

Policy Document for Code of Conduct for Students, Teachers, Administration and Staff of St. Stephen's College, Delhi

Vision and Mission

- St. Stephen's College, Delhi (hereafter referred to as "the College") is an institution that is committed to the pursuit of excellence in higher education and in ensuring character building, personality development and responsible citizenship.
- The College aims to accomplish this vision by facilitating equal opportunities for its members and by ensuring an environment that is conducive for the moral, intellectual and general well-being and development of all its members. The College aims to facilitate this by laying down certain norms and rules to determine and guide the conduct of its students, teachers, administrative and non-administrative staff in order to ensure a suitable and safe environment for all.

Scope

- The regulatory provisions and directives of this policy document will be applicable to every member of the College Community, its students, teachers, administrative and non-administrative staff, and will provide a framework to ensure both the prevention of all manner of behaviour and conduct that is inappropriate or unbecoming of a member of the College and the redressal of grievances of its members.
- These norms and regulations will be guided, in essence, by the values and ethos of the College as laid down in its constitution, and would be in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereafter referred to as "the Anti-Ragging Act, 2009") and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, (hereafter referred to as "the Sexual Harassment Act, 2013"), and/or any other State or Union legislation that may supersede the provisions of these aforementioned acts in future.

Code of Conduct for Employees of the College:

- All employees of the College, which includes all teaching/non-teaching staff and all administrative/non-administrative staff, are required to adhere to the directives stipulated in the aforementioned acts and conduct themselves in an appropriate and respectful manner, in keeping with the values and ethos of the college and in accordance with the highest ethical and professional standards of conduct.
- No employee of the college shall engage in conduct likely to be discriminatory towards other employees, disrupt the teaching-learning process, deface or damage college property or its infrastructure, or act in any manner that threatens the academic environment of the college and/or obstructs its functioning.

- Any form of inappropriate conduct in the workplace, including but not limited to physical contact or advances, demand for sexual favours, making sexually coloured remarks, showing pornography or any other form of unwelcome physical, verbal or non-verbal conduct of a sexual nature, including promises of preferential treatment or threats of detrimental treatment in exchange for sexual favours or any conduct of a sexual nature that results in an intimidating, offensive, humiliating or hostile work environment for the employee, will be treated as sexual harassment under the Sexual Harassment Act, 2013.
- The College will ensure immediate action against any conduct by an employee of the college towards another employee/student that falls under the definition of sexual harassment as defined by the Sexual Harassment Act, 2013 and bring it to the notice of the Internal Complaints Committee of the College, constituted under section 4 of the Sexual Harassment Act, 2013. Any grievance of a non-sexual nature will be brought to the notice of the Grievance Redressal Cell of the College.
- The College will take positive steps to create awareness about sexual harassment and appropriate behaviour in the workplace in order to ensure safe working conditions for all its employees.

Code of Conduct for Students of the College:

- All students of the College are required to adhere to the directives stipulated in the aforementioned acts and conduct themselves in an appropriate and respectful manner, in keeping with the values and ethos of the college and in accordance with the highest ethical and professional standards of conduct.
- No student of the college shall engage in conduct likely to be discriminatory towards other students or employees, disrupt the teaching-learning process, deface or damage college property or its infrastructure, or act in any manner that threatens the academic environment of the college and/or obstructs its functioning.
- Any form of inappropriate conduct in the College, including but not limited to words, written or spoken, or any act which has the effect of teasing, humiliating, embarrassing, coercing or treating with rudeness a fresher or any other student, any form of financial extortion or threats to the safety of a fresher/student, any act of physical, sexual or verbal abuse, either in person or through emails and similar media, which is liable to cause causes bodily, emotional or psychological harm, will be treated as ragging and sexual harassment as defined by the Anti-Ragging Act, 2009 and the Sexual Harassment Act, 2013.
- The College will ensure immediate action against any conduct by a student towards another student/employee that falls under the definition of ragging and/or sexual harassment as defined by the Anti-Ragging Act, 2009 and the Sexual Harassment Act, 2013 and bring it to the notice of the Internal Complaints Committee, constituted under section 4 of the Sexual Harassment Act, 2013, the Anti-Ragging Committee, constituted under Section 6.3 (a) of the Anti-Ragging Act, 2009, and/or the Grievance Redressal Cell of the College.
- The College maintains a zero-tolerance policy towards ragging and any other form of harassment, sexual and otherwise, and will take positive steps to create awareness about appropriate behaviour in the College in order to ensure a safe environment that is conducive for the teaching-learning process.