

**Priyadarshini Indira Gandhi
Govt. College for Women, Jind (Haryana)**

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Ref.....551.....

Code of Ethics for Teachers

Dated...22.01.2020

According to UGC code of conduct for teachers: 'whoever adopts teaching as a profession assumes the obligation to conduct him/her-self 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 percepts and practice'. Thus a teacher should respect and follow professional ethics of the noble profession and must follow the following code of ethics.

- Sign the attendance register while reporting for duty.
- Maintain good inter personal relation with college authorities, staff members and students
- Train the junior colleagues to follow the same work culture.
- Maintain the decency in behavior, words, and dress.
- Always try to be a role model for the students and society and set the examples for the students in matter of conduct and courteous behavior.
- Strive hard to fulfill social commitment of the education by purposeful extension activities, extend corporation to execute all the activities of the institution.
- Take the attendance as per university norms.
- Maintain the record of unit test and internal assessment.
- Must perform proctorial duty.
- Take his/her class at time.
- Refrain himself/herself from the use of plastic.
- Keep lesson plan of his/her subject ready before the commencement of semester.
- Must perform the invigilation duties in the examination.
- Mentorship classes shall be taken whenever necessary
- Being a member/convener of a committee must keep the record updated/ready
- Maintain decorum both inside and outside the classroom and set a noble example to the students.
- Carry out other academic, co-curricular, and organizational activities that may be assigned to them from time to time.



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Ref.....551-54

Code of Ethics for Non-Teaching Staff

Dated...22.01.2020

The Non-teaching staff members are expected to obey the following traits. They must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere to the laws and regulations of the college.
- Refrain from any act of discrimination and harassment.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and deal positively with staff, students and the general public
- Must not be absent from duty without official approval.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
- Must respect and maintain the hierarchy in the Administration.
- Must not use unauthorized persons to perform official duties.
- Keep the labs clean and report any loss/damage to any article in the Lab to the HOD in writing immediately.


Principal
P. I. G. G. C. W. JIND


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Ref.....55/54

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- Refrain from taking part in or assisting in any activities, which tend to promote feeling of hatred or enmity among different communities/religions/linguistic groups but actively work for National Integration.
- Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Staff members are encouraged to take up Research projects.
- Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Refrain from inciting students against other students, colleagues or administration.
- Work to improve education in the community and strengthen the community's moral and intellectual values
- Maintain the reputation of the college in all aspects.


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