

***Code of Conduct***

***Committee***

***GCE20, Chandigarh***

***(Session 2021-2022)***

### Code of Conduct for Teaching Staff

1. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
2. Every teacher shall conduct himself/herself with absolute dignity, accountability and decorum in terms of formal dressing and communication in his/her dealing with the superiors, colleagues and students every time.
3. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by UGC/ Panjab University, Chandigarh from time to time.
4. Every teacher in the service of the college shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
5. Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
6. Every faculty member shall respect the right and dignity of the student in expressing his/her opinion.
7. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
8. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the college campus.
9. No faculty members shall act in any manner that violates the decorum or morality within the campus.
10. No teacher shall associate with any political party or take part in any other organizational actively, which is not inline with the duties and ethics of the teaching profession.
11. All faculty members must refrain from any form harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status
12. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
13. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of Institutional policy or of the Government for any reason whatsoever.
14. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Institution, or any member of staff that seeks to disrupt the academic activities of the college.
15. Every member of the teaching staff is required to be punctual and be available inside the premises for the specified and desirable time as per the time table/ activities.



### Code of Conduct for Non-Teaching Staff

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the competent authority.
2. Staff must maintain an impeccable standard of integrity in all their professional relationships.
3. All staff members should display the highest possible standards of professional behaviour and shall conform to the rules and regulations.
4. All staff members should be punctual and disciplined towards their work.
5. Every staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
6. Every staff members should cooperate with students, colleagues and superiors.
7. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
8. All the staff members should respect for the rights and opinions of others.
9. Every staff members should follow all norms and job details assigned by the Authorities from time to time with full dedication.
10. All staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
11. No staff employed in a college shall engage himself/herself in any political activity.
12. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.
13. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them.
14. As the administrative staff members are expected to work closely with the faculty of the institute in day to day activities, the staff must respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
15. The staff should develop friendly and co-operative relationship with the faculty members of the Institution
16. The staff should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.



## Code of Conduct for Students

### **Every Prospective Teacher should:**

1. Show proper respect to the teachers and carry out their instructions most faithfully.
2. Should abide by all the rules, regulations and instructions issued by the college from time to time.
3. Exhibit fine manners and excellent behaviour, use decent language, be courteous and polite in dealing with fellow students and college staff, as this would add to your own credit and also to that of your Alma-mater.
4. The college enforces simplicity in dress. All the students are required to come in uniform on every Monday as prescribed in the prospectus of the college.
5. Bring and wear the identity card daily and produce it, if any member of the staff or an official of the college demands it at any time. Identity card may be checked on the entry gate of the college and those found without it shall not be allowed to enter.
6. If a student does not clear the conditions laid down by the University for appearing in the final examination on the basis of house examination / attendance, he/she is liable to lose a year.
7. Punctuality is the sign of good culture. The students should be punctual at all occasions and in attending their classes, functions and fulfilling the appointments.
8. Endeavour to keep the environment neat, clean and beautiful at college and to achieve this, avoid littering and use the dustbins.
9. For reasons of hygiene, cleanliness and safety, it is forbidden to eat in classrooms. There are certain places like common room and canteen, where students are supposed to have their food.
10. Damage to the college property will not be condoned under any circumstances.
11. Ragging is strictly prohibited in the college as well as in the hostels. A student found guilty of this crime may be punished heavily. It may lead to expulsion from the institution.
12. Maintain perfect silence in the classroom, the library, the corridors and the verandahs in the college, so that the atmosphere in the college remains perfectly congenial for studies.
13. The Students must make it a point to look up the notice board and read the latest notices. Ignorance of the orders duly displayed on the Notice Board shall not be accepted as an excuse for non-compliance.
14. A student will be punished, rusticated or expelled from the college, if he/she directly takes part or induces others to do so in any movement or agitation or strike in the college

for any reason, whatsoever, which in the opinion of the Principal is subversive of the college discipline.

15. Students have to treat all employees, honorary appointees, consultants, contractors, volunteers or any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity so as to maintain a cooperative and collaborative approach to inter-personal relationships.

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PRINCIPAL