

Government Girls College, Chittorgarh

CODE OF CONDUCT FOR STAFF

Core Values of the College

- ❖ Mutual trust, team-work, promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.
- ❖ We appreciate, respect and promote the perspectives, rights and dignity of each individual.

Code of Conduct for Teaching Staff

- ❖ Every faculty member should work within the institutional policies and practices to satisfy the vision and mission of the college.
- ❖ All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- ❖ All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- ❖ No member of the staff shall engage in any political activity within the college campus.
- ❖ All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the institution.
- ❖ The duties assigned to teachers consist of lectures/practical's/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- ❖ Mentor system must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- ❖ Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- ❖ No faculty members shall act in any manner that violates the decorum or morality within the campus.
- ❖ Seek to make professional growth continuous through study and research.
- ❖ Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- ❖ Respect the right and dignity of the student in expressing his/her opinion.
- ❖ Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

- ❖ Inculcate among students, scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- ❖ All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

Code of Conduct for Non-Teaching/Administrative Staff

- ❖ All Staff members should display the highest possible standards of professional behavior. They should be punctual and disciplined towards their work.
- ❖ Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- ❖ All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
- ❖ No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the College.
- ❖ All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

Principal