

**CODE OF CONDUCT FOR THE PRINCIPAL**

- The Principal is the Head of the institution so he/she has to run it in an impartial, just and fair manner.
- He/she should not discriminate against any employee, teaching or non-teaching.
- The Principal should have an open mind and be respectful to suggestions from colleagues.
- The Principal should carry out the instructions issued by the higher authorities in totality, both in letter and spirit.
- The Principal has to look after the welfare of the staff and students. He/she should never have a vindictive attitude.
- The Principal should always act according to his/her logic and reasoning and not be influenced by tales carried by people.
- The Principal must run the institution strictly but tempered with care and affection.



**Principal  
Govt. P.G. College  
Dharamshala, (Distt. Kangra)  
(H.P)**

## Code of Professional Ethics for Teachers

The teachers are constantly in the presence of students. The teachers should uphold the ideals of their profession. The ideals they inculcate in their students should be their own.

### A. Teachers and their responsibilities

- A Teacher should be calm, patient, easy to approach and able to communicate effectively.
- Perform his/her duties of teaching with dedication.
- Carry out other miscellaneous duties like admissions, counseling of students, evaluation of scripts, conduct of examination and so on.
- Participate in extension, co-curricular and extracurricular activities including community service.

### B. Teachers and the students

Teachers should

- Give freedom to students to express themselves, respect their rights and dignity.
- Always be impartial and just, regardless of the caste, colour, creed, social or economic status of the students.
- Pay individual attention to students and deal with them according to their special needs.
- Encourage students to realize their potential and teach them to contribute to the welfare of their community.
- Inculcate the spirit of patriotism, democracy and peace among the students. Teach them the dignity of labour and importance of physical work.
- Always be affectionate towards students and never be vindictive.
- Always assess students on the basis of merit.
- Be available to students even beyond teaching hours. Help them without expecting any remuneration.
- Make students aware of the rich national and cultural heritage. Inculcate in them a sense of pride for their country.

### C. Teachers and Colleagues

Teachers should

- Treat others as they themselves want to be treated
- Treat other teachers respectfully and help them in their professional betterment.
- Refrain from complaining/implying allegation about their colleagues to higher authorities.

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- Refrain from allowing consideration of caste, creed, religion, race or sex to affect relation with colleagues.

## **D. Teachers and Authorities**

Teachers should

- Discharge their professional duties according to the existing rules.
- Refrain from undertaking any other employment including private tuition and coaching classes.
- Accept the responsibilities given to them and also discharge all other responsibilities given to them by higher authority.
- Cooperate with the authorities for the betterment of the institution.

## **E. Teachers and Non-teaching staff**

- Teachers should treat the non-teaching staff as their colleagues and give them due respect.
- Teachers should cooperate with non-teaching staff fully and have a spirit of harmony.

## **F. Teachers and Guardians**

- Teachers should be in touch with the guardians of the students and appraise them about their wards in the meeting convened for this purpose. The parent teacher body should exchange mutual ideas for the betterment of the institution.

## **G. Teachers and Society**

Teachers should

- Recognize that teaching is a public service and keep the public apprised about the education which is being provided.
- Strive to provide education to the community and improve their moral and intellectual life.
- Refrain from taking part in activities which lead to hatred, enmity, violence among various communities, religions or linguistic groups.
- Work actively for National Integration.



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## CODE OF CONDUCT FOR STUDENTS

### Conduct and Discipline

The Principal can impose fine, suspend or even rusticate any student who is found indulging in such misconduct as is listed below. Indiscipline on campus will not be tolerated.

1 (i) Any act of ragging campus ,in or around the hostels will be severely dealt with. Ragging implies harassment/ physical or mental torture to another student by a student or a group of students. Any student found associated in such nefarious activities will be held guilty of gross misconduct. **Remember Ragging is a cognizable offence.**

(ii) Any body found guilty of writing obscene language words on blackboard, walls or furniture of the college.

(iii) Aimlessly loitering in the verandas, making noise or attempting to disturb classes.

(iv) Smoking or consumption of alcohol/drugs etc. in the college hostel/campus is strictly prohibited.

(v) Bringing unwanted outsider persons to the campus or sitting unnecessary on the passage to the hostel or within campus.

(vi) Playing in the hostels or stadium without the permission of the Principal.

(vii) Pasting posters on the walls or notices on the Notice Board without Principal's permission.

(viii) Mobile phone should be on switch off mode in classes and on silent mode outside classes/college campus. Violation of rule would lead to fine Rs. 100/-

2. Student who participates in sports or other co-curricular and extra –curricular activities /educational tours must produce written permission from their parents/guardians.

3. Every student must always carry with him/her duly completed identity card which is issued to him/her at the time of admission. He/she must produce the identity card when ever demanded by any teacher or the Principal.

4. Parents/guardians are requested to remain in touch with the Principal and the concerned teachers regarding the progress of their wards in the college.

## ANTI-RAGGING/INDISCIPLINE RULES

In order to have zero tolerance and its total elimination from the educational institutions. Hon'ble Supreme Court of India vide its orders dated 4<sup>th</sup> may, 2001: 16<sup>th</sup> May, 2007 and 11<sup>th</sup> Feb. 2009 has directed are here as under:

1. Ragging is banned in the institution.
2. Any indulging in ragging is liable to be punished appropriately. Punishment shall be exemplary and justifiably harsh.
3. Punishment for ragging includes:
  - (i) Imprisonment, fine or both.
  - (ii) Expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology.
  - (iii) Withholding scholarship or other benefits.
  - (iv) Debarring from representation in events.
  - (v) Withholding of results.
  - (vi) Suspension of expulsion from hostel or mess and the like.
4. In the hostels, the entry of seniors and outsiders shall be prohibited before and after specified hours or the day except under the authority of the person in charge (wardens or Hostel Superintendent)
5. If the individuals committing or abetting ragging are not identified, collective punishment shall be resorted to.
6. Character/ Migration certificates (s) issued by the institution shall have an entry part from that of general conduct and behavior to the effect whether the student had participated in ragging and in particular was punished was for ragging.
7. IN CASE THE APPLICANT FOR ADMISSION IS FOUND TO HAVE INDULGED IN RAGGING / INDISCIPLINE IN THE PAST OR IF IT IS NOTICED LATER THAT HE/SHE HAS INDULGED IS RAGGING, HIS/HER ADMISSION MAY BE REFUSED OR HE/SHE SHALL BE EXPELLED FROM THE INSTITUTION FORTHWITH.

**Note: In case of any emergency, the student(s) may call Tel. No 01892-225394, 01892-225394 and contact any member of the Anti-Ragging cum Discipline Committee.**



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