administration Department will conduct surprise checks in sections, branches, units etc. Similar checking is to be conducted in the Directorates/Collectorates etc. by the administrative sections. Appropriate action against late comers and absentees is to be taken by the Departments.

Leave not to be presumed

Absence without leave is an infringement of discipline, which, unless satisfactory explanation is submitted, will be severely dealt with. Leave must be applied for and sanctioned before it is taken. It is only in cases of sudden and serious illness, or other exceptional circumstances to be proved to the satisfaction of the officer concerned that the rule can be relaxed.

Personal Staff and Peons attached to officers should not leave office or proceed on leave without the prior permission of concerned Officer.

8.6.4 Casual Leave

The maximum amount of casual leave allowed during the calendar year must not exceed the admissible limit. Casual leave will not ordinarily be granted for more than eight days at a time. Casual leave shall not be combined with any other kind of leave. This may, however, be combined with restricted holidays, or gazetted holidays. Casual Leave on medical grounds for more than two days will not be allowed without a medical certificate. Special casual leave for participating in National Sports Events etc. may be given as per orders by the Government. Casual leave shall not be applied for from home except on medical grounds. Casual leave can also be applied through e-mail.

An abstract statement showing casual leave taken and late attendance will be exhibited in the last column of the attendance register and consolidated by the Section-in-charge immediately after a month is over. The personal staff of an officer shall maintain a register of casual leave in respect of the officers under the controlling officer.

8.6.5 Holidays

- (i) The holidays admissible in public offices are notified yearly in the Himachal Pradesh Rajpatra.
- (ii) The Head of a Department/Office, Section Officer and Superintendent may order in the interest of work that the whole or part of the office shall remain open on any holiday.
- (iii) A list of residential addresses with telephone number/mobile/e-mail address of all staff members should be maintained in the Section/Office at a conspicuous place as well as their website.

VI. Code of Conduct for the Students

A. Provisions of Affiliating University Ordinance regarding Discipline

(Ordinances of the Himachal Pradesh University, Chapter XXII “Residence, Health, Physical Welfare, Conduct and Discipline of Students”)

CONDUCT AND DISCIPLINE

22.15. Except in the case of a student of a post-graduate class, the Head of each Institution shall send reports twice a year to the parent or guardian of the student regarding the following matters :

- (a) results of the house examinations;
- (b) percentage of attendance at lectures and other classes for which attendance is compulsory;
- (c) health and results or medical inspection;
- (d) any disciplinary fines and punishments imposed; and
- (e) general conduct.

22.16. A student involved in the violation of any of the rules or regulations of the Institution or the University, or in any way involved in any act of indiscipline, may be placed on Conduct Probation by the Head of institution. A student placed on Conduct Probation, shall not be allowed to represent the Institution or the University in any meet, tournament, youth festival or cultural competition, during the period of his Conduct Probation and shall also remain suspended from any office that he may be holding in any student organisation. If a student who has been on Conduct Probation on previous occasions, commits an act of indiscipline, he shall be dropped from the rolls of the Institution/University.

22.17. Deleted.

RUSTICATION AND EXPULSION OF STUDENTS

22.18. Rustication shall mean the loss of one academic year *i.e.* the student concerned shall not be allowed to appear in any University examination during the academic year in which he is rusticated. The actual period of expulsion from the college or institution shall depend upon the time of the year when the rustication order is passed. A rusticated student may, with the permission of the Head of the College or Institution concerned, rejoin his class in the same college or institution at the time of admission in the following academic year.

22.19. A student, who is expelled from a college or institution, shall not be allowed to appear in any University examination during the academic year in which he is expelled and the next following year, and shall not thereafter be re-admitted to the same or any other college or institution without the prior sanction of the Vice-Chancellor.

22.20. Each case of rustication or expulsion shall be reported to the Registrar of the University immediately after the order is passed. A certificate signed by the Dean of Studies/Associate Dean/Head of the College or Institution to the effect that the student had been given adequate and reasonable opportunity to explain his position before the order was passed shall accompany the report.

22.21. (a) The Dean of Studies/Associate Dean/Head of the College or Institution, may for reasons to be recorded in writing revise or review his order within ten days of the original order. The order so passed along with reasons shall be immediately reported to the Registrar of the University.

(b) The Registrar shall bring the revised order to the notice of the Vice-Chancellor.

(c) No order of rustication or expulsion shall be revised after it has been notified under paragraph 22.22. below.

22.22. (a) The Registrar shall on expiry of a period of fifteen days from the date of the order of rustication or expulsion, enter the order in the Register of students and notify it to the Dean of Studies, and to all colleges or institutions affiliated to or maintained by the University and to the other Universities in India.

(b) As soon as rustication or expulsion of a student has been notified by the University his name shall be removed from the rolls of the University Departments of Studies, or the college or institution affiliated to or maintained by the University, as the case may be, and the student shall not pay any fees during the period of rustication or expulsion.

(c) Whenever the Vice-Chancellor is satisfied that the order rusticating or expelling a student requires revision in the light of the facts, which come to his knowledge; he may revise the order and pass such other order as may be considered necessary in the circumstances of the case. The decision of the Vice-Chancellor shall be final.

A. Provisions of Affiliating University Ordinance regarding Required Attendance for Examinations

CHAPTER VI EXAMINATIONS GENERAL

6.1 Save as otherwise provided in Statute 20, a degree, diploma or certificate shall be awarded to a candidate after such examination as may be prescribed for that degree, diploma or certificate.

6.2 (a) Every candidate, except when permitted to appear as a private candidate, shall be required to undergo a regular course of study i.e. attendance at lectures, tutorials, seminars, practicals etc. or a regular course of instruction in the Correspondence Courses of the University.

(b) In order to be eligible to appear at a University examination, a candidate should have put in 75 per cent attendances in each of the concerned courses in Theory as well as in Practicals, and in the case of a student of Correspondence Courses must have submitted response sheets to at least 75 percent of the assignments for each course and must have obtained at least 33 percent of the total marks in respect of these assignments:

Provided that in the case of a candidate provisionally admitted to a higher class, but reverted to the lower class, as provided herein after, this condition shall only be required to be fulfilled in respect of attendances or assignments as the case may be from the date of his reversion to the lower class:

Provided further that the Principal/Dean of Faculty concerned and/or Chairman of the Department concerned may for reasons to be recorded in writing condone shortage of lectures delivered in each of the concerned courses upto a maximum of 10 per cent lectures in Theory and Practicals; provided, however, that in case of Law Courses the shortage of attendance in any subject(s), course (s) as also at tutorials and moot courts may be condoned upto a maximum of 15% in each subject/ course, etc., or 9 per cent in the aggregate if a student has attended at least 66 per cent of the lectures in the aggregate of the lectures for the semester. However, the percentage of lectures attended in each course should not in any case fall short of 60 percent.

Provided that a student who has failed at the Part-I or Part-II or Part-III examination and has rejoined the I year or II year or III year class, as the case may be, shall be required to put in the requisite attendance as above afresh and the attendance previously put in by him/her for the respective year will not be taken into account.

B. The Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act, 2009

AUTHORITATIVE ENGLISH TEXT

THE HIMACHAL PRADESH EDUCATIONAL INSTITUTIONS (PROHIBITION OF RAGGING) ACT, 2009

ARRANGEMENT OF SECTIONS

Sections:

1. Short title and commencement.
2. Definitions.
3. Prohibition of Ragging.
4. Duties of certain persons to check and report incidents of ragging.
5. Abetment of offences under section 3.
6. Offences to be cognizable, non-bailable and compoundable.
7. Expulsion of student.
8. Suspension of student.
9. Power of the State Government to give directions.
10. Provisions not to be derogatory to certain laws.
11. Power to make rules.
12. Laying of rules and orders.
13. Repeal of Ordinance No. 1 of 2009 and savings.

THE HIMACHAL PRADESH EDUCATIONAL INSTITUTIONS (PROHIBITION OF RAGGING) ACT, 2009

(ACT NO. 12 OF 2009)¹

(Received the assent of the Governor on the 10th September, 2009 and was published both in Hindi and English in the Rajpatra, Himachal Pradesh, dated the 11th September, 2009, pp. 3657-3665).

An Act to provide for prevention of the evil practice of ragging in educational institutions in the State of Himachal Pradesh and for matters connected therewith or incidental thereto.

BE it enacted by the Legislative Assembly of Himachal Pradesh in the Sixtieth Year of the Republic of India as follows:-

1. Short title and commencement.-(1) This Act may be called the Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act, 2009.

1. Passed in Hindi by the Himachal Pradesh Vidhan Sabha. For Statement of Objects and Reasons see the Rajpatra, Himachal Pradesh, dated 18th August, 2009, pp. 2605 and 2609-2610.

(2) It shall be deemed to have come into force on 25th day of March, 2009.

2. Definitions.-In this Act, unless the context otherwise requires,-

- (a) “educational institution” means any University, any College affiliated to or maintained by the University, any school imparting secondary education, any school, Polytechnic or institution imparting technical education and includes such other institutions as may be notified by the State Government in the Official Gazette;
- (b) “Officer-in-Charge” means and includes person appointed as the Principal of College, Head of Hostel, Dean of Faculty, Head of Teaching Department or the institution, the authority of the College, Warden or Manager (by whatever name called) of Hostel or canteen, the Student Welfare Officer or the Librarian of the College and University Library, Principal, Headmaster, Warden, Manager or teacher of the educational institution; and
- (c) “ragging” means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which-
 - (i) involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
 - (ii) violate the status, dignity and honour of such students; or
 - (iii) expose students to ridicule and contempt and affect their self-esteem; or
 - (iv) entail verbal abuse and aggression, indecent gestures and obscene behaviour.

3. Prohibition of ragging.-(1) No person shall practise ragging in any form, within or outside the premises of an educational institution.

(2) Any person who contravenes the provisions of sub-section (1), shall, on conviction, be punished with imprisonment for a term which may extend to three years or with fine which may extend to fifty thousand rupees or with both.

4. Duties of certain persons to check and report incidents of ragging.- (1) Notwithstanding anything contained in any law for the time being in force or in any contract, every person who is the Officer-in-Charge of the educational institution or who is in the service or pay of or remunerated by the educational institution to do any work assigned to him in connection with the maintenance of discipline therein, shall be bound to take immediate action on the occurrence of any incident of ragging and to make report to the Vice-

Chancellor or to any other officer authorised by him, in case of the University, or the Head of the educational institution, in case of the institution other than the University, the identity of those who have engaged in ragging and the nature of the incident.

(2) Every single incident of ragging where the victim or his parents or guardian or the Head of educational institution is not satisfied with the institutional arrangement for action, a First Information Report shall be lodged without exception by the institutional authorities with the local police authorities.

(3) Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the First Information Report with the local police, shall be construed to be an act of culpable negligence on the part of the institutional authority.

(4) If any victim or his parent or guardian intends to lodge First Information Report directly with the police that shall not absolve the institutional authority from the requirement of lodging the First Information Report.

(5) Any person who contravenes the provisions of sub-section (1) or sub-section (2) or sub-section (3), shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to ten thousand rupees, or with both.

5. Abetment of offences under section 3.-Whoever being a Head of educational institution or an officer, directly or primarily in-charge of supervision for the proper maintenance of discipline in the educational institution, knowingly omits to check and report or connives or abets the commission of the offence under section 3, shall, on conviction, be punished with imprisonment for a term which may extend to two years or with fine which may extend to twenty five thousand rupees, or with both.

6. Offences to be cognizable, non-bailable and compoundable.- Every offence under this Act shall be cognizable, non-bailable and compoundable with the permission of the court.

7. Expulsion of student.-(1) Any student convicted of an offence under this Act shall be expelled from the educational institution.

(2) Student expelled under sub-section (1) or expelled otherwise on account of ragging shall not be admitted in any other educational institution for a period of three years from the date of order of such expulsion.

8. Suspension of student.- (1) Whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution or an Officer-in-Charge makes a complaint, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within twenty four hours of the receipt of the complaint, enquire into it and, if, prima facie, it is found true, suspend the student found guilty.

(2) Where, on enquiry by the head of the educational institution, it is proved that prima facie there is no substance in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

9. Power of the State Government to give directions.- The State Government may, in public interest, by order in writing for reasons to be recorded therein, give to the educational institutions general instructions to be followed by such institutions and such instructions may, notwithstanding anything contained in the Himachal Pradesh University Act, 1970 (17 of 1970) and the Himachal Pradesh Universities of Agriculture, Horticulture and Forestry Act, 1986 (4 of 1987), the Jaypee University of Information Technology Act, 2002 (14 of 2002), the Chitkara University (Establishment and Regulation) Act, 2008 (2 of 2009), the Eternal University (Establishment and Regulation) Act, 2008 (3 of 2009), any University established by Law in the State in private and public sector, the Himachal Pradesh Board of School Education Act, 1968 (14 of 1968), the Himachal Pradesh Board of Technical Education Act, 1986 (14 of 1986), the Societies Registration Act, 1860 (21 of 1860) and the Himachal Pradesh Societies Registration Act, 2006 (25 of 2006), include directions to make or amend any ordinances, statutes, regulations, rules, bye-laws relating to the prohibition of and the punishment for ragging, in such form and within such period as may be specified in such order.

10. Provisions not to be derogatory to certain laws.- The provisions of this Act shall be in addition to and not in derogation of the Indian Penal Code, 1860 (45 of 1860), the Code of Criminal Procedure, 1973 (2 of 1974), and the statutes framed under the Himachal Pradesh University Act, 1970 (17 of 1970), the Himachal Pradesh Universities of Agriculture, Horticulture and Forestry Act, 1986 (4 of 1987), the Jaypee University of Information Technology Act, 2002 (14 of 2002), the Chitkara University (Establishment and Regulation) Act, 2008 (2 of 2009), the Eternal University (Establishment and Regulation) Act, 2008 (3 of 2009), any University established by Law in the State in private and public sector, the Himachal Pradesh Board of School Education Act, 1968 (14 of 1968), the Himachal Pradesh Board of Technical Education Act, 1986 (14 of 1986), the Societies Registration Act, 1860 (21 of 1860) and the Himachal Pradesh Societies Registration Act, 2006 (25 of 2006).

11. Power to make rules.-The State Government may, by notification published in the Official Gazette, make rules for carrying out the purposes of this Act.

12. Laying of rules and orders.- Every order issued under section 9 and rules made under section 11 shall be laid, as soon as may be after it is issued or made, before the Legislative Assembly while it is in session for a total period of not less than ten days which may be comprised in one session or in two or more successive sessions, and if before the expiry of the session in which it is so laid or the sessions aforesaid, the Assembly makes any modification in the rule, or as the case may be, in the order, or decides that the rule or the order, as the case may be, should not be issued or made, the rule or

as the case may be, the order, shall, thereafter, have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or as the case may be, under that order.

13. Repeal of Ordinance No. 1 of 2009 and savings.-(1) The Himachal Pradesh Educational Institutions (Prohibitions of Ragging) Ordinance, 2009 is hereby repealed.

(2) Notwithstanding such repeal any action taken or anything done under the Ordinance so repealed shall be deemed to have been done or taken under the corresponding provisions of this Act.

C. General Behaviour and Discipline

1. Students should follow the rules and regulations laid down by the college administration.
2. Students should be seated in their respective classes on time before the arrival of teacher and should not cause any disturbance in the running of the class. During the class, if an emergent situation arises, the student should quietly leave the class without creating any disturbance.
3. Students who have no class to attend during any particular period should not loiter in the corridors.
4. Students should not cause harm mentally or physically to anyone.
5. Students who are coordinating various programmes and events should get prior permission from the principal and the concerned teachers. Meetings, fund collection, putting up of notices should be after getting the permission from the principal and the concerned teachers.
6. The practice and preparation for any programmes should not in any way disrupt the normal functioning of the classes.
7. Waste disposal should be proper as per the facilities provided in the institution.
8. The student should be properly dressed.
9. Students should not bring outsiders into the campus without the prior permission of the authorities.
10. Students must observe a cordial relation with the surrounding community.
11. Sale, distribution, use and possession of banned drugs, alcohol and tobacco products are strictly prohibited and in case of violation shall be dealt with as per law.
12. Fireworks, explosives, weapons, or items of destruction are prohibited in the college campus.
13. Students can hold meetings inside the college premises only with prior permission of the principal.
14. Writing on classroom walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
15. Students should not create disturbance in the academic, administrative, sporting, social or other activities of the College.

D. Legal Provisions and Disciplinary Action

1. Students are responsible for the protection of the property of the college and its general upkeep. They should not damage the walls, furniture, or other facilities inside the campus. Graffiti on walls is strictly prohibited. Legal action will be initiated against those who destroy or cause to destroy the property of the college under existing laws including the Prevention of Damage to Public Property Act 1984.

2. Students who are persistently insubordinate and commit fraud or any kind of malpractices in the College shall be punished as per the guidelines of the Government. Their names shall be removed from the roll depending on the gravity of the misdemeanour.
3. Students who are under suspension shall not be allowed to enter the campus without permission.
4. Any behaviour falling in the category of sexual harassment at workplace should be reported to the Internal Complaints Committee of the college immediately and the matter would be dealt with as per the Law.
5. Any type of misconduct during industrial visits and educational tours arranged by the college will invite serious disciplinary action.
6. Any case of violation of law and order in the college campus will be reported to the police for initiating action against the offenders.

E. Values

1. Regularity: Attend the lectures, practical sessions, and class tests regularly.
2. Punctuality: Be on time for college, theory, and practical sessions.
3. Study: Complete class work, presentations, and assignments regularly.
4. Examination: Do not use unfair means for examination.
5. Intimation: In case of absence from college inform your teacher.
6. Behaviour: Be honest, behave politely and treat others with respect.
7. Interference: Behave in a manner that will not interfere with the right of others.
8. Respect: Be respectful to others while under jurisdiction of the college and while participating in college sponsored activities.
9. Care: Utilize amenities provided by the college with care.
10. Report: Report to appropriate college authorities any illegal activities taking place in the college.

F. Use of Mobile Phones and Social Media

1. Mobile phone should be on silent mode in the college campus. Violation of rule would lead to fine Rs. 100/-
2. Students shall not use the social media to hurt the sentiments of others.
3. Use of internet, laptop, and tablet by students within the college campus is permitted for academic purposes only.

G. Applicable Punishments

1. For Intentional or deliberate damage caused to property, the recovery cost shall be twice the cost of replacement/repair. It may also be reported to the Police for action as per law.

2. For inadvertent damage caused to property, the recovery cost shall be of replacement/repair.

H. Identity Card

1. Every student must always carry with him/her duly completed identity card which is issued to him/her at the time of admission. He/she must produce the identity card whenever demanded by any teacher or the principal.
2. In case of loss of Identity Card, a duplicate I-card after a payment of ₹ 20 will be issued.

I. Library Rules and Regulations

1. Books will be issued to students on all working days during working hours.
2. Entry into the library is subject to production of Identity-cum-library cards.
3. Only two books at a time shall be issued to a student for a period of 14 days.
4. Reference books/ dictionaries/ newspapers / periodicals will not be issued.
5. Fine @ ₹ 1 per day will be charged on late return of issued books.
6. Enter your name and sign in the visiting register kept at the entrance counter while entering library.
7. No eatables are allowed inside the library.
8. Observe silence in the library.

VII. Code of Conduct for the Parents/ Guardians

1. The College expects the parents/guardians to deal with the College authorities in matters regarding the students. No outsiders or relatives are expected to engage with matters of the students unless it is duly informed by the parents in an officially assigned format and procedure.
2. Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College.
3. Parents/guardians should participate in the Parents Teachers Association (PTA) general house.
4. Parents through the Parents Teachers Association (PTA) should help maintain the discipline and academic standards of the College.
5. The parents and teachers through the Parents Teachers Association (PTA) should take initiative to collect voluntary subscriptions, donations, gifts in kind, etc. from members, non-members, and other institutions for furthering the aims and objectives of the association.
6. Parents/guardians should maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of this College.
7. In matters of discord and grievances, the parents/guardians are requested to meet the principal/ respective teacher or HOD. Kindly abstain from any preconceived notions in case of issues regarding college.