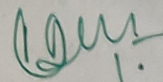


## CODE OF CONDUCT FOR THE PRINCIPAL

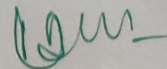
- To ensure that the principles of teaching learning process are implemented in letter and spirit for overall qualitative improvement of the institution.
- To create an environment conducive for research oriented academic conferences in the college.
- To uphold and upkeep the ethos of inclusiveness in the institution and to protect the collective interests of different sections of the institution.
- To institutionalize quality for all the stakeholders in the college by upholding and maintaining the essence of Justice and non-discrimination for all the stakeholders, irrespective of their caste, creed, race, sex, or religious identity as laid down in the framework of Indian Constitution.
- To generate and maintain required alertness among all the stakeholders of the college so that the chances of incidents of sexual harassment get minimized and ultimately eradicated.
- To generate and maintain required alertness against any cases of ragging and corruption.
- To maintain and promote academic activities in all possible avenues already explored and encourage exploration of newer avenues.
- To promote and maintain the practice of extracurricular activities amongst the students and other human resources of the institution.
- To endeavour for the upkeep of tranquillity of the region surrounding the college.
- To promote and maintain cordial relations with the Society and harmonious environment in the college.



Principal  
Govt. College for Women  
KARNAL

## CODE OF CONDUCT FOR EMPLOYEES

- Employees must work in accordance with vision of the college.
- They must perform their duties as assigned by the authorities with devotion.
- They must maintain good rapport with students, colleagues and parents.
- Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities.
- Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal while performing his duties
- No employee shall join, or continue to be a member of an association, the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
- No employee shall engage, directly or indirectly, in any trade or business or undertake any other employment.
- Every employee shall maintain strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any person/organization other than the College, except with the prior permission of the Principal.
- Employees are strictly prohibited to smoke, consume drugs, tobacco and gutkha in college campus.
- Measure shall be taken to avoid, eliminate and, if necessary, impose punishment for any harassment in terms of color, religion, sex or any other physical or mental disabilities.
- They should not involve themselves in any form of threat or physical violence of any kind.
- They should not associate with any political party or organization.
- Employee should not destroy/ attempt to destroy or tamper official record or documents of the college.

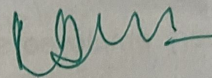


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## CODE OF CONDUCT FOR FACULTY

- All the faculty members must be punctual for classes and should adhere to the timings scheduled for other activities and events. Teaching staff should report to the college at least 15 minutes before the commencement of classes.
- All leaves should be got sanctioned in advance. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- UGC Regulations must be followed for maintenance of standards in Higher Education.
- Mentor-mentee system must be followed by every teacher and the mentor should take proper care of the mentees by guiding, motivating, counselling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Take prior permission of the Principal before leaving the campus during the college hours.
- Render proctorial duties regularly in order to maintain strict discipline in the campus.
- All communications related to professional works to be communicated through proper channel by giving all necessary information in the office and seeking prior approval of the chair before proceeding for such communication.
- Inculcate in students a sense of responsibility, self-reliance, and mutual respect, appreciation for personal and public property and stimulate the spirit of enquiry in students.
- Strictly abstain from giving any private coaching/classes directly or indirectly.
- The teacher shall not enrol herself/himself for any course of study/appear in the examination of University or other bodies without the prior permission of the competent authority.

- All faculty members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Constant efforts should be undertaken to achieve professional development by updating Knowledge in their subject.
- Teaching staff should get the feedback from students and act/adjust the teaching appropriately.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.



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