

# INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

## CODE OF CONDUCT COMMITTEE

### Minutes of the Meeting

(2022-2023)

The First meeting held on 20 Oct, 2022. The meeting started with Principal wishing all the teachers and enquiring about the number of students reported for the first year in various U.G. programme. Principal also wanted the committee members to instruct the students about the college code of conduct.

Sr.No.	NAME OF THE MEMBER	DESIGNATION	STATUS
1	Dr. Arti Garg	Offg. Principal	Present
2	Ms. Meenakshi	Coordinator ,COCC	Present
3	Ms. Ankita Goel	Supervisor	Present
4	Dr. Monika Guglani	Member	Present
5	Ms. Priyanka Bindlish	Member	Present
6	Ms. Neha Gupta	Member	Present
7	Ms. Monika Mittal	Member	Present
8	Ms. Kusum	Member	Present
9	Ms. Aruna	Member	Present
9	Mr. Amarnath Goel	Administration	Present
10	Ms. Seema Goel	Librarian	Present
11	Mr. Ram Bahadur Khurania	Management Representative	Present
12	Mr. Narender Miglani	Industrial Representative	Present

Principal mentioned the following points to reach the students for the smooth running of the classes as well as college.

1 Students should report to the class in time. After the starting of the class, no student is allowed to enter in the class room.

2 During Leisure hours, students are advised to use the library.

3 The use of mobile phones is strictly prohibited in college campus.

4 Students should handle the furniture /electrical items and other properties with care.

5 To conduct necessary awareness programs for students, teachers and the staff on a regular basis.

6 Students should maintain honesty, integrity, fairness in all activities

7 Students should not indulge in ragging activities .If any student is found indulging in the ragging, the student will strictly punished or even rusticated from the college.

8 To decide about creation of common platform for teaching and the staff on a regular basis.

The meeting ended with Principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the students.

  
Offg. Principal  
I. C. Mahila Mahavidyalaya  
Kaithal - 136027 (Haryana)

Offg. Principal

# INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

## CODE OF CONDUCT COMMITTEE

### Minutes of the Meeting

(2022-2023)

2<sup>nd</sup> meeting of the code of conduct committee held on 9 Feb, 2023 in the office of the principal at 12:50 pm. The following members attended the meeting.

Sr.No.	NAME OF THE MEMBER	DESIGNATION	STATUS
1	Dr. Arti Garg	Offg. Principal	Present
2	Ms. Meenakshi	Coordinator, COCC	Present
3	Ms. Ankita Goel	Supervisor	Present
4	Dr. Monika Guglani	Member	Present
5	Ms. Priyanka Bindlish	Member	Present
6	Ms. Neha Gupta	Member	Present
7	Ms. Monika Mittal	Member	Present
8	Ms. Kusum	Member	Present
9	Ms. Aruna	Member	Present
9	Mr. Amarnath Goel	Administration	Present
10	Ms. Seema Goel	Librarian	Present
11	Mr. Ram Bahadur Khurania	Management Representative	Present
12	Mr. Narender Miglani	Industrial Representative	Present



Principal welcomed the members present in meeting.

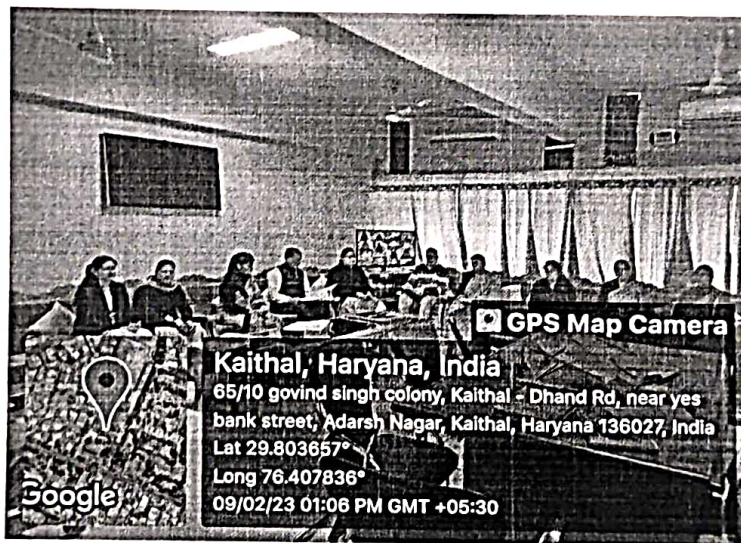
Following points were present:

1 To discuss about the measures taken by the college to prevent ragging.

2 Guest lecture should be delivered by eminent speaker which will motivate the students to go for right direction.

3 For suggestion box, seeking suggestion from staff and students to create awareness for better implementation of code of conduct.

4 A good no. of programs that can bring awareness on ethical behavior by the college such as Republic Day, Martyrs Day, Teachers Day etc.



5 Students should get motivated to participate in the co curricular activities, organizing the event etc.

6 To discuss about the preparation of lesson plan by staff for even semester.

7 To discuss about State level Cultural Fest in the college.

**Suggestion and Discussion:**

1. No cases were registered regarding antisocial activities.
2. Various cells in the college are also required to take some efforts to initiate various online activities to improve skills in students.
3. Meeting ended with thanks to the chair.



Dr. Arti Garg

Offg. Principal  
I. G. Offg. Principal  
Kaithal - 136027 (Haryana)

# INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

## CODE OF CONDUCT COMMITTEE

### Minutes of the Meeting

(2022-2023)

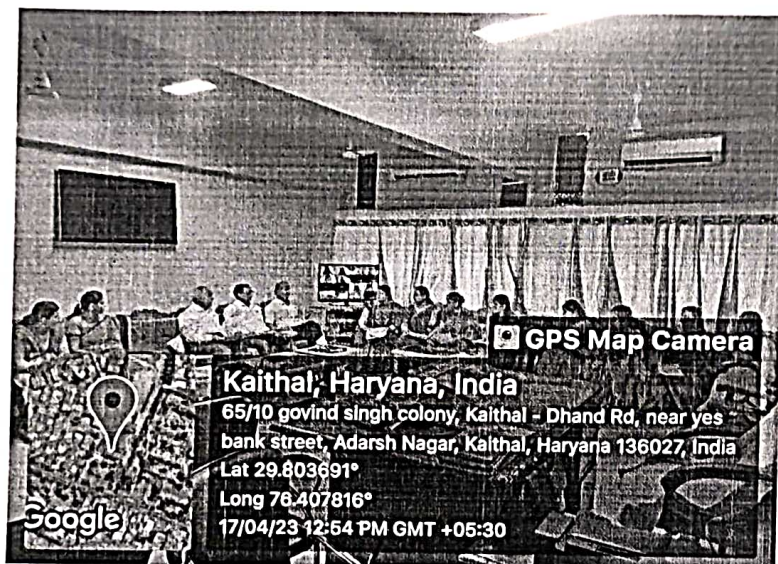
3<sup>rd</sup> meeting of the code of conduct committee held on 17 April, 2023 in the office of the principal at 1:00 pm. The following members attended the meeting .

Sr.No.	NAME OF THE MEMBER	DESIGNATION	STATUS
1	Dr. Arti Garg	Offg. Principal	Present
2	Ms. Meenakshi	Coordinator, COCC	Present
3	Ms. Ankita Goel	Supervisor	Present
4	Dr. Monika Guglani	Member	Present
5	Ms. Priyanka Bindlish	Member	Present
6	Ms. Neha Gupta	Member	Present
7	Ms. Monika Mittal	Member	Present
8	Ms. Kusum	Member	Present
9	Ms. Aruna	Member	Present
9	Mr. Amarnath Goel	Administration	Present
10	Ms. Seema Goel	Librarian	Present
11	Mr. Ram Bahadur Khurania	Management Representative	Present
12	Mr. Narender Miglani	Industrial Representative	Present



Following agenda was discussed in the meeting

- 1.To review the agenda of the last meeting.
- 2.To promote and advertise the college achievements.
- 3.To make proposal for books/journals/periodicals.
4. To discuss the smooth conduct of examination process.



- 5.To discuss the academic activities and future plan of the action of the college.
- 6.To discuss about sessional exams to be conducted for the students.
7. To discuss about farewell party being organized in the college premises.

**Suggestions and Decisions:**

1. The agenda of the last meeting was revived.
2. Strategic plan for the development of the organization will be taken into consideration.
3. Review on code of conduct of the college.

  
Offg. Principal  
Dr. Arti Garg  
I. G. Mahila Mahavidyalaya  
(Jhithal -135027, Haranya)  
Offg. Principal



## Awareness programs on Professional ethics

I.G.(P.G.)M.M.V.KAITHAL organizes professional ethics programs for students, teachers and staff separately. Students and teachers attend an orientation program in the college organized by COCC. Havan ceremony was organized for the beginning of session.





Physical and Sports activities including Yoga was coordinated by Sports in-charge almost every day. Sports activity comprises of Football, Volleyball, Badminton, Table Tennis, Running, Free Hand Exercise, Flexibility, Strength Exercise, Speed Training, Endurance Training, Kabaddi, Athletics, Judo, Multi-gym Training, Recreational Games etc.





Our college organize Industrial and Educational trips for concerned departments time to time. Students visited mills, factories, banks, and Zoological park.





NSS camp organized by the college timely. NSS helps the student to grow individually and also as a group. Volunteering for various tasks under NSS activities allows students to become confident, develop leadership skills, and learn about different people from different walks of life.

## महिला महाविद्यालय में चलाया मैगा स्वच्छता ड्राइव अभियान



इंदिरा गांधी महिला महाविद्यालय में चलाए गए मैगा स्वच्छता ड्राइव अभियान में भाग लेते वालंटियर्स व एन.एस.एस. कार्यक्रम इंचार्ज। (मिथल)

कैथल, 19 अक्टूबर (मिथल) : इंदिरा गांधी महिला महाविद्यालय कैथल में भारत सरकार एवं युवा खेल मंत्रालय के निर्देशानुसार कालेज की एन.एस.एस. की दोनों इकाइयों के द्वारा 2.0 के तहत मैगा स्वच्छता ड्राइव अभियान चलाया गया, जिसमें एन.एस.एस. वालंटियर्स द्वारा लगभग 14 किलो कचरा और पॉलिथीन एकत्रित किया गया।

महाविद्यालय की कार्यवाहक प्राचार्या आरती गर्ग ने वालंटियर्स का उत्साहवर्धन करते हुए कहा कि उनकी इस मुहिम से समाज में जागरूकता आएगी और उनका यह प्रयास देश की खुशहाली और स्वच्छता के आंकड़ों में बढ़ोतरी करने में योगदान देगा।

महाविद्यालय की प्रबंधक समिति के प्रधान रामबहादुर खुरानिया ने कहा कि इस तरह के अभियान लोगों को स्वच्छता के प्रति प्रेरित करते हैं तथा पर्यावरण को भी स्वच्छ रखते हैं।

एन.एस.एस. कार्यक्रम इंचार्ज डा. हेमलत ने भी छात्रों से अपील करते हुए कहा कि वे सभी पर्यावरण के हित में प्लास्टिक का उपयोग न करें।

इस अवसर पर कालेज स्टॉफ र सांयकालीन सत्र की प्रिंसिपल इंचार्ज सुरेश शर्मा व एन.एस.एस. इंचार्ज रेनु बाला आ मौजूद रही।

## आइजी कालेज में पर्यावरण दिवस पर पोस्टर मेकिंग प्रतियोगिता



आइजी कालेज में पौधारोपण करते स्टाफ सदस्य व छात्राएं। ● जागरण।

जासं, कैथल : आइजी कालेज में विश्व पर्यावरण दिवस मनाया गया। प्राचार्या डा. आरती गर्ग ने बताया कि विश्व पर्यावरण दिवस के अवसर पर हरियाणा राज्य प्रदूषण नियंत्रण बोर्ड के निर्देशानुसार कालेज में पर्यावरण समिति एवं एनएसएस के द्वारा पौधारोपण व पोस्टर मेकिंग गतिविधि का आयोजन हुआ। प्रबंधक समिति के प्रधान रामबहादुर खुरानिया व छात्राओं ने पौधा रोपण किया। उन्होंने कहा कि बढ़ते प्रदूषण एवं ग्लोबल वार्मिंग के कारण वातावरण में आई अशुद्धता को अनुकूल करने, प्रौद्योगिकी प्रदूषण एवं पेड़ों की कटाई पर रोक लगाने के लिए विश्व पर्यावरण दिवस मनाना एक सराहनीय प्रयास है। इस मौके पर श्वेता तंवर, अलका गोयल, अंकिता गोयल, श्वेता गुप्ता व हेमलता मौजूद रही।

Students of psychology participate in various activities related to topic mental health to aware students, people and the staff regarding mental issues which they face during their life.





Science exhibitions play an important role in encouraging students to be inquisitive and think analytically. They ignite curiosity and offer chances for students to engage in inquiry-based learning. It allows them to explore hypotheses and find answers on their own.





 **GPS Map Camera**

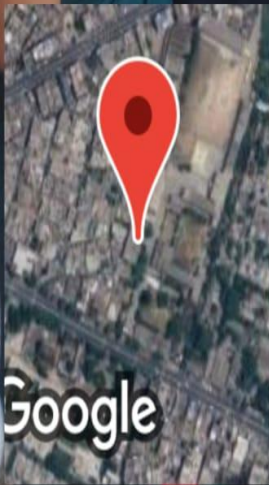
**Kaithal, Haryana, India**

65/10 govind singh colony, Kaithal - Dhand Rd, near yes bank street, Adarsh Nagar, Kaithal, Haryana 136027, India

Lat 29.803892°

Long 76.407335°

19/04/23 01:50 PM GMT +05:30

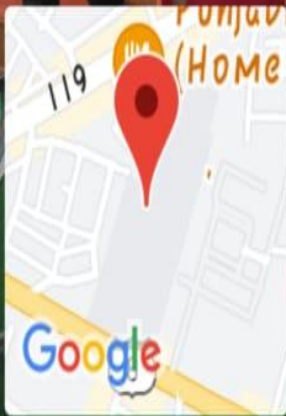




Career Guidance Cell and Research Development cell of our College plays a very important role in the lives of all individuals as it helps in setting future goals and chooses careers. Career Guidance, Placement and Research Development Cell organize Seminars every year for students. Research Cell functions to coordinate research activities between various Departments, faculty members and Students.







Kaithal, Haryana, India

RC35+V78, Adarsh Nagar, Kaithal, Haryana 136027, India

Lat 29.804343°

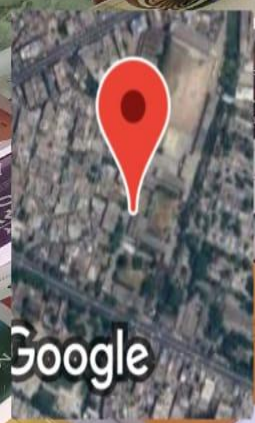
Long 76.40779°

17/02/23 01:10 PM

Books fair organized by the college timely. A Book fair offers a wonderful opportunity to discover new writers and reconnect with the classics, including numerous mystery books.



GPS Map Camera



**Kaithal, Haryana, India**

360/11, near Arya Samaj Mandir, Gobind Colony, Adarsh Nagar,  
Kaithal, Haryana 136027, India

Lat 29.80391°

Long 76.407589°

04/04/23 11:25 AM GMT +05:30



# महाविद्यालय में लगाई पुस्तकों की प्रदर्शनी

कैथल (विज्ञप्ति) : इंदिरा गांधी (पीजी) महिला महाविद्यालय कैथल में पुस्तक प्रदर्शनी लगाई गई। यह प्रदर्शनी सुबह दस बजे शुरू हुई और चार बजे तक चली। कालेज लाइब्रेरियन सीमा गोयल ने कालेज प्रबंधक समिति के प्रधान रामबहादुर खुरानिया, प्राचार्या डा. आरती गर्ग व संयोजकालीन सत्र की प्राचार्या प्रभारी सुरभि शर्मा का प्रदर्शनी में स्वागत किया।

आरबी खुरानिया ने रिबन काट कर पुस्तक प्रदर्शनी का उद्घाटन किया। इस पुस्तक प्रदर्शनी में अलग-अलग विषयों के अनुसार कई बुक स्टाल लगाए गए। कालेज लाइब्रेरी कमेटी की तरफ से आयोजित यह प्रदर्शनी परिजात गोयल, निर्मल बुक एजेंसी कुरुक्षेत्र के सहयोग से लगाई गई। इसमें लगभग दो हजार टाईटल्स की दस हजार पुस्तकें थीं। ये सभी पुस्तकें अंग्रेजी, हिंदी,



इंदिरा गांधी महिला महाविद्यालय में प्रदर्शनी में पुस्तकें देखती छात्राएं। = विज्ञप्ति

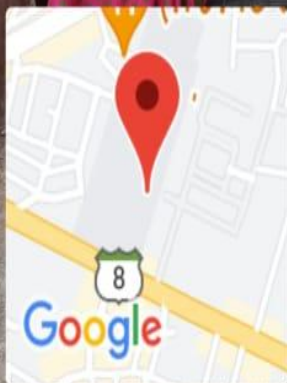
संस्कृत, इतिहास, राजनीतिक शास्त्र, मनोविज्ञान, संगीत, अर्थशास्त्र, शारीरिक विभाग, जनसंचार एवं पत्रकारिता विभाग, फिजिक्स, केमिस्ट्री, कंप्यूटर अनेक विषयों पर थीं। प्रदर्शनी में अनेक मोटिवेशनल जनरल पुस्तकें भी छात्राओं के

ज्ञानवर्धन के लिए थीं। कालेज स्टाफ सदस्यों ने व छात्राओं ने अपने फ्री लोकचर्स में अपने विषयों से संबंधित पुस्तकों का अवलोकन किया। इस अवसर पर लाइब्रेरी स्टाफ से सीमा गोयल, रामकेशव, अनीता, ऊषा मौजूद थे।

जयश्री



To prohibit, prevent and eliminate the source of ragging including any conduct by any student Or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.



**Kaithal, Haryana, India**

65/10 govind singh colony, Kaithal - Dhand Rd, near yes bank street,  
Adarsh Nagar, Kaithal, Haryana 136027, India

Lat 29.80365°

Long 76.408051°

01/05/23 12:17 PM

Sexual harassment and gender discrimination is real, it's far more pervasive than I think people have been willing to acknowledge. Harassment is one of puberty's darkest, most unreported rites of passage.





A laboratory coat or equivalent protection is required when working with or when working nearby to hazardous chemicals, unsealed radioactive material. Lab coats protect your regular clothing from dirt and non-obvious contamination in the lab.





Appropriate attire prepares students for future job interviews and professional settings. Dressing respectfully fosters a positive learning environment and show consideration for others. Some colleges have safety-related dress codes, such as lab attire in science programs.



Road Safety Cell plays a important role in our college. The role of road safety cell, To create awareness and promote road safety in schools, colleges and to customers. Minimizing injuries and deaths because of road accidents by applying road safety measures including wearing seat belts and helmets.





Patriotism means supporting and loving our country even when it's going through rough or difficult times. Patriotism comes in all forms Patriotism is the feeling of love, devotion, and a sense of attachment to one's country. This attachment can be a combination of different feelings for things such as the language of one's homeland, and its ethnic, cultural, political, or historical aspects.

## आई.जी. कॉलेज छात्राओं ने देशभक्ति गीतों पर दी मनमोहक प्रस्तुतियां

कैथल, 16 अगस्त (मित्तल): इंदिरा गांधी महिला महाविद्यालय कैथल में आजादी के 75वें स्वतंत्रता दिवस के अवसर पर एक कार्यक्रम का आयोजन किया गया, जिसमें बतौर मुख्यातिथि कॉलेज प्रबंधक समिति के प्रधान राम बहादुर खुरानिया ने शिरकत की।

कार्यक्रम में सर्वप्रथम कॉलेज की कार्यवाहक प्राचार्या आरती गर्ग व सायंकालीन सत्र की प्राचार्या

प्रभारी सुरभि शर्मा ने पुष्प गुच्छ देकर मुख्यातिथि का स्वागत किया। तत्पश्चात एन.एस.एस. की छात्राओं द्वारा सलामी दी गई तथा मुख्यातिथि द्वारा ध्वजारोहण किया गया व दीप प्रज्वलित कर सांस्कृतिक कार्यक्रम का शुभारंभ किया गया।

संगीत विभाग की छात्राओं द्वारा देशभक्ति के गीतों की मनमोहक प्रस्तुतियां दी गईं। छात्राओं द्वारा भाषण व कविता पाठ के माध्यम से सभी को स्वतंत्रता दिवस से संबंधित जानकारी दी गई।

कार्यक्रम के दौरान तिरंगे को सलामी देते आई.जी. कॉलेज प्रबंधक समिति के प्रधान रामबहादुर खुरानिया व अन्य। (मित्तल)






119

Google

**Kaithal, Haryana, India**

RC35+V78, Adarsh Nagar, Kaithal, Haryana 136027, India

Lat 29.804403°

Long 76.407809°

26/09/22 12:25 PM





## **THE CODE OF CONDUCT FOR STUDENTS HAVE BEEN CLASSIFIED AS**

- A) COC IN COLLEGE PREMISES
- B) ACADEMIC INTEGRITY
- C) COC IN LIBRARY
- D) COC IN CLASSROOMS AND PRACTICAL LABS
- E) COC DURING EXAMINATIONS

### **A) IN COLLEGE PREMISES**

- 1) Students are required to bring their Identity card when they enter the college premises and produce it as and when asked for. In case the identity card has been lost/misplaced and not traceable , students are required to get the duplicate I-CARD made . Only bonafide students will be allowed to enter the college premises on producing their I- card.
- 2) Students are required to be properly attired and groomed in keeping with the dignity and decorum of the educational institutional culture and values.
- 3) Students are required to communicate in a decent and acceptable tone and language with their mentors, non- teaching and teaching staff. While in the company of peers, use of foul language and shouting and screaming in corridors is to be strictly prohibited. Students should focus their energies in constructive manner to learn , develop and enhance skills, competencies, Attitudes and values. It is to be noted that violent behavior and reckless yelling will be viewed as a serious case of misconduct hence students are advised to remain calm , maintain their Composure and refrain from contributing to the already existing noise pollution.
- 4) Mobile phones are strictly banned for the students inside the college premises and if any student is caught with mobile phone then strict action is taken against the student.
- 5) Students are required to enter and leave the college premises in a peaceful manner and avoid Overcrowding or group gathering at all times. Students are advised to maintain queue discipline as this will help facilitate easy entry and exit and help control student traffic efficiently .
- 6) Students are advised to actively participate in co-curricular, extra-curricular activities for their holistic development. Students interested in sport activities, curricular and extra- curricular activities are required to read the details displayed on the notice board and register to participate.
- 7) Student are advised to behave in a decent manner while in college premises as the entire premises is under CCTV surveillance .

8) The college has constituted an Anti-ragging cell as per the directives of the University. Ragging is a serious offence attracting disciplinary action.

9) At the time of admission, students are required to provide their correct current address, contact no (mobile ) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated.

10) Student are required to maintain peaceful silence as they take the stairs and move towards their classrooms without creating any disturbance . Contribute and help maintain the positive conducive learning atmosphere of the college

## **B) ACADEMIC INTEGRITY**

Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and its violation constitutes a serious offence. The Principles of Academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere.

The principles of academic integrity requires that a student should:

- 1) Properly acknowledge and cite use of ideas ,results and material onwards of other.
- 2) Properly acknowledge all contributions to a given piece of work.
- 3) Make sure that all assignments submitted are original.
- 4) Affiliated to Kurukshetra University, Kurukshetra, it follows rules and guidelines provided by the university regarding the assessment and evaluation process. The internal assessment is carried out in a systematic manner for all courses. For under graduate as well as P.G. courses Internal assessment is carried out in a systematic manner for all courses. For under-graduate as well as P.G. Internal assessment follows the criteria given here:

Two hand written Assignments (1st Assignment after one month and 2nd Assignment after two months):  
10%

One class test (One period duration): 5%

Attendance: 5%

Marks for attendance are given as under:

1. 91% onwards 5 marks
2. 81% to 90% 4 marks
3. 75% to 80% 3 marks
4. 70% to 74% 2 marks
5. 65% to 69% 1 mark

College provides information regarding internal assessment to all the students through orientation programmers at the very first semester. Academic Calendar is strictly followed. Faculty members follow their lesson-plans. Internal examinations are conducted to evaluate the students' academic assessment. Internal assessment is done on the basis of these examinations, class attendance and assignments.

## **C) IN LIBRARY**

1) Students are required to register themselves at the Entrance desk .

2) Students are required to maintain silence in the library. No talking/ discussion is allowed .

3) Students are required to comply with all the rules and regulations and follow the instructions given by the librarian /library staff from time to time.

4) Students are advised to take good care of books issued . Handle with care and return them in a good



condition. Do not mutilate the book or tear away pages from the book.

#### **D) IN CLASSROOM/ PRACTICAL LABS –**

1) Students are required to follow the class timetable and attend lectures/ practicals as per the time table. Students are required to be present in the classroom /labs on time for the lectures/ practicals.

2) Students have the right to learn without interference from others. Interruption, disruptions in class inhibits, prevents and reduces the efficacy of teaching – learning . It is the duty of every student to ensure that the conducive atmosphere for teaching- learning is maintained in the classroom. Some example of highly objectionable inappropriate behavior are- activities like using cell phones when the class is in progress, reading unrelated material, talking loudly so as to disturb the teacher and the class, entering the classroom late , passing offensive remark or comment on fellow students . Such notorious and disgraceful activities are strongly condemned and discouraged.

3) Students must note the minimum attendance required as per the University Ordinance and ensure adequate attendance during the academic year. In case of extenuating circumstances like illness requiring hospitalization the student is required to explain his/her absence in writing with adequate proof of hospitalization and the competent authority(Principal) may condone her absence for the said period . The Principal at his/her discretion may decide “ what constitutes extraordinary or extenuating circumstances.

4) Students are expected to submit all assignments and get their projects certified by the Teacher-in – charge .

5) Student are expected to carefully listen and follow the instructions given by the teacher- in charge while performing practicals and handling chemicals, acids and other inflammable / hazardous solutions. It is the duty of the student to know the safety procedure and follow the safety norms.

6) Students must wear the lab- coat for performing the experiment in the lab.

7) In the classroom, students are required to actively participate in discussions on topics of academic interest and attend all lectures.

8) Save electricity by switching off fans and tube lights when not in use. While exiting the classroom, switch off all the fans and tube lights and conserve electricity.

9) Protect all college property from damage. No scribbling on walls, carving on benches or destroying college furniture. Handle test tubes,glass and other fragile lab equipment's , chemicals and acids safely and with care so as to minimize damages due to mishandling/ breakage .

10) Discipline is to be maintained in the classroom in the absence of teacher in classroom .Do not disturb the other classes .

11) Computers made available in computer labs are to be used for academic purposes only.

12) Indiscipline during any activity/ function of the college will be viewed seriously subject to punishment.

## **E) EXAMINATIONS**

- 1) The college has adopted Zero tolerance towards unfair means and cheating in the examination.
- 2) The college strongly advocates academic honesty in examination and views academic dishonesty seriously.
- 3) Students are required to refer to the examination time table and take the examination as per the schedule.
- 4) Students are required to follow the instructions given by the supervisors / senior supervisors during the examination.

## **THE CODE OF CONDUCT FOR TEACHERS**

INCLUDES NORMS DURING TEACHING, EVALUATION AND  
INTERACTIONS WITH STUDENTS , AUTHORITIES, COLLEAGUES AND SENIORS

- 1) Wear I-card at all times when present in the college.
- 2) Be punctual. Report on time for work – engaging lectures and practicals and for supervision during exams. Engage the lectures and practicals as per the individual timetable allotted
- 3) Record presence by signing attendance register.
- 4) Complete all teaching work allotted within given time duration. All evaluation and exam related work to be completed within the stipulated time.
- 5) The teachers should deal justly and impartially with students regardless of their opinion, religion, caste, gender, political, economic, social and physical characteristics.
- 6) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 7) Teacher should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- 8) Teachers should treat their colleagues and non- teaching staff respectfully and render assistance for professional betterment in the same manner as they themselves wish to be treated.
- 9) Teachers should refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- 10) Teachers should co-operate in the formulation of policies of the institution and discharge responsibilities which such offices may demand without hampering their academic pursuits.
- 11) Teachers should give prior notice, information or application to the office for any kind of emergency.



12) Teachers should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.

13) Teachers should not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities.

14) Teachers should not misappropriate an institutions property, commit acts of thefts, fraud or embezzlement of funds.

15) Respect the dignity of the students in expressing his/ her opinion. Encourage students to improve their attainments and develop their capability.

## **CODE OF CONDUCT FOR NON- TEACHING STAFF**

**Non teaching staff of the college should provide assistance in all the affairs/ activities of the education institution other than teaching.**

1) Report on time for work. Be punctual and discharge duties allotted promptly.

2) Behave decently in keeping with the discipline and decorum of the institution

3) Consumption of alcohol, intoxicants, tobacco, smoking is strictly prohibited while on duty.

4) Know the service conditions, duties and responsibilities , rules and regulations regarding leave, salary and other related matters

5) Follow the organizational hierarchy and protocol .

6) Develop cooperative and friendly relationship with the faculty members of the institution.

### **Expected Outcomes**

1) The constitution of code of conduct committee, professional ethics following the guidelines regarding maintenance of Discipline in the college, prohibition of and punishment of Ragging and sexual harassment, Human Rights, examination, classes, Institutional values, other support services.

2) The College has institutionalized mechanisms to sensitize all stakeholders regarding professional ethics, human values, gender equity and environment sustainability through its interdisciplinary approach and various academic and extracurricular endeavors.

3) In the classroom, all teachers ensure an inclusive learning space and adopt an interdisciplinary approach towards various sociocultural issues. Additionally, the college offers a paper on Environmental Sciences and consciousness for students of all the courses. This in addition to orientation programme on Ethics and Values helps in imparting value-based education to generate awareness.