



GOVERNMENT GIRLS COLLEGE, SADULSHAHAR

Code of Conduct

Code of Conduct for Student, Teachers, & Non- teaching Staff

1. Code of Conduct for Students
2. Code of Conduct for Teacher
3. Code of Conduct for Non-Teaching Staff

Code of Conduct for Students:

- Respect and Courtesy: Students must treat fellow students, faculty, and staff with respect and courtesy at all times.
- Academic Integrity: Uphold academic integrity by avoiding plagiarism, cheating, or any form of academic dishonesty.
- Attendance and Punctuality: Attend all classes regularly and be punctual to maintain academic progress.
- Dress Code: Adhere to the prescribed dress code of the college, maintaining modesty and appropriateness.
- Use of Facilities: Utilize college facilities responsibly and ensure their proper upkeep.
- Participation in Co-curricular Activities: Actively participate in co-curricular activities and events organized by the college.
- Disciplinary Compliance: Abide by the rules and regulations set forth by the college administration and cooperate with disciplinary measures when necessary.
- Environmental Consciousness: Contribute to maintaining a clean and eco-friendly campus environment by disposing of waste properly and conserving resources.

2. Code of Conduct for Teachers:

- Professionalism: Demonstrate professionalism in all interactions with students, colleagues, and staff.
- Commitment to Teaching Excellence: Strive for excellence in teaching by preparing engaging lessons, providing constructive feedback, and supporting student learning.
- Respect for Students: Treat all students with respect, fairness, and empathy, fostering a positive learning environment.
- Academic Integrity: Uphold academic integrity by promoting honesty, originality, and ethical conduct among students.
- Continuous Professional Development: Engage in ongoing professional development to enhance teaching skills and stay updated with the latest pedagogical practices.
- Collaboration: Collaborate with colleagues and administration to promote the overall development of the college and its students.
- Adherence to Policies: Adhere to college policies and guidelines regarding attendance, grading, and assessment.
- Communication: Maintain open and transparent communication with students, parents, and colleagues regarding academic progress and concerns.

3. Code of Conduct for Non-Teaching Staff:

- Customer Service: Provide courteous and efficient service to students, faculty, and visitors of the college.
- Confidentiality: Respect the confidentiality of student and staff information and handle it with discretion.
- Professionalism: Conduct oneself professionally in all interactions and maintain a positive attitude towards work responsibilities.
- Teamwork: Collaborate with colleagues to ensure the smooth functioning of administrative and support services.
- Safety and Security: Prioritize the safety and security of the college premises and its occupants, adhering to safety protocols and procedures.
- Resource Management: Manage college resources efficiently and responsibly, ensuring their optimal utilization.

- Adherence to Policies: Follow college policies and procedures related to administrative tasks, attendance, and conduct.
- Continuous Improvement: Seek opportunities for professional development and skill enhancement to perform duties effectively.