



## **GOVERNMENT POST GRADUATE COLLEGE NOIDA, GAUTAM BUDDHANAGAR**

### **PROFESSIONAL ETHICS & CODE OF CONDUCT**

#### **Code of Conduct for Principal of the college**

- The Principal has to work according to the vision and mission of the college.
- The Principal of the college has to follow the code of conduct as delineated for the Gazetted Officer of U.P. Government.
- The Principal has to incorporate the Government Orders and directions issued by the Secretariate, Directorate, U.P. Higher Education Department, RHEO and other government agencies.
- He/she has to act with utter transparency, honesty and non-partisan attitude in decision making which are in the interest of college development and progress.
- He/ She has to act as the steward of the college in the management and utilization of college resources optimally and using in the best way for the development of the college.
- To create an honest and just work environment in college, paving way for collaborative activities.
- Encouraging & Promoting research and academic activities in college campus.
- Self-abstinence and discouragement of plagiarism, frauds and non-ethical activities in research and academics.
- To adhere to the demeanour and practices which are expected from his/her status and position.
- Managing private affairs consistent with the dignity of profession.
- To manage financial activities according to the Financial Handbook and latest financial GO's.

- He/she has to refrain himself/herself, as well as staff from any kind of favouritism/considerations towards caste, class, gender, religion, community etc.
- He/ She should refrain from accepting any kind of gift from the staff members, students.

### **Code of Conduct for the Teachers' of the College**

- The teacher has to conduct according to the ideal of the profession and work according to the mission and vision of the college.
- He/she should continuously engage themselves in research and academic pursuits.
- Should engage themselves in regular classroom teaching, mentorship, tutorials, seminars, research activities, etc.
- Should maintain cooperative and healthy interaction with students.
- Abstain themselves from any academic & research malpractices on the campus and outside the campus.
- Abide the code of conduct, statutes, Government guidelines, University guidelines in carrying out various activities related to admissions, exam and other relevant activities.
- Should participate in regular counselling of students and mentoring.
- Encouraging students to participate in extra curricular activities and extension activities.
- Assessment of the students on the basis of merit nor on favouritism.
- Inculcate in students' values of National integration, patriotism and National pride.
- Student should be socialized in a manner that he/she thinks and practices above caste, class, gender and religious considerations.
- The teacher should participate in various training programmes, seminars, conferences, publishing of papers etc.
- He/ She should be well versed in at least basics of computers.

- Should constantly engage themselves in the new learning of their respective subjects and keep on upgrading their knowledge.
- The teacher should be polite and friendly with their colleagues, office staff, students and guardians.
- The teacher should not engage in making unsubstantiated allegations on their colleagues and staff. Should not make false rumour or empoison the ears of higher authorities against any of the colleague.
- Inform the authority/authorities prior taking any leave.
- Teacher should be available in the campus. Uninformed absence from the campus should be avoided.
- Punctuality should be maintained by the teacher.
- Teacher should contribute for the progress of the institution with full dedication.

### **Code of Conduct for the Office Staff of the College**

- The office should work with honesty and integrity to realize the vision of the college.
- Staff should work with utmost responsibility.
- The behaviour of the staff with the authority, seniors, colleagues, students and guardians should be polite and cooperative.
- Office staff should be keen for quick and timely disposal of work.
- Record keeping and its maintenance should be on priority.
- Secrecy of the documents and data should be maintained.
- Staff should not engage in any kind of trade directly and indirectly.
- The employee should not take any kind of commission or fee from anyone.
- Staff should abstain from using any kind of consumption of tobacco, drugs, cigarettes and any other intoxicating material on the campus.
- Staff should not associate with any political party or organization.
- Staff cannot destroy or tamper office documents.

- Staff should not engage in any kind of verbal or physical violence.
- Staff should take prior permission for leave from the authority.
- Lab staff should engage in the proper display, upkeep and maintenance.

### **Code of conduct for the Students 'of the College.**

- Students are supposed to maintain discipline in the campus while participating in academic, sports and cultural activities.
- Students should come to the college in proper dress code. The uniform should be neat and tidy.
- Students should follow the rules, regulations and guidelines as mentioned in the prospectus.
- Student participation in various activities is expected.
- Students are expected to show sense of belongingness to the Institution.
- It is compulsory for the student to maintain 75% of the attendance in each session.
- Student should regularly visit library and make use of ICT in their learning.
- Student should not display or distribute any material, pamphlets, posters etc without the prior permission of the authorities.
- Student should not damage or destroy the college property.
- Student should not engage in any anti- social, unethical activities. The student should uphold the dignity of the Institution.

Prepared By : IQAC and Proctorial Board of Government Post Graduate College Noida.

