



FATEH CHAND COLLEGE FOR WOMEN, HISAR

CODE OF CONDUCT



Code of Conduct for Teaching Staff:

A teacher has the greatest responsibility of imparting quality education to the youth and ultimately contribute towards building a strong foundation for the nation. A teacher is constantly under the scrutiny of not just the students but also society at large and thus realizing the significance she must ensure best practices in the profession.

- Maintain highest standards of practice during various teaching-learning processes and uphold the honour and dignity of the teaching profession
- Contribute towards innovative and quality education by identifying and nurturing/polishing student skills.
- Maintain transparency and uniformity in their behaviour towards all the students (i.e. under no circumstances, a teacher should discriminate students on the basis of their religion, caste, gender or nationality).
- Extend all the support and guidance to the students especially with regard to their career and progression and make themselves available even beyond the class hours. Excellent/effective mentoring could play a pivotal role in taking the institute to greater heights.
- Respect the right and dignity of a student in expressing his/her opinion.
- Understand the difference in aptitude and capabilities of students and strive to meet the individual needs.
- Inculcate amongst students strong scientific outlook.
- Help in strong personality development of students.
- Adhere to the rules and regulations, policies and procedures outlined by the institute.
- Ensure safety of the students at various levels, especially during the conduct of experiments in laboratories.
- Understand responsibility and interact judiciously with parents as well as other stakeholders, guiding them on appropriate policies and procedures of the institute.
- The institute recognizes the significance of transparency and thus encourages all the teachers to conduct assessments and grading of students without any discrimination.

Code of Conduct for Administrative Heads and Non-Teaching Staff

Code of Conduct for the Principal

- The Principal being one of the highest authorities of the College should be honest, fair, objective oriented, supportive for all constructive administrative and academic activities. protective and law abiding and exhibit dynamic leadership in guiding students, faculty and administrative staff.
- Responsibilities expected from the principal are highlighted below:
- For effective execution of the mission and vision of the college, the principal needs to formulate plans and chalk out policies that would focus on educational endeavors leading to the overall upliftment of the institute.
- Creating a conducive environment for effective teaching and learning and adopting quality initiatives for enhancing various teaching-learning processes that would ultimately focus on the overall development of students.
- Ensure that all the staff (teaching, non-teaching) as well as the students are aware of the rules and policies laid by the institute in line with the updated State

Government and University Grants Commission guidelines.

- Monitor, manage and educate the administration of the College and take remedial measures /actions based on feedback of the stakeholders on Administrative functioning, Teaching Learning processes and any other developmental activities of the College.
- Few important points to note:
- Principal is the highest authority of appeal in the grievance redressal mechanism of the institution.
- Principal is the chair of academic council, teachers council and IQAC

Code of Conduct for Financial Administrator

Responsibilities are enlisted as under:-

- Functions under the guidance and supervision of principal
- Prepares budget estimates of the college
- Co-ordinates all activities related to finances
- Supervises and maintains all the financial reports and statements
- Supervises vendor payments
- Supports annual financial audit process
- Monitors the preparation of standard reports requested by the principal

Code of Conduct for Non-Teaching Staff

All the non-teaching staff need to discharge their professional responsibilities according to the existing rules and adhere to procedures and methods.

Guidelines for the code of conduct:

- Must be available at all times during the college hours
- Discharge all duties as instructed by the respective authorities while maintaining a respectful attitude and hierarchy in the administration.
- Exhibit courtesy and maintain a cordial interaction with teachers, students, parents and visitors
- Maintain honesty and fairness in all the activities/work assigned.
- Prepare, maintain and verify stock registers at regular intervals
- Do not forge any official documents/receipts
- Should not be absent from duty without taking leave
- Must not intercept or misappropriate funds of the College
- Communicate work/data as and when required to Principal/ Authorities through official email IDs only.

Code of conduct for Laboratory Staff

- Remain on duty during college hours as well as extended hours as per the direction of the Principal.
- Extend all the support in laboratory related work such as:
 - i. Cleaning
 - ii. Maintenance of equipment/ instruments
 - iii. Dusting

- They must report non- functioning of equipment/ instruments to the respective Head of the department and take necessary actions under the appropriate directives.
- Prepare all the necessary solutions/reagents/instruments well in advance before the class and verify the same from the respective teacher.
- Disburse all the materials/apparatus at the time of practical and ensure that every student is provided with the same for the experiments.
- Maintain and update stock registers and other lab manuals and ensure updated entries in them and verify it with the Head of Department/ Principal.
- He/she is expected to participate in other administrative work as assigned/directed by the Head of Department/ Principal and ensure timely completion/submission of assigned administrative work.

CODE OF CONDUCT FOR STUDENTS

Students are the foundation of an institute and thus every child has to follow best practices and adhere to the strict disciplinary guidelines.

- A student is expected to give due respect to the teachers as well as the non-teaching staff.
- Remain updated on various notifications related to administrative/ academic activities displayed on the college website as well as departmental notice boards.
- Read the college prospectus to know the rules and regulations of the college. Every student must maintain a good attendance track record.
- Not venture out of the classroom without seeking proper permission from the teacher during the class hours.
- Support the college in all academic/ learning activities of the college and participate in such activities to upgrade skills.
- Participate actively in giving feedback which help in improving of teaching-learning activities..
- Use suitable channels for raising concerns and grievances.
- Use the central library or departmental library in accordance with their requirements.
- Refer to course material and other reference books as recommended by the subject teacher.
- Refrain from misuse of the blackboards, walls of classrooms, laboratories, working tables, and other properties.
- Students should handle the furniture and other properties with care.
- Refrain from indulging in any anti-social activities.
- Not circulate any third party printed materials/ brochures/ advertisements or any other material without the prior permission of the Principal.
- Ragging in any form is a serious offence and it will be dealt with as per UGC regulations and Indian Penal Code.
- Be responsible for their belongings in the college premises.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.