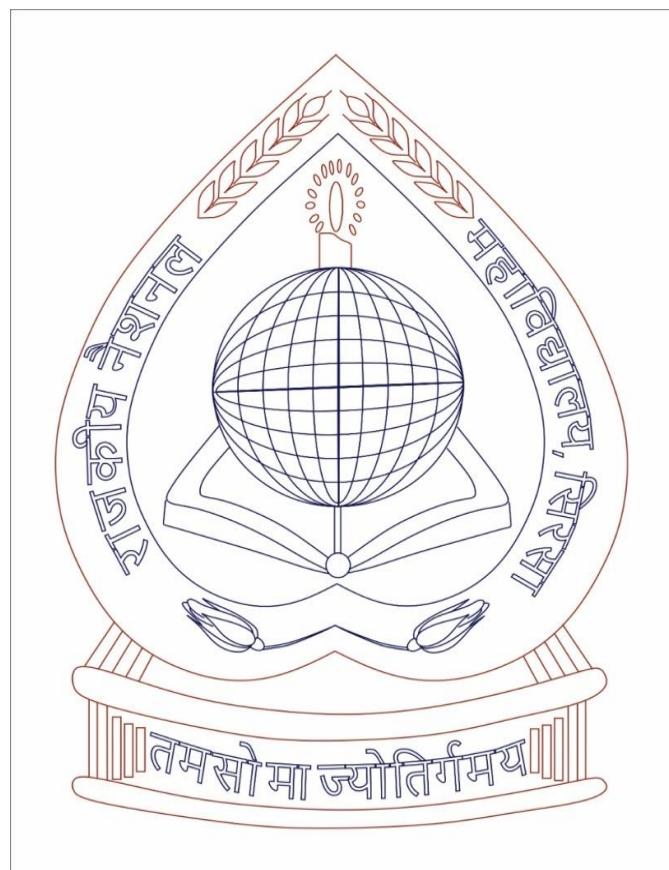


Govt. National College, Sirsa

Hisar Road, Opposite Bus Stand, Sirsa

Handbook of Values, Ethics and Code of Conduct



(Session 2020-21)

(For Different Stakeholders)

Govt. National College, Sirsa aspires to lead its students from the darkness of ignorance to the light of knowledge: तमसो मा ज्योतिर्गमय. Knowledge realises its actual goal when it is interlinked with concrete action. Acquisition, dissemination and practice of knowledge should be guided by basic human values and ethics. The academic and administrative decisions and practices of the college are guided by the values of integrity, honesty, compassion, peace, harmony, inclusiveness and sustainability. The college expects all its stakeholders to act in accordance with the core values of the college.

I. Values and Ethics

The core values and ethics of the college are:

1. **Integrity:** Maintaining academic honesty and integrity by adhering to the principles of honesty, truthfulness, justice, fairness and transparency.
2. **Accountability:** Creating a functioning mechanism of checks and balances to ensure that the stakeholders on responsibility of their actions.
3. **Commitment:** Dedicating oneself to the goals and mission of the college.
4. **Pursuit of Excellence:** Commitment to a never ending journey of learning and growth *constantly rises to higher levels of endeavour and achievement*”
5. **Inclusiveness:** Ensuring equal opportunities for education and equal participation in academic, co-curricular and administrative activities of the college without any discrimination against an individual or group to create an environment that respects and promotes diversity.
6. **Belongingness:** Fostering a sense of bonding and creating comfortable, safe, encouraging and nurturing environment for everyone.
7. **Dignity and Respect:** Maintaining a dignified demeanor and conduct and creating an environment of mutual respect.
8. **Sustainability:** Ensuring optimal and efficient use of resources in order to achieve sustainable ecological, human, social and economic well being.
9. **Compassion:** Acting with kindness and concern for others.
10. **Scientific Temper and Spirit of Enquiry:** Promoting persistent sense of curiosity, instilling spirit of questioning

and encouraging uncompromising pursuit of truth through logical, rational and scientific discourse.

11. **Social Responsibility:** Developing a sense of engagement with community and using knowledge resources to identify, analyze, understand and solve societal problems

II. Codes of Conduct

1. Principal

- 1.1 Principal should provide value-based academic and executive leadership to the college.
- 1.2 Principal would maintain the confidentiality of the record and other sensitive matters.
- 1.3 Principal would ensure the proper functioning of the statutory and non-statutory bodies in the college.
- 1.4 Principal would comply with the laws, rules and regulations of the government applicable to the college.
- 1.5 Principal should manage college resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
- 1.6 Principal should conduct himself/herself with transparency, fairness and honesty.
- 1.7 Principal should promote the collaborative, consultative, constructive and creative culture in the college.
- 1.8 Principal should collaborate with other organizations and institutions for the betterment of the college.

2. Teachers

- 2.1 Teacher should abide by the decisions and procedures laid by the college authorities.
- 2.2 Teachers should adhere to a responsible pattern of conduct and demeanor within and outside the college.
- 2.3 Teachers should act as mentor and help them realize their full potential.
- 2.4 Teachers shall refrain from any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital

- or family status, physical or mental disability, gender identity, etc.
- 2.5 Teachers should respect the dignity of the students and encourage students to express their opinions.
 - 2.6 Teachers should treat students with impartiality and not be vindictive towards any of them
 - 2.7 Teachers should inculcate human values, scientific temperament, spirit of enquiry, ideals of democracy, patriotism, sense of responsibility and sensitivity towards environment among the students.
 - 2.8 Teachers should motivate students to actively participate in schemes and campaigns of national priority.
 - 2.9 Teacher shall complete the syllabus on time. They shall give assignments and conduct tests during the assigned time period.
 - 2.10 Teachers shall evaluate the students on the merit of their knowledge and academic performance.
 - 2.11 Teachers shall not engage in conduct of private coaching classes either individually or in groups.
 - 2.12 Teachers shall act in compliance with the rules, regulations, procedures and practices set by the college authorities
 - 2.13 Teachers shall carry out other academic, co-curricular and organizational activities assigned to them by the college.
 - 2.14 Teachers are expected to continuously upgrade their academic knowledge and skills. They should engage in quality research and follow the principles of academic integrity and honesty.
 - 2.15 Teachers should collaborate with all the stakeholders for the betterment of the institution.
 - 2.16 Teachers should treat the non-teaching with respect and consider them equal partners in functioning of the college.
 - 2.17 Teachers shall adopt and promote clean and green practices.

3. Administrative Staff

- 3.1 They should follow organizational decorum and protocol.
- 3.2 They should maintain honesty, integrity, fairness in all activities.

- 3.3 They would cooperate and support the college authorities, faculty and students for the proper functioning of the college.
- 3.4 They should be punctual and complete the assigned work in time bound manner.
- 3.5 They shall adhere to existing rules and regulations of the college.
- 3.6 They shall refrain from any act of discrimination while dealing with the staff, students and other members of the community.
- 3.7 They maintain the confidentiality of the records and other sensitive matters.

4. Students

- 4.1 All students of the college should always wear their valid college Identity Card whenever in college or while representing the college at any other place. It should be produced whenever demanded by any of the college staff. Identity card should be carefully preserved and the holder of the identity card will be held responsible for its misuse. In case of loss of identity card, a duplicate must be obtained by fulfilling the necessary formalities.
- 4.2 Students should be punctual and regular in their timings and attendance.
- 4.3 Students should read information displayed on college notice boards regularly. They shall not be granted any concession for any matter on the ground of ignorance due to their failure to read the notice.
- 4.4 Students shall respect their fellow students, support staff and teaching staff.
- 4.5 Students shall take their tests and submit assignments on time.
- 4.6 Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- 4.7 Students should actively and enthusiastically participate in the co-curricular and extensions activities of the college.
- 4.8 Students should make proper use of library, reading hall and sports grounds.

- 4.9 Students must refrain from the act of lying, cheating, stealing, and using unauthorized materials for any assignment or examination.
- 4.10 Students shall refrain from any kind of intoxicants.
- 4.11 Ragging is strictly prohibited in college campus. Ragging in any form is a punishable offence.
- 4.12 No student shall engage in any act of eve teasing or harassment. Any such act is punishable offence. Such matters can be reported to the Committee for Prevention of Sexual Harassment.
- 4.13 No student shall engage in any act of violence or indiscipline.
- 4.14 Outsiders are not allowed to enter the college campus without permission of the college authorities. Disciplinary action will be taken against the students bringing/ inviting outsiders to the college campus.
- 4.15 Students shall not keep, carry on their person, any weapons, acid or other irritants, firearms, ammunition, fireworks, explosives or any highly combustible materials or any article deemed to be an offensive weapon
- 4.16 No student shall cause damage of any kind whatsoever to college property.
- 4.17 Students shall not carve, scratch or write on the college walls or furniture. Students should refrain from defacing the college property.
- 4.18 Students should keep the college campus clean and shall not litter on campus grounds
- 4.19 Students should switch off the fans, LED lights and other electric appliances when not in use.
- 4.20 Single use plastic is banned in the campus. Students shall avoid bringing single use plastic items to the college. They should avoid using disposable water bottles and disposable plastic cutlery.

5. Code of Conduct for Online Classes

- 5.1 Students should join a particular class with the link allocated to them only.

- 5.2 Students shall not share login credentials/link/codes with anyone else.
- 5.3 Students shall not write, use, send, download or display any information that may be obscene, hostile, insulting to others, threatening or otherwise offensive.
- 5.4 Discussion forums and chat threads are open to all and not appropriate medium for private conversation.
- 5.5 The students shall not send personal messages to other students in the WhatsApp groups or digital classrooms.
- 5.6 The students shall not Knowingly upload any file or program that contains a virus, malware or other malicious code
- 5.7 Students shall not Share information that is critical of another student or teacher.