

Govt. College for Women, Shahzadpur(Ambala)

Notice

It is hereby informed to all the members of teaching and non-teaching staff of this college that the "Model Code of Conduct" for all the employees is hereby notified and will be implemented with the date of notification (Copy Attached). Further, the "Model Code of Conduct" is also available on the website of the college and in the telegram group of the college.

All the members of teaching and non teaching are required to ensure adherence of the same in letter and spirit.


Principal
Govt. College For Women
Shahzadpur (Ambala)



CODE OF CONDUCT FOR FACULTY

1. Discharge their professional responsibilities according to the existing rules/service agreement/code of professional ethics.
2. Treat other members of the profession and community in the same manner as they themselves wish to be treated.
3. Manage their personal affairs in a manner consistent with the dignity of the profession.
4. Contribute collaboratively towards creating harmonious environment with colleagues and refrain from indulging in unethical and unprofessional conduct.
5. Strive for continuous professional growth through conscientious and dedicated teaching and research.
6. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
7. Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs with due respect to their rights & dignity.
8. Encourage students to improve their attainments, develop their personality and nurture scientific outlook.
9. Inculcate pragmatic pride in Indian values and ideals of democracy, patriotism and peace.
10. Develop commitment towards demonstrable behaviour in terms of sustainable development and social inclusion.



CODE OF CONDUCT FOR SUPPORTIVE STAFF

1. Every employee shall at all times maintain absolute integrity and devotion to duty.
2. Every employee shall abide by and comply with the laws of the University and all orders and directions of his/her superior authorities.
3. Every employee shall extend the utmost courtesy and attention to all persons in the course of duties.
4. Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- 5* No employee shall be a member of any political organization or take active part in any political activity. Non-teaching employees in the University may / shall not be allowed to contest elections to Parliament, State Legislature or a Local Authority.
6. No employee individually or collectively shall participate in any demonstration or resolve to any form of strike in connection with their official duties and conduct.
7. No employee shall join or continue to be a member of any Service Association of the University, which has not been constituted in accordance with the constitution approved for it by the University.

Provide that if the constitution of any Association is approved subsequently appropriate to his/her class then such an employee who was not a member of the Association appropriate to his/her class shall not continue to be a member of the earlier Association.

8. No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly to any other people to whom he/she is not authorized to communicate such documents or information.
9. No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

There shall, however, be no objection to his/her undertaking honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer. He/she shall inform the University about his/her having taken up such work.

* No employee will be allowed to contest the Municipal Committee Election.
(Approved vide Executive Council Resolution No. 13 of 05.07.1969)



- 10 An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts of the case to the University.
- 11 No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to the service under the University.
- 12[@] No employee of the University shall act as Reporter Correspondent/ Editor/ Stringer/ Journalist of newspapers/ magazines/periodicals other than literary, scientific or academic journals/or participate in the management of such newspapers/magazines/periodicals/ other media with or without payment except with the previous sanction of the Vice-Chancellor.
 - (a) Provided that this rule shall not apply if a contribution which is of literary, artistic, scientific or general academic character and does not form a part of the role of the employee specified herein.
 - (b) Provided further that the Vice-Chancellor may withdraw at any time sanction so granted without assigning any reason.
- 13^{**} No University employee shall make wild allegations amounting to defamation, baseless criticism and uncalled for observations regarding functioning of the University or its authorities.
- 14[#] No employee shall involve in any act of sexual harassment against women.
- 15^{**} University employees may write for redressal of their grievances connected with the service conditions to the concerned competent authority/body and shall not address their grievances without proper channel.
- 16^{**} If the grievances of the University employees are not met with according to the above procedure within the reasonable time then they may make representations to the higher authorities of the University provided it is routed through proper channel.
- 17 University employees shall not use cellphone while on duties or shall keep cell phones in the silent mode, to avoid disturbing others work around.
- 18 University employees shall wear formal/decent dress and should not wear silly outfits while on duty.

@ Added vide Executive Council Resolution No.33 of 10.01.1997.

** Added vide Executive Council Resolution No.74 of 26.10.2002.

Added vide Executive Council Resolution No.76 of 26.10.2002.



- 19 Every employee shall adhere to regularity, punctuality and sincerity and shall not leave their seats during office hours without any valid reason and without consent of his or her reporting authority. Recording shall be made in the movement register accordingly.
- 20 Every employee shall make a proper use of University resources and shall maintain University campus, equipment's, instruments, furniture, fixtures and other assets appropriately.
- 21 No employee shall be under the influence of drugs, alcohol or indulge in gambling during office hours.
- 22 The support staff shall not show no discrimination on basis of gender, religion, caste or creed or region.
- 23 No employee shall make improper or discourteous behaviour towards other; shouting, speaking loudly or making a nuisance on the University premises.

