



**LOHAR MAJRA KURUKSHETRA**

**CODE OF CONDUCT FOR TEACHING STAFF**

1. Teaching Staff should: Adhere to the conditions of contract.
2. Refrain from commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
5. Enhance their professional growth by getting enrolled in various activities like orientation, refresher courses, Faculty & Developments programmes etc organized by professional and Govt. Bodies.
6. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
7. Dress in a professional, appropriate manner. Clothes will not display any offensive or political slogans.
8. Have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.
9. Set an example to the students as well as to the society.

## **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

1. Employees should display the highest possible standards of professional behaviour, etiquette, majesty, and politeness that is required in an educational establishment.

2. Every employee shall maintain integrity of character, be devoted to his/her duty and be honest and impartial in his/her official dealings.

3. Employees should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

4. An employee shall be courteous and polite in his/her dealings with the management, Principal, other members of the staff, students and with members of the public.

5. Be responsible and interact positively with parents and other stakeholders.

6. All staff of the Institute is responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damage to the Institute's assets including all kinds of physical assets, movable and immovable property.

7. Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer.

8. Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status,

pregnancy or likelihood of pregnancy; physical features, disability or impairment (physical disability or medical status).

9.The administrative staff should not be engaged in any inappropriate relationship with students.

10.The administrative staff should familiarize themselves with College policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.

11.Staff members should not use their position in the institute for private advantage or gain.

12.Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.

13.Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

14.They must not accept bribes or other corrupt financial practices.

## **Code of Conduct for Students**

1. The students should respect the National Flag and National Song.
2. Should respect the faculty and should show courteous behaviour towards others.
3. Prohibition of holding meetings etc. without the permission of the principal.
4. Mandatory to attend classes regularly on time.
5. To carry the college Identity Card all the time is compulsory.
6. The students should read the information on the notice board daily. Girls are not allowed to put any kind of information on the notice board without permission.
7. No student can meet a person coming from outside without the permission of the principal.
8. It is undesirable to walk in the veranda and college campus in vain or to talk, stand as this hinders the study of other students.
9. Use of mobile is prohibited in the college premises, class rooms, verandas and temples.
10. In their free time/period, the students should use the library or the common-room.
11. Gating of the college is from 2 pm, no student is allowed to go home before that. In case of special need, take the performa from the office and send it to the concerned authority.
12. Parents or visitors are requested to contact the office, to meet any student.
13. To sit on the toe-wall on the road side in the college campus and in the ground with the school campus is strictly prohibited.
14. It is mandatory for all the students to be present in the college activities.

15. The student whose behavior or conduct is found to be unsatisfactory or who is found to be responsible for any breach of discipline will be expelled from the college as per norms.

16. Wear plain and decent dress in the college.

17. Treat the property of the college as your own and protect it and take special care of cleanliness.

18. In all the matters, the decision of the Principal will be final.



PRINCIPAL