**CODE OF CONDUCT**

**Government College, Gharaunda Handbook of Code of Conduct contains general guidelines of good expected behaviour from its different stakeholders to take the College forward towards greater heights and promote quality education as envisaged in NEP 2020. A formal document on conduct will be of particular relevance in the current digital age with fast changing norms and mores and can be referred to as and when needed. This collection of do’s and don’ts is only indicative in nature to provide a road map of actions and it is expected from all concerned to be mindful of their conduct concerning dealings with the College and work towards achievement of its vision and mission. The institute has been registered on NIRF (NATIONAL INSTITUTE RANKING FRAMEWORK) in the Session 2021-2022 and participated for the first time in emerging with the vision of imparting knowledge and spreading education to its students.**

**CODE OF CONDUCT FOR PRINCIPAL**

**1. To provide inspirational and motivational value-based academic and executive leadership to the College through policy formation and operational management.**

**2. To act in a transparent, fair & impartial manner maintaining highest degree of integrity in consonance with the regulatory framework of the College.**

**3. To utilize resources of the College in a judicious and efficient manner.**

**4. To promote collaborative and consultative work culture facilitating seamless generation of creative & innovative ideas.**

**5. To ensure confidentiality of privileged information.**

**CODE OF CONDUCT FOR COE**

**1. To act in a transparent, fair & impartial manner maintaining highest degree of integrity in consonance with the regulatory framework of the College.**

**2. To provide true and accurate information as and when needed.**

**3. To maintain appropriate confidentiality of personal, professional and institutional records.**

**4. To enforce the rules and regulations of the College in letter & spirit.**

**5. To update oneself about the latest development/rules/regulations/guidelines, etc., for better**

**coordination with state/central agencies such as UGC, MHRD,**

**Higher Education Department and other regulatory bodies.**

**CODE OF CONDUCT FOR FACULTY**

**1. Discharge their professional responsibilities according to the existing rules/service agreement/code of professional ethics.**

**2. Treat other members of the profession and community in the same manner as they themselves wish to be treated.**

**3. Manage their personal affairs in a manner consistent with the dignity of the profession.**

**4. Contribute collaboratively towards creating harmonious**

**environment with colleagues and refrain from indulging in unethical**

**and unprofessional conduct.**

**5. Strive for continuous professional growth through conscientious and dedicated teaching and research.**

**6. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.**

**7. Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs with due respect to their rights & dignity.**

**8. Encourage students to improve their attainments, develop their personality and nurture scientific outlook.**

**9. Inculcate pragmatic pride in Indian values and ideals of democracy,** **patriotism and peace.**

**10. Develop commitment towards demonstrable behaviour in terms of sustainable development and social inclusion.**

**CODE OF CONDUCT FOR INCHARGE, SPORTS**

**1. To explore and suggest new initiatives for enhancement of quality in teaching and research.**

**2. To effectively coordinate the teaching and research programmes of the faculty in a time-bound manner.**

**3. To encourage inter-disciplinary outlook and strengthen synergies**

**among various departments of the faculty.**

**4. To address faculty concerns and priorities for achieving College goals.**

**5. To develop platforms for multi-disciplinary discussions to promote academic excellence.**

**CODE OF CONDUCT FOR SUPPORTIVE STAFF**

**1. Every employee shall at all times maintain absolute integrity and**

**devotion to duty.**

**2. Every employee shall abide by and comply with the laws of the**

**College and all orders and directions of his/her superior authorities.**

**3. Every employee shall extend the utmost courtesy and attention to all persons in the course of duties.**

**4. Every employee shall endeavour to promote the interests of the**

**College and shall not act in any manner prejudicial thereto.**

**5\* No employee shall be a member of any political organization or take active part in any political activity. Non-teaching employees in the College may / shall not be allowed to contest elections to Parliament, State Legislature or a Local Authority.**

**6. No employee individually or collectively shall participate in any**

**demonstration or resolve to any form of strike in connection with**

**their official duties and conduct.**

**7. No employee shall join or continue to be a member of any Service Association of the College, which has not been constituted in accordance with the constitution approved for it by the College. Provide that if the constitution of any Association is approved subsequently appropriate to his/her class then such an employee who was not a member of the Association appropriate to his/her class shall not continue to be a member of the earlier Association.**

***8.* No employee shall, except in accordance with any general or**

**special order of the College, or in the performance in good faith of**

**the duties assigned to him/her, communicate directly or indirectly**

**to any other people to whom he/she is not authorized to**

**Communicate such documents or information.**

**9. No employee shall, except with previous sanction of the College,**

**engage directly or indirectly in any trade or business or undertake any other employment. There shall, however, be no objection to his/her undertaking honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer. He/she shall inform the College about his/her having taken up such work.**