

OFFICE OF THE PRINCIPAL GOVT. COLLEGE AMBALA CANTT

Memo No.GCA/2016/1285

Dated : 05/05/2016.

OFFICE - ORDER

Keeping in view of the ethics and protocols, the following Code of Conduct for teachers and as well as for the students is hereby notified and will come in force with immediate effect.

All the teachers and other members of the staff shall strictly abide by these Code of Conduct Rules.



Principal
Offg Principal
Govt P.G. College
Ambala Cantt.

GOVERNMENT POST GRADUATE COLLEGE, AMBALA CANTT

Code of Conduct for Teachers and Other Staff

All the employees of the college will be governed by Haryana Civil Services Rules as amended from time to time. All the provisions of these rules are uniformly applicable to all the employees as per *ibid* Rules. The teaching staff will be however, governed by Haryana Education (College Cadre) Group B Service Rules, 1986(as amended from time to time) as well.

General Code of conduct:-

- The employee of the College shall be at the disposal of College for full-time and shall serve in such capacity .
- No employee shall in the discharge of the Official duties deal with any matter relating to award of any contract in favor of a Company or firm or any other body or person in which he/she or any member of his family is interested, except with the prior permission of the Competent Authority.
- The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to them by the officer under whose jurisdiction, superintendence or controls has been placed, for the time being.
- The employee shall maintain absolute integrity, and show devotion to duty. He/She shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- The employee shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He She shall strive hard to promote the interest of the College, as the case may be.
- The employee shall not contribute to the Press any matter connected with the College without obtaining the previous sanction of the Competent Authority and will not use any such information for any purpose. He shall also not try to obtain any information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.
- The employee, except in accordance with any general or special orders of the Competent authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly and official document or any part thereof or information to any person, within the College or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.

- The employees shall not communicate directly or indirectly any official document within or outside the college or outside to whom he/she is not authorized.
- The employees will not participate in any political activity and will not contest election which is political in nature.
- The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority.

Provided that the employee may give evidence at :-

- (a) An inquiry before an authority appointed by the Competent Authority.
- (b) A judicial inquiry or
- (c) A departmental inquiry ordered by the Competent Authority.
- The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the College.
- The employee shall not accept, solicit, or seek any stipendiary or honorary work without prior approval of competent authority. He shall not engage in any trade or business or canvas in support of any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit Society.
- The employee without the prior sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with raising of funds or other collections in cash or otherwise for his own benefit.
- The employee can only apply for job, post or scholarship with the prior approval and knowledge of the Competent Authority.
- The employee shall not absent himself from his/ her assigned duties, without the prior permission of the Competent Authority.
- The employees shall not bid either directly or indirectly, at any auction of College property nor shall he submit any tender for any supply to the College.
- The employee shall not indulge in any activity by writing, speech or deed, or otherwise, which is likely to incite and create feeling of hatred or ill-will between different communities in India or religious, social, regional communal or other grounds.
- The employee shall not enter upon a course of studies or appear for any examination by University or other bodies without the previous permission of the Competent Authority.

Professional conduct and duties:

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus except when they are assigned duties elsewhere. Teachers must always wear their identity badge during the working hours.
- Continuous learning of teachers through various study activities such as participation in various refresher/orientation courses, conferences and symposiums are encouraged and also supported, through all possible avenues as this engagement leads in strengthening the institution.
- Teacher shall be committed to the best interests of students and promote their holistic development by his/her methods of teaching students in the classroom as well as with such interactions elsewhere.
- Teachers shall exercise integrity, fairness, openness through their professional commitments, responsibilities and actions.
- Teacher shall undertake teaching assignments as per decision taken in department meeting as per consent of all staff members and Head of the department. Teacher shall carry out the academic, co-curricular and organizational activities assigned in a regular and punctual manner, to best of his/her ability to benefit students for improved performance.
- Teacher shall respect the privacy/confidentiality of information obtained through interaction with students, and shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for any other reason of an arbitrary or personal nature and shall not incite students/staff against other students/colleagues of the college. However, teachers have the freedom of thought and expression and they may express his/her views in different forums/meetings.
- Teachers shall make all possible use of all ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful.
- Teachers shall do supervision of college and university exams as per requirements and as per duty assigned. Teacher shall undertake internal assessment, semester-end assessment as allotted by Head of the department/Principal.
- The teachers shall be entitled to remuneration only in respect of examinations conducted by the Universities or by the colleges on behalf of the University. For internal assessment / house examination / unit tests being conducted by the colleges at present or which may introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment /

house examinations / unit tests are decided to be taken into account while declaring the final results of the students.

Code of Conduct with respect to leave:

- All leave rules are governed by the guidelines received from Government of Haryana from time to time. Prior written permission is required from the Principal while availing Casual Leave (CL) or Duty Leave (DL). If any leave has been planned beforehand, then HOD/Principal should be informed well in advance by filling the forms.
- All must report for duty on the reopening day or the last working day of each semester and prior consent of Principal is required to make any exception within purview of rules and regulations.
- Study leave for higher studies will be granted at the discretion of the management, in accordance with regulation and guidelines of Government of Haryana, and UGC, and Kurukshetra University, Kurukshetra.
- Duty leave will be granted if teachers have to perform duty of the University/ College/ Government as per guidelines.

Code of Conduct with respect to research:-

- Staff members shall attend Faculty Development Programmes to enhance knowledge as per their subjects, convenience and as per the requirement of career advancement.
- Teachers are encouraged to write subject reference books. Also, they are encouraged to publish their original research findings in reputed Journals and present papers in conferences/symposiums/seminars. Staff members are encouraged to take up Research projects provided they refrain from plagiarism.

The following shall be the norms governing the code of conduct for teachers:-

- A teacher shall not make use of the resources and/or facilities of the Government/college for personal, commercial, political or religious purposes.
- A teacher shall not be involved in the conduct/participate in private coaching classes directly or indirectly.
- A teacher shall not indulge in or resort to directly or indirectly, any malpractice or unfair means in teaching, examination and administration.
- A teacher shall furnish correct information to the best of his/her knowledge regarding his/her qualification, experience, age etc. in respect to his/her appointment/promotion.

- A teacher shall perform his academic duties and work related to examinations as assigned by the chair.
- A teacher shall not behave partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds. Also staff should submit the information on time.
- Staff should abide by the deadlines and submit correct information with knowledge of competent authority as and when required by University/ Government/ any other body.

Failure to conform to the above mentioned norms shall be construed as misconduct.