



01285-235444

# GOVT. COLLEGE FOR GIRLS, UNHANI

Distt. Mahendergarh (Haryana)

Affiliated to Indira Gandhi University, Meerpur-Rewari

("A" Grade by PRAYAS)

[www.gcgunhani](http://www.gcgunhani)

[gcgunhani@gmail.com](mailto:gcgunhani@gmail.com)

## CODE OF CONDUCT FOR STUDENTS

The purpose of the student's code of conduct is to create an orderly atmosphere. The code should be adhered to by all the students enrolled in various courses on the college campus, while they are on campus or representing college off-campus. The Parents & Students are required to go through the code of conduct carefully before signing the Admission Form. Once the form is signed, the total responsibility of having read the rules and regulations shall lie upon the parents and students and they shall be bound by the same.

- Read notices displayed on the Notice Board regularly/daily.
- Switch off lights & fans while leaving the classroom.
- Students can verify their attendance from teachers from time to time.
- Always carry your Identity Card with you. No student shall be allowed to enter college premises without Identity Card. A student found without I-card will be fined.
- The name of a student absent, for 07 working days continuously, in a particular subject or the college without information, will be struck off the rolls of the subject concerned / college. Similarly, the names of regularly irregular students will also be struck off the college rolls.
- Any change in the address of the student or parent/guardian must be reported to the college office immediately.
- Don't keep excess cash and/or jewelry in your possession during college hours;
- A student who is guilty of misconduct, in any way in addition to a fine, shall not be eligible for prize/scholarship etc.
- No visitors are allowed to meet the students during college hours. In case of emergency, contact the Principal's office.
- Students would make the best use of the golden part of their lives by devoting their energy to learning and developing a wholesome personality.
- Stay in an academic institution with a joyful learning experience; observe modesty in their overall appearance and behavior.

- Behave with dignity and courtesy with teachers, staff, and fellow students.
- Act as a role model for the junior students by attaining the highest level of values and morality.
- A student shall not be eligible to appear in university examination unless she has attended at least 75% of the full course of lecture delivered to her class in each of the subject.
- Ragging is a criminal offence it is strictly prohibited in college campus.
- Skirts, Frock, Shorts above knee length are not allowed, crop tops with off- shoulders/backless/low necks, torn jeans are not allowed.

## LIBRARY RULES:

- Any loss of books should be immediately reported to the Librarian and the matter be settled within 10 days by either replacing the books OR by paying double the price of the book.
- Library books are issued to every student on Library Tickets.
- Meritorious students are allowed to get as many books issued from the Library as are recommended by the HOD.
- Books will be issued for a period of 14 days (books that are in greater demand may be issued for 7 days). Delay will entail a fine of Rs. 5/- per day.
- Students on leave must arrange for the return of books in time.
- Books issued from the library must be kept very carefully and in no case be *underlined or disfigured*. If the book is already damaged in any form, it should be *brought to the notice of the Librarian before getting the book issued*, otherwise, *the person who returns the book will be held responsible for the damage*.



Principal  
Govt. College for Girls  
Unhani (M/Garh)



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## CODE OF CONDUCT AND PROFESSIONAL ETHICS

### GOAL OF HIGHER EDUCATION IN OUR COUNTRY:

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution. Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on societal needs.

### TEACHERS AND THEIR RIGHTS:

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, professional independence and adequate social insurance.

## THE CODE OF PROFESSIONAL ETHICS

### 1. TEACHERS AND THEIR RESPONSIBILITY

Whoever adopts teaching as a profession assumes the obligation to conduct in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. A teacher is constantly under the scrutiny of his students and the society. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to



inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### **Teachers should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra - curricular activities including community service.

## **2. TEACHERS AND THE STUDENTS**

### **Teachers should**

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and

strive to meet their individual needs.

- 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 labor and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

### 3. **TEACHER AND COLLEAGUES**

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully to other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### 4. **TEACHER AND AUTHORITIES:**

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their college .

- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices,
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession: Should adhere to the conditions of contract,
- Live and expect due notice before a change of position is made and refrain availing themselves of leave except on unavoidable grounds and as far as particular with prior intimation, keeping in view their particular responsibility for completion of academic schedule

## 5. TEACHERS AND NON TEACHING STAFF

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.

## 6. TEACHERS AND GUARDIANS


### Teachers Should

Try to see through teachers' bodies and organisation that institution maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## TEACHERS AND SOCIETY

### Teachers Should

Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided

  
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