

Code of conduct for students

- i) No students will be allowed inside the college campus without identity card.
- ii) Use of mobile phones in the college campus is strictly prohibited as per the H.P Govt. norms (vide letter No. EDN-HE (21) B (15) 15/2017-V Directorate of higher education H.P Shimla-I). The violators will be penalized as per college discipline rules.
- iii) All students must pay College fees and other dues on the specified dates as per schedule failing which fine will be charged as per the rules.
- iv) The name of student who either does not pay fee and other dues or is absent in any course continuously for 7 days will be struck off from the college rolls. Re admission of such students will be done by paying re- admission fee of Rs 100/- along with all other dues if any. However, re admission will be done only after getting written permission of the Principal. If name of any student is struck off twice then there will not be readmission.
- v) College leaving certificate will be issued to a student only after getting no dues certificate from college office, library and other concerned department.
- vi) The students should not roam here and there in the campus, corridors and outside the classrooms during vacant periods and causing disturbance to teaching work .
- vii) Damage to college property including defacement of walls, damage to the furniture, electrical switches, fans etc. is an act of indiscipline and is subjected to capital punishment.
- viii) Smoking and drug abuse is strictly prohibited within the College premises. The offenders will be dealt strictly.
- ix) Ragging (any kind of physical or mental torture) in and around the college campus or on roads/ approaches leading to college is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged under Rule 22, 17 (a), (b), (c) of HP University to expel the guilty student(s) from the college or will be suspended from the classes/ fined with written apology as per the recommendations of Anti ragging committee of the college.
- x) To appear in annual university examination, all students must have minimum 75% attendance in all the courses.
- xi) Leave of any kind will be given only on prescribed proforma. Tutor can sanction leave up to 3 days and senior tutor up to 6 days. Leave/ medical leave(medical certificate is necessary) more than 6 days will be sanctioned by the principal.

Code of conduct for faculty

- * All college teachers shall at all the time strive for academic excellence in the discharge of duties and conduct in the manner of a perfect role model for others to emulate and must discharge his duties efficiently and diligently to match with the academic standards and performance norms laid down by the Government from time to time.
- * Every Teacher shall update his/her knowledge and skills to equip himself professionally for the proper discharge of duties assigned to him through orientation programs, refresher courses and FDPs etc.
- * While dealing with the superiors, colleagues and students, Teachers shall conduct himself with absolute dignity and decorum in every time.
- * No teacher shall absent himself/herself from duties at any time without prior sanction of leave admissible from higher authorities.
- * Association with any political party or participation in any other political activity is not in line with the duties and ethics of the teaching profession and teacher shall not use any political or outside pressure on higher authorities in respect of service matters.
- * No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the Principal or Directorate of higher education.
- * Teachers should maintain the decency or morality in his conduct or behavior inside and outside the College Campus.
- * No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the higher authorities, or that seeks to disrupt the academic activities of the College.
- * No teacher shall by act or deed degrade/ harass or insult any other person/student for any reason whatsoever or act in a manner unbecoming of the teaching profession.

Code of conduct for Principal

- * The Principal should comply with applicable governmental laws, rules, and regulations, act with competence and strive to advance competence, both in self and in others.
- * Principal should work as per the objectives and policies of the college as per the Vision and mission of the college.

* Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.

* Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

Ethics

Education should strive for academic excellence and progress of the arts and sciences in conformity with our national needs and priorities. To create skills, grasp knowledge and spread awareness about our glorious national heritage is the main objective of education. The values enshrined in our constitution lay stress on attaining basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace. For the purpose of this Code, the term "teacher" covers all teachers, whether in Government/Government aided schools/colleges, on fulltime or part-time basis, at the elementary and secondary or higher levels and the teachers holding administrative and supervisory positions. The Code of Professional Ethics for teachers provides a framework of principles to guide them in discharging their obligations towards students, parents, colleagues and community. Increased awareness of the ethical principles governing the teaching profession is essential to ensure 'professionalism' among teachers.

Main obligations towards Students:

A Teacher:

- (i) Treats all students with love and affection.
- (ii) Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- (iii) Facilitates students Physical, social, intellectual, emotional, and moral development
- (iv) Respects basic human dignity of the child in all aspects of school life. 79
- (v) Makes planned and systematic efforts to facilitate the child to actualize his/her potential and talent.
- (vi) Transacts the curriculum in conformity with the values enshrined in the Constitution of India.
- (vii) Adapts his/her teaching to the individual needs of students.

(viii) Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.

(ix) Refrains from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.

(x) Keeps a dignified demeanor commensurate with the expectations from a teacher as a role model.

Obligations towards Parents, Community and Society:

A Teacher:

(i) Establishes a relationship of trust with parents/guardians in the interest of all round development of students.

(ii) Desists from doing anything which is derogatory to the respect of the child or his/her parents /guardians.

(iii) Strives to develop respect for the composite culture of India among students.

(iv) Keeps the country upper most in mind, refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

Obligations towards the Profession and Colleagues:

A Teacher:

(i) Strives for his/her continuous professional development.

(ii) Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.

(iii) Takes pride in the teaching profession and treats other members of the profession with respect and dignity.

(iv) Refrains from engaging himself/herself in private tuition or private teaching activity.

(v) Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions.

(vi) Refrains from making unsubstantiated allegations against colleagues or higher authorities. (vii) Avoids making derogatory statements about colleagues, especially in the presence of students, other teachers, officials or parents.

(viii) Respects the professional standing and opinions of his/her colleagues.

(ix) Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

Observance of the Code: The difference between the Code of Conduct and the Code of Professional Ethics needs to be appreciated. The provisions which define the Code of Conduct could also be

incorporated in the Code of Professional Ethics, as making them ethical provisions will always desist teachers from violation of the Code of Conduct. Like all other professions, the teaching profession should also move towards self regulation, which implies that every teacher should have the inner urge to adhere to the ethical principles listed in the Code of Professional Ethics for teachers. However, inspite of 80 the expectation of the voluntary observance of the Code, some cases of violation of the Code or of partial adherence to it are likely to occur in the vast system of school education. Therefore, a suitable mechanism needs to be evolved to ensure that all members of the profession follow the ethical principles enshrined in the Code. The violation of the Code of Conduct invites disciplinary action for which detailed rules are prescribed. However, in the case of violation of Code of Professional Ethics by teachers, the responsibility to discipline them should rest with the authorized representatives of the profession. The magnitude or seriousness of the violation may not be the same in all the cases. The cases of violation or non-observance shall have to be dealt with at different levels and in different ways in accordance with the nature of the violation. At the time of initial appointment, a teacher should be provided a copy of the 'Code of Professional Ethics' for perusal and should be further required to furnish an 'Oath', before joining the profession that he/she would always strive to observe the 'Code' in letter and spirit.


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