



**OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOMEN  
MAHENDERGARH, HARYANA (123029)**

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**CODE OF PROFESSIONAL ETHICS AND CONDUCT**

**Core Values of the College:**

- Mutual trust, teamwork, promotion of social capital, and easy sharing of knowledge, skills and resources to create a vibrant society
- We appreciate, respect and promote the perspectives, rights and dignity of each individual

**Code of Conduct for Teaching Staff:**

- Faculty members should work within the institutional policies and practices to satisfy the college's vision and mission.
- The Department of Higher Education, Haryana, mainly governs the Code of Conduct for teaching.
- All faculty members should prepare a lesson/teaching plan well in advance before the commencement of the classes.
- During the service period, all teaching staff members shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
- No staff member shall engage in any political activity within the college campus.
- All teaching staff must be punctual for classes and adhere to the scheduled timings for other activities and events.
- All members of staff, both teaching and non-teaching, must regularly sign in the attendance register, which is to be maintained by the head of the institution.

- The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake the responsibilities of conducting evaluation and invigilation, administrative work, counselling students and participating in extra-curricular and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed timetable and any other additional duty assigned to them.
- Every teacher must follow Mentor-Ward System, and the teachers should adequately care for their students by guiding, motivating, counselling and monitoring them.
- Faculty members 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.
- Refrain from undertaking any other employment and commitment, including private tuition and coaching classes, that will likely interfere with their professional responsibilities.
- Take leave as per rules with prior intimation, considering their particular responsibility for completing the academic schedule.
- Seek to make professional growth continuous through study and research
- Express free and frank opinions by participating in professional meetings, seminars, conferences etc., towards the contribution of knowledge
- Respect the right and dignity of the student in expressing their opinion
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- 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.
- Refrain from inciting students against other students, colleagues or administration.

#### **Code of Conduct for Non-Teaching/Administrative Staff:**

- The Department of Higher Education Acts, Statutes, Ordinances and Service Rules mainly governs the code of conduct for non-teaching staff.
- The standard working period for those in the non-teaching staff category shall be from 9.00 to 4.00 p.m. with a one-hour lunch break on all working days.
- All Staff members should display the highest possible standards of professional behavior. They should be punctual and disciplined towards their work.

- Every Staff member shall maintain the appropriate levels of confidentiality concerning student and staff records and other sensitive matters.
- All Staff members must refrain from harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
- As the campus is designated as Tabacco free hence the use of tabacco in any form is strictly prohibited. ( dated: 1 2 -5 -2 02 5 )