

OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL
GOVERNMENT COLLEGE, JIND
(Affiliated to Chaudhary Ranbir Singh University, Jind)

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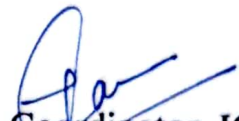
No. IQAC/2022-23/350
Dated: 03-03-2023

Notification

It is notified that Handbook on Code of Ethics & Professional Conduct for students/teachers/other staff members has been framed and approved by Internal Quality Assurance cell in its meeting dated 12.01.2023 vide resolution no. 03.


This is for the strict compliance by all stakeholders.

Encl: As above.


Coordinator, IQAC
Internal Quality Assurance Cell
Govt. College, Jind

To spread awareness and monitoring of adherence of code of conduct, a committee comprising of following staff member is constituted:

1. Dr. Jyoti Sheoran, Asso. Prof. English- Incharge
2. Dr. Krishan kundu, Asso. Prof. Geography- member
3. Dr. Vishal Redhu, Asstt. Prof. English- member
4. Smt. Monika, Asstt. Prof Economics- member
5. Dr. Sheela Rani, Deputy Supdt.-member


Principal-cum-
Chairperson
Internal Quality Assurance
Govt. College, Jind

Endst. No. even dated-03.03.2023

Copy to:

1. Smt. Suman Rani - Incharge IT cell to upload on institution website.

8/c

Government College, Jind

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Handbook of Code of Ethics & Professional Conduct

**Prepared by
Internal Quality Assurance Cell
2022**

CODE OF PROFESSIONAL ETHICS

A. PRINCIPAL- HEAD OF INSTITUTION

The Principal of a college has got multifaceted roles to play and has to shoulder these multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD).

As the academic head of the institution, the Principal should strive:

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus add to the societal dynamism.
- To endeavor for the progress of the region surrounding the College so that academic practices may result in community development.

B. COLLEGE COUNCIL

- The council shall act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- The council shall ensure compliance with the statutes, ordinances and provisions regulating the institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- The council shall ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

- The council shall actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

C. TEACHERS

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

Teachers 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 organizations and strive to

improve education and profession through them;

(vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

(vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

(i) Respect the right and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

(iii) Recognize 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 outlook and respect for ideals of democracy, patriotism and peace;

(vi) Be affectionate to the students 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, national goals and Sustainable development goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

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

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 organizations 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 organizations in the formulation of policies of the other institutions and accept offices; and
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

TEACHERS AND NON-TEACHING STAFF:

Teachers should:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

- (I) 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.

TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize 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.

D. BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES - DO'S AND DONT'S FOR STUDENTS

- Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non - submission of assignments and unjustified absence from tests / examinations will be treated as breaching the code of conduct.
- Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer. Impersonation during roll call is a punishable offence.
- Use of Mobile Phone during class hours is prohibited and is liable for punishment.

- Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer - sheets) during examinations will not be tolerated and will be dealt with severely.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
- Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- Students are expected to come to College dressed suitably maintaining decency.
- Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
- Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
- When assembled every class must consider itself responsible for the conduct of its members.
- Students are forbidden from inviting friends from other institutions and outsiders to the College.
- No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
- Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises.

Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.

- Students must refrain from mishandling and tampering with library books or college computer systems.
- The right to access Girl's Common Room is reserved to girls.
- A student shall not commit or cause breach of peace inside and around the College campus.
- Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours and
- Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the CRS University related to ragging.

