

# Govt. National College, Sirsa

Hisar Road, Opposite Bus Stand, Sirsa



**Handbook of Values, Ethics and Code of Conduct**

**(Session 2022-23)**

**(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 realizes 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.

## 1. 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 own responsibility for 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 endeavor 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 a 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 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 a persistent sense of curiosity, instilling a spirit of

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

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

## **II. Codes of Conduct**

### **1. Principal**

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

### **2. Teachers**

- 2.1 Teachers 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 mentors and help the students 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, a spirit of inquiry, ideals of democracy, patriotism, a sense of responsibility, and sensitivity towards the 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 the 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 the functioning of the college.
- 2.17 Teachers shall adopt and promote clean and green practices.

### **3. Administrative Staff**

- 3.1 They should follow the organizational decorum and protocol.
- 3.2 They should maintain honesty, integrity, and 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 shall maintain the confidentiality of the records and other sensitive matters.

### **4. Students**

- 4.1 All the students of the college should always wear their valid college Identity Card whenever in college or while representing the college at any other place. The card should be produced whenever demanded by any of the college staff. The students should carefully preserve their identity cards. The holder of the identity card will be held responsible for its misuse. In case of loss of identity card, a duplicate identity card 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 the information displayed on college notice boards regularly. They shall not be granted any concession in 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 extension activities of the college.
- 4.8 Students should make proper and optimum use of the library, reading hall, and sports grounds.
- 4.9 Students must refrain from lying, cheating, stealing, and using unauthorized materials for any assignment or examination.
- 4.10 Students shall refrain from any intoxicants.
- 4.11 Ragging is strictly prohibited on the college campus. Ragging in any form is a punishable offense.
- 4.12 No student shall engage in any act of eve teasing or harassment. Any such action is a punishable offense. Such matters will 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 the 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. They shall 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 on the college campus. The 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.
- 5.2 Students shall not share login credentials/links/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 an appropriate medium for a 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 critical of another student or teacher.