



ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

NAAC Accredited 'A' Grade College



Aacharan Niyamavali

(आचरण नियमावली)

(A HAND BOOK OF CODE OF CONDUCT)

Prepared by

INTERNAL QUALITY ASSURANCE CELL

(I.Q.A.C.)

ISMAIL NATIONAL MAHILA PG COLLEGE, MEERUT.

The college has a Vision and Mission.

Our Vision is:

To impart knowledge, skills, along with enterprising and innovative aptitude in the students so that they meet global heights in educational, social, cultural and economic spheres.

Our Mission is:

Enlightenment of the students with traditional curricular and co-curricular activities along with the recent systems of changing world to meet global competitions. Thus the culture of „one for all, all for one“ is inculcated.

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(AS PER UGC GUIDELINES)**

Introduction:

The Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behaviour and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

Following code of conduct/code of professional ethics for the students and other stakeholders of Ismail National Mahila PG College, Meerut have been guided, suggested, approved & resolved by the Internal Quality Assurance Cell under the valuable mentorship of Chairperson /principal in its meeting which was held on November, 2021. These Rules and Regulations in black and white format come into force with effect from 1st January 2022.

CHAPTER: I

Code of Conduct for Students:

All students are obligated to follow the college's rules and regulations in order to ensure the college's flawless operation and to maintain the college's Harmony, Peace, and Academic Environment.

1. Classes commence at 8.30 a.m. and run until 3:00 p.m. on all six days of the week.
2. As per rules 75% attendance is mandatory to appear in year-end and semester end examination.
3. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the principal, around the neck.
5. Students should greet the teachers when they see them/across them for the first time, in a day, in the college.
6. 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.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. No student allows, keeping fashionable/cool/unusual/coloured hairstyle.
9. College premises and all class rooms are under CCTV surveillance; everyone must follow the disciplinary manners in college premises/campus/classroom.
10. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
11. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
12. 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.
13. 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/ Proctor committee Coordinator Dr. Huma Masood.
14. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.

15.No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in the classroom.

16. Students should make use of the College Library and must not loiter in the college premises whenever they have a free period.

17.For any kind of misbehaviour 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 her/them.

18.Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.

19.Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.

20.In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for her to appear the university examinations.

21. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.

22. No function/program/ birth day in the college campus / class room without prior permission of the principal.

23.Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.

24.. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.

25. At the time of admission, students are required to provide their correct current address, contact no (mobile) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated.

26. Students are advised to know about disaster management procedures and safety measures to deal with emergencies like fire, flood etc.

In College Library:

1. Every staff / student of the college is eligible for membership of the library.
2. Students are required to register themselves at the Entrance desk.
3. Silence must be observed in the library.
4. Personal belongings are not allowed inside the library.
5. The library can be utilized by the students and staff from 11 A.M. to 3.P.M. on working days.
6. Misbehaviour in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
7. All students should sign the entry register of the library, before entering.
8. Students must handle the book/s very carefully.
9. If a book is lost by the student, she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non-return of books issued her.
11. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
12. If the due date falls on holidays, return can be done on the following working day without fine.
13. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-
14. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.
15. Students can use well equipped Library study room from 12.00 to 5.00 p.m. with kind permission of the Principal/Librarian.

CHAPTER: II

Code of conduct/code of professional ethics for the teachers

1. Every teacher of the college shall discharge her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated herself professionally for the proper discharge of duties assigned to her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine her activities to the classroom teaching but involve herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
11. The teacher should devote her time and energy to develop and improve her academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.

14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.

15. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.

16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against her.

17. The teacher should not force or compel any student of the college for doing her personal work, inside or outside of the college.

18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.

19. The teacher should maintain the positive relationship with all colleagues & students of the college.

20. The teacher possesses her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.

21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.

22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.

23. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

24. Avoid conflicts between their professional work and personal interest.

25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.

27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against her in any police Station, Court or Forum.

28. The teacher should adopt a humane approach in dealing with students who are physically challenged.

29. Be punctual & careful in availing professional opportunities for career development.

30. Every teacher should be conscious about her academic development & be careful, attention for her placement date, fulfill /complete the required eligibilities for their due placement.

31. The teacher shall firstly submit her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the principal for further needful action.

35. Every teacher should respect the functional superiority of those set in authority over her by the Management/Principal.

36. The teacher should not interfere/ speak any personal matter/issue of her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.

CHAPTER: III

Code of Conduct for The Head of the institution/Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government, / U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non-teaching staff of the college.
9. Compel the teaching and non-teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of student's fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non-teaching staff for their professional development.

CHAPTER: IV

The Professional Ethics & Code of Conduct for Non-Teaching Staff

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated herself professionally for the proper discharge of duties assigned to her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative 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 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 with polite to the every one of the college. (The Principal, 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 institution.
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 & teaching staff and the students of the college.
16. Every employee possesses his/her identity as an 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 organised 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 her in any police Station, Court or Forum.

22. Should adopt a humane approach in dealing with students who are physically challenged.

23. Be punctual & careful in availing professional opportunities for career development

24. No one shall meet/approach directly to any member of the Management/ Governing Body of the college for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of Ismail National Mahila PG College, Meerut, in written form.

25. Every employee should respect the functional superiority of those set-in authority over her by the Management/Principal.

CHAPTER: V

Code of Conduct for Head of the Teaching Departments

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/ Department.
3. To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
4. To manage the periods/Lectures & keep watching for smooth conducting.
5. Organise/take student feedback at the end of every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
6. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom,etc.).
7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
8. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
9. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.
10. Each year, every teaching department of the college should establish "Students' Study Circle" of the students, by the students, for the students by constituting their Students' executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
11. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
12. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
13. Use ICT adds maximum for teaching learning process.
14. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.

15. Organize “Industrial/Environmental study Tour” for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental documentfile.

16. Organise guest lectures on various subjects for the students, with kind permission of the Principal.

17. Organise student centric programs for their overall development by using innovative ideas. There are expected minimum two programs should be performed by every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.

18. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.

19. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

20. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in ‘written form’ with name & duly signed to the Principal.

CHAPTER: VI

Code of Conduct for Coordinators / Director/Conveners

For knowing her duties, responsibilities, nature of work & for working smoothly and conveniently to all. Code of conduct/ Nature of work/Directions/ Guideline for the Coordinators /Directors/ Conveners of N.S.S./N.C.C./ Library/Sport/Cultural & all College Committees/Cells.

1. All Co-coordinators/Directors herewith informed that prepare yearly "Plan of Action" at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students' centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.

2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in The College Annual Calendar for each session.

3. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to Administrative staff officer.

4. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Exofficio) chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.

5. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as :- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.

6. And it is necessary to all submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of every year.

7. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head/Coordinator/Director of concerning dept./Cell./committee must submit the cause/s in 'written form' with name & duly signed to the Principal.

8. Coordinator/Head/Director/Convener should not organise any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the principal. Every departmental meeting should be organized under the (E-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).

9. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the principal before the program.

10. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the principal's office, after submitting the bills of the programs/ activities/events to the Accounts office.

11. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHERS (Source: UGC)

I.TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her students and the society at large. Therefore, every teacher should see that there is no incompatibility between her 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 her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. 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; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;

8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made

8. 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. TEACHING AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organizations, 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:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;

2. Work to improve education in the community and strengthen the community's moral and intellectual life;

3. 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;

4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

5. 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.

Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018.