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SHRI KRISHNA COLLEGE
OF EDUCATION
Gurgaon, Noida Road, Gurgaon



**CODE
OF
CONDUCT**

FOR GOVERNING BODY

- Provide effective academic and administrative leadership to to maintain the educational quality in the institution
- Ensure welfare of students and staff.
- Respect the rights of staff and students.
- Keep the interest of institution above the personal.
- Take the responsible action
- To ensure proper utilization of maintenance and development grants and reimbursements.
- To approve of all leave admissible to employees of the organization in addition to where the Principal is empowered.
- Make utmost efforts to develop the institution in a versatile manner.
- To follow orders / instructions given by Education Department / Directorate from time to time.

CODE OF CONDUCT

FOR PRINCIPAL

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He/she is the highest decision making body of the institute and coordinate among statutory committees and academic council. The Principal is expected to follow some code of ethics for the betterment of the institute as stated below.

The Principal must-

- Chalk out some policy guidelines to execute the vision and mission.
- Ensure that the staff-- teaching and non-teaching and students are aware of the rules and regulations of the institute.
- Execute activities for the progress of the institution.
- Be fair and impartial for all the members of the institute.
- Maintain good moral character.

- Not reveal confidential information unless required by law.
- Empower his/her staff & students to use their potential.
- Maintain integrity and exhibit strong leadership qualities.
- Interact with students from time to time/on regular basis and listen to their ideas.
- Forward communication with the authorities and recommend actions/remedial measures based on the feedback from the stakeholders.
- Motivate the faculty, administrative authorities and the supporting staff so that they play their respective roles more effectively.
- Hold the academic meetings as per the norms.

Code of Conduct



FOR TEACHERS

- The faculty members must abide by the code of conduct of the institute.
- Every teacher shall discharge his/her duty efficiently and conscientiously as per the institutional guidelines/ given by the principal/management.
- Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for proper discharge of duties assigned to him/her.
- They must be punctual in their respective classes.
- They must maintain attendance registers, mentor registers and other official records like records of presentations, sessional tasks (assignments, Charts/Models, PPT presentations, Unit Tests & Pre-University exams etc.).
- They should also maintain syllabus completion status and other reports from time to time.
- Teachers must maintain proper dress code in the premises. No casual dress is allowed.

- They must ensure the participation of students in extra-curricular activities being organized in the institute according to their interest.
- They must maintain the dignity and confidentiality of students and counseling must be done with full honesty and commitment.
- They must maintain a professional attitude and integrity at all times.
- Teachers must treat all students equally and must not be biased on the basis of religion, caste or region.
- Treat your colleagues with courtesy and as professional equals regardless of their status.
- They must maintain transparency of evaluation of students.
- Teachers should not take part in any political activity without the prior permission from authority.

- They must be innovative and provide quality education to students.
- Teachers must not use cell phones while taking classes.
- Teachers must be available (24/7) for urgent duty for college
- Teachers must not use institutional or professional privileges for personal advantage
- No teacher shall act in any manner that violates the norms of decency or morality.
- Teachers must not collect any money from the students unless specifically authorized for any fund raising programme.
- They must maintain the honour and dignity of the noble profession-teaching.
- Must take prior approval of any leave.

CODE OF CONDUCT

FOR SUPPORTING STAFF

- The non-teaching staff is expected to follow some code of ethics as given below-
- Must be punctual and remain on duty during working hours.
- Must adhere to the rules and regulations of the institute.
- Must respect and maintain the hierarchy in the administration.
- Must treat students with kindness and care.
- Must maintain honesty and integrity in their official activities.
- Must practice self-discipline and maintain confidentiality of the official matters at all times.
- Must take prior approval of leave.
- Must carry out the duties and responsibilities as assigned to them by the Management.
- Non-teaching staff working in laboratory and library should maintain stock register in proper order.

CODE OF CONDUCT



FOR STUDENTS

- **Participation of students in all the activities / functions organized by the college is compulsory.**
- **Ragging is strictly banned in the college as well as in the hostel. Those who violate this rule shall be strictly dealt with.**
- **Use of Mobile phones for non-academic activities like Listening music / watching videos & movies / using whatsapp and facebook / taking selfies / doing photography etc. are strictly prohibited in college campus during college working hours.**
- **Smoking, drinking and taking up of any type of intoxicants are forbidden in the college premises**
- **Pupil-teachers should wear simple, neat and clean teacher like dresses.**
- **It is a moral duty of all the students to protect the college property.**

- **No relative is allowed to meet the girls without the prior permission of the Principal.**
- **No student is allowed to celebrate birthdays, anniversaries, etc in the college campus or in the hostel. Defaulters will be severely dealt with.**
- **No Students will be allowed to accept any employment during the courses of training.**
- **The students should follow practices of personal hygiene and help in keeping the college campus clean and green.**
- **Students should exhibit desirable behavior which will count for assessment in C.C.E.**
- **During the college timing, the students cannot leave their classes to attend the guests.**
- **The boys are not allowed to enter the girl's common room.**

- **In vacant periods, the students should go to the reading room or library and utilize their time in the study of magazines, periodicals and newspapers. They should not stand near the class room or in the verandas and create unnecessary noise. It disturbs the teaching work in nearby class rooms.**
- **The student should cultivate the queue habit while they go to see the principal, or to pay dues in account office, to get the books issued from the library, etc.**
- **The college property should in no way be tampered with or disfigured as this property belongs to you.**
- **The defacing of walls with pencil marks or ink is strictly prohibited.**
- **Theft, forgery, vandalism, or damage of any type of college property shall not be permitted under any circumstances and the student involved shall be severely punished.**
- **Roaming / wandering aimlessly in the corridors / departments are also prohibited.**

HOSTEL RULES FOR STUDENTS

- Only regular student of GHG Khalsa College may avail hostel facilities.**
- To avail the hostel facility, the boarders has to fill up the prescribed form, Aadhar card & residential proof are compulsory. Actual/permanent contact number of the parents must be provided.**
- Accommodation will be provided on sharing basis.**
- The boarders have to keep their room neat and clean. Due care should be given to the cleanliness of the corridors, common rooms and lawns. Putting photographs/posters on the walls of the rooms is strictly prohibited. Garbage should be dumped in dustbin before 9:00 am. Strict action shall be taken against violators.**
- The boarders are advised not to keep any valuable, ornaments or cash in their room. In case of theft the boarders will be responsible. Additional cash can be deposited in the bank by opening an account.**

- **The food will be served in the dining hall on appointed hours.**
- **Food is not allowed in rooms. In case of illness, food can be provided in room with prior permission of the hostel supdt.**
- **Except for dining hours, the boarders are not allowed to roam in the dining hall. Entry to hotel kitchen is restricted.**
- **During the college hours, students are not allowed to stay back in rooms. Strict action shall be taken against violators.**
- **There is study period from 9:00 pm to 11:00 pm. No student is allowed to sleep in other student's room at night.**
- **The student should not create disturbance or noise.**
- **Electric iron, heater, stove, electric kettle etc. are not allowed.**
- **Students are not allowed to celebrate any day i.e. birthday/anniversary or organize a function/assembly without the permission of the hostel supdt.**
- **Online attendance is taken daily at 9:00 pm, through hostel ERP- System. Absence without permission calls for strict action.**

- **The attendance of all hostlers is mandatory in all college and hostel functions.**
- **To avail leave, written permission is a must from hostel Supdt. Absence without permission will be dealt severely. After the expiry of leave, its extension should be intimated to the hostel Supdt. within two days.**
- **For entry & exit of hostel the boarders have to follow check in or check out procedure on ERP-System. The parents are also informed of their movements through SMS generated by ERP.**
- **Holiday in college does not mean holiday in hostel.**
- **No guest is allowed to stay in hostel. Prior permission of the Supdt. is required.**
- **In case of illness, intimation to the hostel Supdt. should be immediate.**
- **The boarders must put on simple appropriate dress.**
- **To take care of hostel property is the duty of every hosteller. Any damage to hostel property will be severely punished.**

- **Ragging in any form is not allowed in the hostel.**
- **Indiscipline, quarrels and misbehavior with the hotel staff is fined heavily and may lead to rustication from hostel.**
- **Playing cards/gambling using cigarette, alcohol drugs etc. are strictly prohibited. In case of any violations there will be immediate rustication from hostel and college.**
- **The main gate of hostel is closed at 9:00 pm. The students remaining outside will be strictly penalized.**
- **If a student suffers from some chronic diseases he should give information about that at entry time.**
- **The rules of hostel should be strictly observed and violator will not be spared on any ground.**

For the security point of view of the girl students there are certain rules to be followed as:

- Only parents or any two members nominated by the parents and having an ID card duly signed by parents and prescribed by the college will be allowed to meet the girl students. Even for this prescribed identity card of such two persons is mandatory. Anybody without this card is not allowed to meet the boarders. No argument regarding this will be entertained.
- Meeting with the boarder is allowed only once a week on prescribed visiting hours only.

Visiting hours: Saturday : 12:00 noon to 3:00 pm.

Sunday : 9:00 am to 3:00 pm.

The parents/guardians are required to accompany the girl to take her home or to drop in the hostel personally. The girl, herself, can go and come alone only with the prior written permission of the parents.

The college shall not be responsible for the girl who has taken leave from the college and the hostel.

Any type of matrimonial activity is strictly banned in the college campus.

Code of Professional Ethics

As prescribed by UGC, the code of professional ethics for teaching profession is as follows:

Teachers and their responsibilities

- A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibility/duties.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- 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 counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.

Teachers and the Students

- Teachers should respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Help students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should:

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

Teachers and authorities

Teachers should:

- 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.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Give and expect due notice before a change of position is made and 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.

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Teachers and non-teaching staff

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

Teachers and Guardians

Teachers should:

- Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of 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:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- 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.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

- 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.
- MISCONDUCT on the part of an Autonomous college teacher willful failure to perform the academic duties assigned to him/her in accordance with the Act, Statutes and Ordinances.
- Victimization of and discrimination against students, colleagues and other staff.
- Inciting of students against other students, colleagues, the university administration and its employees. A teacher, however, shall have the right to express his/her opinion and ventilate differences on matters of principled in meetings, seminars or formal assemblies of students.
- Raising question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
- Refusal to carry out the decisions of competent authorities/bodies and officers of the University in due exercise of their functions, made in accordance with the Act, statutes and Ordinances. A teacher shall, however, have the right to express his/her difference with the policies and decisions of the authorities and officers of the College.