


GOVT COLLEGE NAURA KANGRA H.P.

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 receptive to suggestions from colleagues.
- The Principal should carry out the instruction 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. College Naura
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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 and with dedication.
- Carry out other miscellaneous duties like admissions, counseling of students, evaluation of scripts, and 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 your colleagues to higher authorities

GOVT COLLEGE NAURA KANGRA H.P.

- 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 with them.


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

Discipline is the most important part of the student's life. Violation of rules and regulations will not be tolerated. The Principal can impose fine, suspension or even rustication if any student is found indulging in such misconduct as listed below:

1. Any act of ragging on the campus will be severely dealt with. Ragging implies harassment, physical or mental torture to another student by a student or group of students. Any student found in such nefarious activities will be held guilty of gross misconduct.
2. Every student should carry his/her Identity Card, which is issued to the students after the admission. It should be shown/produced on demand.
3. Students should come to college in Clean, Sober and Simple dress.
4. During vacant periods make proper use of college canteen and library.
5. Do not shout or whistle during vacant periods. Don't disrupt/snap electrical fittings and gadgets e.g. Fans, switches etc. Use water taps carefully.
6. Following acts will be construed as acts of misconduct & indiscipline and punished with either fine or suspension/expulsion or both:
 - i) Writing obscenities/ dirty words on black boards, furniture, walls of classroom and toilets.
 - ii) Loitering aimlessly in the verandas/ corridors, making noise or trying to disturb classes.
 - iii) Smoking, taking drugs/alcohol, chewing gum and chewing tobacco/Gutka, spitting etc. in the college campus.
 - iv) Bringing outsiders/ miscreants and anti-social elements in the college campus.
 - v) Pasting posters on the walls or notice boards without prior permission of the Principal.
 - vi) Misbehaving with the teacher/staff or with fellow students in the college campus.
 - vii) Holding of any meeting in the college campus without prior permission of the Principal.
 - viii) Using mobile phones in the class rooms and in the college campus.
 - ix) Indulging in any rash/ unbecoming behaviour.

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