



Giani Kartar Singh Memorial Government College Tanda Urmur Hoshiarpur

CODE OF CONDUCT

for Teaching Faculty

Non-Teaching Staff

and Students



Code of Conduct for Teachers

as per

Giani Kartar Singh Memorial Government College Tanda Urmur Hoshiarpur

The Faculty Members shall

- I.** Shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations and avoid all types of ethical violations;
- II.** Be expected to follow all the laws, norms, rules and regulations as laid down by the Panjab University, Chandigarh, Government of Punjab, DPI (C) Chandigarh, UGC, MHRD,
- III.** Be expected to lead by example and ensure that they are upholding vision and mission of college, striving to achieve the objectives of college and must uphold the good name of the college at all times;
- IV.** Always be punctual in attending to duties in the college and always teach the curriculum after making thorough preparation for the lessons to be taught;
- V.** Treat all students with love and affection and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth and guide the students in their physical, social, intellectual, emotional, moral and spiritual development;
- VI.** Refrain from accepting remuneration for coaching or tutoring his/her own students except for remedial teaching under an approved scheme and also refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions;

- VII. Refrain from inciting students against other students, teachers or administration;
- VIII. Set a standard of dress, speech and behavior worthy of example to the students;
- IX. Respect basic human dignity of students while maintain discipline in the college;
- X. Work actively to strengthen national integration and spirit to togetherness and oneness;
- XI. Strive to develop the educational institution as a community and human resource development center providing knowledge and information and developing skills and attitudes needed for such development;
- XII. Respect and be loyal to the college, community, state and nation and retrain from taking part in activities having potential to spread feeling of hatred or enmity among different communities, religious or linguistic groups;
- XIII. Takes pride in the teaching profession and treats other members of the profession with respect and dignity;
- XIV. Refrains from making unsubstantiated allegations against colleagues or higher authorities;
- XV. Shall not take any membership in any political parties, unions, etc. without the prior permission of the competent authority.

Code of Conduct for Non-Teaching Employees

- I.** Shall discharge his/her duties efficiently and diligently as per the rules and regulation laid by the Competent Authority;
- II.** Be expected to follow all the laws, norms, rules and regulations as laid down by the Panjab University, Chandigarh, Government of Punjab, DPI (C) Chandigarh, UGC, MHRD.
- III.** Should display the highest possible standards of professional behavior.
- IV.** Should be punctual and discipline towards their work;
- V.** Shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters;
- VI.** Should cooperate with students, colleagues & superiors;
- VII.** Loyalty to the College by being punctual and reliable in all duties;
- VIII.** Integrity by being honest in words and actions;
- IX.** Creating and maintaining strong relationships with proper interactions with students;
- X.** Maintaining professional boundaries with students and staff.
- XI.** Treating students with care and kindness;
- XII.** Being supportive and cooperative with other staff members;
- XIII.** Responsibility by meeting the required standards for every assigned task;
- XIV.** Respect and maintain the hierarchy in the Administration;
- XV.** Adhere strictly to the official resumption/ closing time and must dress decently and appropriately;
- XVI.** Shall not take any membership in any political parties, unions, etc. without the prior permission of the competent authority.

Giani Kartar Singh Memorial
Government College Tanda Urmur
Code of Conduct for the Students

The Code of Conduct for the Students is as follows:

1. Ragging is strictly prohibited and will be treated as a serious crime. In case any incident of ragging comes to the notice of the authorities, the defaulting student is liable to be expelled from the College.
2. Subject combinations must be checked carefully to avoid subject clashes.
3. Lectures shall be counted from the date of commencement of the academic session/course.
4. Students must maintain discipline and decorum in the campus.
5. Students are expected to be kind and helpful to their fellow students and courteous to the teaching and non-teaching faculty of the College.
6. Mobile phones must be used only in the designated areas.
7. The students should desist from damaging the property of the College.
8. The student must strictly follow the rules and regulations of the College.
9. The students must strive to keep the College campus clean and plastic/litter free.
10. Fans and lights of classrooms & laboratories should be switched off whenever not in use.
11. House Exams are compulsory.

12. Students without I-Cards will not be allowed to enter the College campus.
13. Students are required to clear all college dues before appearing for the University Examination.
14. Students must make it a point to read the Notice Board daily. Ignorance of orders/notices duly displayed on the Notice Board shall not be accepted as an excuse for non-compliance.
15. Rights of admission and entry to the College campus are reserved.
16. The students are not allowed to organize/participate in any academic / industrial visits / excursion trips without the permission of the authorities.



CODE OF CONDUCT

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