



## **Janki Devi Bajaj Government Girls College, Kota**

*The students' trust in the institute is the backbone of its growth and development. This trust and consequential repute of the institute has to be built and sustained by maintaining a high level of professionalism in imparting knowledge and providing better services to them. Every employee must perform diligently, proactively, and constructively in upholding the dignity, culture, and heritage of the Institution. The employee also have certain roles and responsibilities towards the students and the institute.*

### **Code of conduct for faculty members**

*Teaching is a very sacred profession and has a greater role to play in shaping the character and career of the students thus plays a very important role in nation building. Besides this, good character of a teacher has an everlasting impression in the society at large. It is essential that all the faculty members should abide by certain code of conduct so that the students consider their teachers as their role model.*

- *A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.*
- *A faculty member must go to classes well prepared for theory and practical. Encourage students to participate and explain the subject in class during the discussion. Use bilingual mode of communication to the extent possible during discussion.*

- *A quality and high standard teaching is only possible when a faculty member is dedicated to the profession. A faculty member must display his / her dedication for the students so that it is felt by the students.*
- *A faculty member must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.*
- *Faculty member should not enter into the arguments with students in front of everybody. Communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: "give respect to command respect"*
- *Behaviour of the faculty member with the students should be such that it displays authority and command with love and affection for them. Faculty member should be able to convey to the students that they are being taken care for their all-round growth.*
- *It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also as far as possible faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.*
- *A faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.*
- *Faculty member should behave decently with the fellow staff member / faculty member during the college hours.*
- *A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the institute.*

### **Roles and Responsibilities of Faculty members**

- *Deliver lecture with low speed, and, as much as possible in bilingual mode. To develop interest among students, experiments should be performed by faculty members with students, not by Lab technicians.*

- Record of the poor performers be taken from mentors and those students be given considerably higher attention than normal students.
- Monitor the attendance of students in the class and inform the concerned mentors if a student is continuously absent for further action. Also inform low performing students to mentors for further actions.
- Students must be informed about the utility of practical/ hands on experience for their training programme/ interview, during placement/ interview for higher education and sincerity in their continuous performance.
- Evaluation of the answer sheets is very important aspect of academics. Answer sheets of the assignments and especially sessional examinations should not be evaluated on the basis of the general impression of the student in the class. Student must be informed about their performance. Inform students that those who did not attend classes/performed practical in last semester have been given minimum marks.
- Practice to use standard books can be encouraged by recommendation during discussion of topics in class. Importance of standard books should be emphasized.
- Passing time in the class is to be discouraged, except sometimes when need do arises to motivate the students by discussing personal experience/ any topic related to the industry etc.
- Ask and ensure the students to submit the tutorials/ assignments regularly.
- Take the attendance with students' name rather than their roll numbers and point-out low attendance students in the class.
- Encourage students to ask the questions during classes, seminar etc. and help the students to improve their language skills.
- Take care of time, in/out of the institute/class (self-discipline) and inculcate high level of professional etiquettes.
- Compliance of wearing I-cards/proper dress by the students is encouraged. The students' I-cards need to be checked randomly in the class.
- To avoid the uncontrolled usage of the mobile phone: It must be in silent mode (not even on vibration). If students are found using mobile in class hours then it must be

*confiscated and be sent to the department's discipline committee for appropriate action.*

- *Faculty members should intervene appropriately and counsel students for correctional behaviour as and when students are found indulging in such practices.*
- *General counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counselling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.*

### **CODE OF ETHICS AND CONDUCT NON-TEACHING**

*Code of Conduct in the College includes providing equal opportunity, avoiding discrimination and harassment, maintain safety, prevent substance abuse, stop gambling, and maintain privacy and good manners.*


1. **Be Inclusive:** *College and in turn the college personnel shall welcome, accept and mentor people from all walks of life not barring demography, socio-class, economic status, Culture, Nationality, Educational Level, Colour, Immigrant Status, Sex, Age, Physical Features, Family Status, Political Ideology, Religion, Mental and Physical prowess, and ability.*
2. **Be Considerate:** *The stakeholders depend on each other to produce the best talented students in an Institution. Wrong decisions will affect Colleagues and all others, and one must keep in mind and take into account all those consequences when making crucial decisions.*
3. **Be Respectful:** *Disagreement must not be allowed to transform into personal attacks in any circumstances. For people to be productive and creative a professional ambiance that people feel comfortable and safe in is essential.*
4. **Choose Your Words Carefully:** *Usage of words that potentiates suppression must be averted in all circumstances since their implications are unacceptable. This includes, but is not limited to: Threats of violence, Insubordination, Discriminatory jokes and language, Sharing sexually explicit or violent material via Electronic devices or other*

means, Personal insults, especially those using racist or sexist terms, Unwelcome sexual attention, Advocating for, or encouraging, any of the above behaviour.

5. **Don't Harass Anybody:** Differences of opinion and disagreements in most instances are unavoidable. What is important is that one should resolve the disagreements and differing views constructively. In general, if one is asked by someone to stop something, then one should stop. When one disagrees, one should try to understand why and reason it out.
6. **Avoid Conflicts of Interest:** The repute of the Institution is built upon the reputations of all its stakeholders and thus showcasing integrity is essentially the cornerstone of the College. Conflict of interests, however prevalent must be harnessed through open discussion that contributes to aforesaid integrity.
7. **Protecting the Assets of the College:** The resources of the college in all its facets must be secured and kept fully functional by the stakeholders for the benefit of the stakeholders. Resources include physical, intellectual, electronic or digital, information, ICT systems, and IPRs.
8. **Anti-Bribery and Anti-Corruption:** The repute of the college lies in the trustworthiness of all its stakeholders in upholding the integrity in all spectra of functionality. Employees should always do their work fairly, honestly, and legally. College employees should avoid accepting bribes and corrupt practices. Kickbacks and gifts in exchange for favours are also considered as indirect methods of corrupt practices.
9. **Attendance and Punctuality:** Every employee should be arriving well before time in the office, be ready to work beyond office hours during essential periods, and even on holidays. Teachers must a) report at least 15 minutes before the commencement of office hours; b) must be present at the campus and on the job during the entirety of working hours unless duties are assigned elsewhere by the hierarchical authority; c) obtain written permission for reporting to duty beyond schedule or leaving early before schedule; d) Employees should not be absence without notice
10. **Restricted Cell Phone Use at Work:** Personal Cell Phone usage during Work Hours, Official Meetings, Seminars, Council Meetings, is fully discouraged, except in extreme cases such as an emergency or offer service during hazards and disasters.

11. **Substance Abuse:** The use of alcohol, Tobacco products within and outside the campus areas is explicitly prohibited.
12. **Friendly and co-operative relationship:** The personnel of the college shall uphold professionalism and harmonious conduct with all the concerned.
13. **Maintaining a Good Relationship with Students:** The personnel of the college shall deal with students diligently and impartially barring all socio-economic classes, sectors, and characteristics; meet the individual needs of the students not abstracted by students abilities; facilitate improvement in a students' attainment, develop personalities, in turn, contribute to society; inculcate scientific temper, the spirit of inquiry, ideals of democracy, Patriotism, Social Justice, Environmental Protection and Peace; develop an understanding of our National Heritage and National Goals; and Refrain from inciting students against other Students, Colleagues or College Administration.
14. **Acts of misconduct:** Any personnel of the college must manifest inspirational conduct to be a role model for other stakeholders and misconduct of any kind, therefore, is never acceptable under any circumstances, if exhibited by teaching personnel.

**Compliance with the Code of Ethics and Conduct is the responsibility of all personnel of college to comply with this code and in the process, uphold the reputation and honour of the college and the noble profession of education.**

  
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