





ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)

Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२ Jawaharlal Nehru Marg, New Delhi - 110002

Phone: 011-23231899

Website: <https://zhdce.ac.in/>

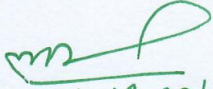
E-mail: [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com)

Date: 26.12.2019

### Notice

In compliance with the instructions dated 17.12.2019, issued by the University of Delhi regarding the Code of Professional Ethics to be followed and published on the college website and prescribed portals, Zakir Husain Delhi College Evening shall act and implement in letter and spirit by upholding the prescribed code of conduct for administrative staff, students and faculty members in the college. The documents of Code of Conduct and Professional Ethics have been uploaded and published on the college website.

Kindly visit the college website <https://zhdce.ac.in/> for a detailed information and write us back on: [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com) in case of any grievance and feedback.

  
26.12.2019

Professor (Dr) Masroor Ahmad Beg  
Principal





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**OFFICE ORDER**

With reference to a letter received from University of Delhi dated 17.12.2019 stating that all the affiliated/constituent/autonomous colleges have to form a committee for the maintenance of the Code of Conduct and Professional Ethics in the college for a better academic culture and professional standards.

In view of the aforesaid, Zakir Husain Delhi College Evening hereby constitutes a committee for Code of Conduct and Professional Ethics as per the instructions laid down by the competent authority.

The committee is being formed with the following members.

1. Dr Madhumita Chakraborty (Convener)
2. Dr Fauzia (Member)
3. Dr Hari Prasad (Member)
4. Dr Prabhat Ranjan (Member)
5. Dr Shahina Tabassum (Member)

  
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### College Motto and Moral Values

#### “Live By Love”

Zakir Husain Delhi College has always stood steadfast as a champion of some basic values which have acquired greater relevance in contemporary times. The college in its long history has accommodated students and faculty of different communities. Gradually it has evolved a culture of understanding and respect for differences of caste, creed and religion. On entering the college every year new students from the “walled city”, from across the river, as also from the South and North of Delhi and other parts of the country, walk into an ambience of composite bearing and harmony. Education for us in this college is not a mere pursuit for information: what we strive for is a holistic development of character with a commitment to building a strong knowledge base. For this, our teachers, students and employees work together in close association. Not only does the college uphold traditional values of courtesy and regard for the older and the weak, there is also a sensitive concern for justice and a sense of fairness. The alertness to gender equality too is demonstrated amply through a number of awareness programmes organized in the college. As a result there is an atmosphere of good cheer rather than stress on the campus. In deed and spirit we “live by love”.

We believe in freedom of expression but this freedom ought not to become a licence for irresponsible speech or action. Through cultural and academic activities in the college, we try to include a multifaceted awareness. Creativity is encouraged and a high standard of arts and culture is maintained year after year. Physical fitness and sports too are not allowed to take a back seat in the college. Students of this college are encouraged to have a scientific temper, a progressive outlook and a grounding in humanistic values. Respect to one another and decency in behavior being the main planks of humanity, we ensure that our students show decency inside as well as outside the classroom.

The college is not only meticulous in applying creative pedagogical methods but it also retains the ethics and values rooted in its heritage. The teaching and non-teaching staff work in cooperation and harmony with each other to provide an amicable and cordial atmosphere. Apart from a deep knowledge of their respective subjects, students are taught to be disciplined, benevolent, and above all, humanitarian. One of the main objectives of the college, therefore, along with imparting knowledge, is that of building its students' character





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## Code of Professional Ethics

### For Students

#### **1. Academic Integrity:**

- I will uphold the highest standards of honesty and integrity in all academic activities.
- I will not engage in plagiarism, cheating, or any form of academic dishonesty.
- I will properly attribute and cite sources in all academic work.

#### **2. Respect for Others:**

- I will treat fellow students, faculty, and staff with respect and courtesy.
- I will value diversity and promote an inclusive and supportive learning environment.
- I will not engage in any form of harassment or discrimination.

#### **3. Responsible Use of Resources:**

- I will use college resources responsibly and ethically.
- I will not engage in unauthorized access or use of information, facilities, or equipment.
- I will report any misuse or abuse of resources.

#### **4. Professionalism:**

- I will conduct myself in a professional manner at all times.
- I will attend classes regularly, participate actively, and meet academic commitments.
- I will communicate effectively and responsibly with faculty, staff, and fellow students.

#### **5. Confidentiality:**

- I will respect the confidentiality of information shared in academic and professional settings.
- I will not disclose sensitive or private information without proper authorization.

#### **6. Responsible Citizenship:**

- I will contribute positively to the college community.
- I will abide by all college policies and regulations.
- I will report any violations of the code of ethics or college policies.

#### **7. Academic and Personal Development:**

- I will actively engage in my academic and personal development.
- I will seek help when needed and support the success of my peers.

#### **8. Ethical Research Practices:**

- I will conduct research with honesty, integrity, and transparency.
- I will follow ethical guidelines and standards in all research activities.

#### **9. Environmental Responsibility:**

- I will be conscious of the environmental impact of my actions and strive for sustainability.
- I will follow campus guidelines for waste disposal and resource conservation.

#### **10. Compliance with Laws and Regulations:**

- I will comply with all local, state, and federal laws and regulations.
- I will report any violations of laws or regulations that come to my attention.





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### Code of Professional Ethics

#### For College Administration

##### **1. Integrity and Honesty:**

- Administrators will conduct themselves with the highest standards of integrity and honesty.
- Administrators will not engage in or tolerate dishonesty, fraud, or corruption.

##### **2. Accountability and Transparency:**

- Administrators will be accountable for their actions and decisions.
- Administrators will communicate openly and transparently with stakeholders.

##### **3. Fairness and Equity:**

- Administrators will treat all individuals with fairness and impartiality.
- Administrators will promote and ensure equity in all aspects of college administration.

##### **4. Respect for Diversity:**

- Administrators will value and respect the diversity of the college community.
- Administrators will create an inclusive environment that fosters diversity and inclusion.

##### **5. Confidentiality:**

- Administrators will respect and protect confidential information.
- Administrators will only disclose confidential information when authorized or required by law.

##### **6. Professional Development:**

- Administrators will engage in continuous professional development to enhance their knowledge and skills.
- Administrators will stay current with best practices in higher education administration.

##### **7. Collaboration and Collegiality:**

- Administrators will collaborate with colleagues, faculty, and staff to promote the college's mission.
- Administrators will foster a collegial and supportive work environment.

##### **8. Academic Freedom:**

- Administrators will uphold and protect the academic freedom of faculty and students.
- Administrators will support an environment that encourages free and open inquiry.

##### **9. Financial Stewardship:**

- Administrators will manage financial resources responsibly and ethically.
- Administrators will ensure transparent financial practices and adhere to budgetary guidelines.

##### **10. Conflict of Interest:**

- Administrators will avoid conflicts of interest and disclose any potential conflicts promptly.
- Administrators will recuse themselves from decision-making when a conflict of interest arises.

##### **11. Student Welfare:**

- Administrators will prioritize the well-being and success of students.
- Administrators will provide a safe and supportive learning environment.

##### **12. Community Engagement:**

- Administrators will actively engage with the local and broader community.
- Administrators will promote the college's role as a responsible and contributing member of society.

##### **13. Compliance with Laws and Regulations:**

- Administrators will comply with all applicable laws and regulations.
- Administrators will ensure that college policies and procedures align with legal requirements.





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### Code of Professional Ethics

#### For Teachers

##### **1. Commitment to Education:**

- Teachers will demonstrate a strong commitment to the educational mission of the college.
- Teachers will strive to create a positive and inclusive learning environment.

##### **2. Academic Integrity:**

- Teachers will uphold and promote academic integrity in all aspects of teaching and assessment.
- Teachers will discourage plagiarism, cheating, and any form of academic dishonesty.

##### **3. Respect for Students:**

- Teachers will treat students with respect, fairness, and dignity.
- Teachers will be responsive to students' needs and concerns.

##### **4. Professional Competence:**

- Teachers will maintain high standards of professional competence in their subject areas.
- Teachers will engage in continuous professional development to stay current in their field.

##### **5. Fair and Objective Evaluation:**

- Teachers will provide fair and objective evaluation of students' performance.
- Teachers will base grading and assessment on clearly defined criteria.

##### **6. Privacy and Confidentiality:**

- Teachers will respect the privacy and confidentiality of student information.
- Teachers will not disclose private student information without proper authorization.

##### **7. Collegiality and Collaboration:**

- Teachers will collaborate with colleagues to enhance the overall educational experience.
- Teachers will foster a collegial and supportive atmosphere among the faculty.

##### **8. Professional Conduct:**

- Teachers will conduct themselves in a professional manner at all times.
- Teachers will avoid any behavior that may compromise their professional standing.

##### **9. Academic Freedom:**

- Teachers will uphold and protect the principles of academic freedom.
- Teachers will encourage open and free inquiry in the pursuit of knowledge.

##### **10. Respect for Diversity:**

- Teachers will value and respect the diversity of students and colleagues.
- Teachers will create an inclusive learning environment that celebrates differences.

##### **11. Responsiveness to Change:**

- Teachers will be open to innovation and adapt to changes in educational practices.
- Teachers will contribute to the improvement and advancement of the educational institution.

##### **12. Social Responsibility:**

- Teachers will contribute to the development of responsible and informed citizens.
- Teachers will instill a sense of social responsibility and ethical behavior in their students.

##### **13. Mentorship and Guidance:**

- Teachers will provide mentorship and guidance to students when appropriate.
- Teachers will support students in their academic and personal development.

##### **14. Compliance with Policies:**

- Teachers will comply with the policies and regulations of the college.
- Teachers will report any violations or concerns promptly.





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### Important Information/Instruction

The College follows rules and regulations as formulated by the competent authorities of the University of Delhi and the University Grants Commission (UGC). As explained above, some of the decisions are taken by the Staff Council and these are implemented through the sub-committees constituted by the Staff Council. The Bursar looks after the financial matters and handles them along with the Honorary Treasurer of the College. 3. The College maintains its past and present records by itself. The College Administration, Staff and other employees take guidance from various manuals issued by the University of Delhi and the UGC, for example, Governance of Colleges and the University Calendar. A Public Information Officer has been appointed to provide statutory information on behalf of the College.

### ORDINANCES ORDINANCE XV-B

#### **Maintenance of discipline among Students of the University**

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he/she deems proper, to the Proctor and to such other persons as he/she may specify on this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:
  - a) Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/ Department and against any student within the University of Delhi;
  - b) Carrying of, use of, or threat to use of any weapons;
  - c) Any violation of the provisions of the Civil Rights Protection Act, 1976;
  - d) Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
  - e) Any practice-whether verbal or otherwise-derogatory of women;
  - f) Any attempt at bribing or corruption in any manner;
  - g) Wilful destruction of institutional property;
  - h) Creating ill-will or intolerance on religious or communal grounds;
  - i) Causing disruption in any manner of the academic functioning of the University system;
  - j) Ragging as per Ordinance XV-C.
4. Maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students-
  - a) Be expelled; or
  - b) Be, for a stated period rusticated; or
  - c) Be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University; or
  - d) Be fined with a sum of rupees that may be specified; or
  - e) Be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or





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f) That the result of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled.

5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching Departments, in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.

6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules.

7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the Rules that have been framed there under by the University.

## ORDINANCE XV-C

### **Prohibition and Punishment for Ragging**

1. Ragging in any form is strictly prohibited, within the premises of College / Department or Institution and any part of Delhi University system as well as on public transport.

2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which;

a. Involve physical assault or threat to use of physical force.

b. Violate the status, dignity, and honour of women students.

c. Violate the status, dignity and honour of students belonging to the scheduled caste and tribe.

d. Expose students to ridicule and contempt e. Entail verbal abuse and aggression, indecent gestures, and obscene behaviour.

4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, or University Hostel or Halls of Residence shall take immediate information of the occurrence of ragging.

5. Notwithstanding anything in Clause (4) above, the Proctor may also suo-moto enquire into any incident of ragging and make a report to the Vice Chancellor of the identity of those who have engaged in ragging and the nature of the incident.

6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.





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7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an inquiry, he/she may advise the Vice-Chancellor accordingly.
  8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an inquiry his / her decision shall be final.
  9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice Chancellor shall direct or order rustication of a student or students for a specific number of years.
  10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination, for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared, be cancelled.
  11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty, under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
  12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement to ragging, will also amount to ragging. 13. All Institutions within the Delhi University system shall be obligated to carry out instructions/ directions issued under this Ordinance, and to give aid / assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.
- Note: Order of the Vice-Chancellor in pursuance of Ordinance XV-C: Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India. They will also be rendered ineligible for seeking enrolment in any of the institutions of the University of Delhi for a period of five years. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

## ORDINANCE XV-D

### **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Ministry of Law and Justice)**

An Act to provide protection against sexual harassment of women at the workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected there with incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at the workplace.





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For details, please see the website

<http://indiacode.nic.in/acts-in-pdf/142013.pdf>.

*DO NOT DISFIGURE COLLEGE WALLS BY EITHER WRITING OR PASTINGS HAND-BILLS.*

The Delhi Prevention of Defacement of Property Bill 2007 has been passed by the Assembly. The Bill raises punishment for defacement of any property to imprisonment of up-to two years and/or a fine of Rs. 50,000.

RTI Handbook is available in the Library at Counter No. 001. Our college is a Smoke-Free Zone. Students must keep their mobile phones in silent mode when in the classroom, the auditorium, and the library.

Website: <https://zhdce.ac.in> Email: [principal@zhe.du.ac.in](mailto:principal@zhe.du.ac.in), [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com)