

CODE OF CONDUCT FOR TEACHERS.

1. Teacher shall manage private affairs in a manner consistent with the dignity of the profession.
2. They seek to growth professionally through study and research.
3. They shall maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve their qualification through them.
4. All teachers shall perform their duties in the form of teaching, taking tutorial, practical and seminar work conscientiously and with dedication.
5. They shall organise functions and perform responsibilities such as assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and college examinations, including supervision, invigilation and evaluation.
6. Teachers shall participate in extension, co-curricular and extracurricular activities including community services.
7. They shall deal impartially with students regardless of their religion, caste, gender, political, economic and social status.
8. They shall recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.



Principal,
D.A.V. College Of Education
For Women, Amritsar.

7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff members conduct to periodic programmes to appraise adherence to the Code through the following ways:-

CODE OF CONDUCT FOR STUDENTS

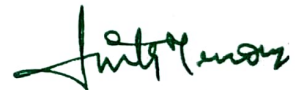
1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
2. Students can leave the campus during class hours only after getting a gate pass from the Principal, HOD or the tutor and after making due entry in the Gate Register maintained by the gate keeper.
3. All leave applications (regular & medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
4. All the students are expected to attend all college functions in college uniform unless otherwise specified.
5. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
6. Students would be fined if they violate any rules regarding maintenance of hygienic and cleanliness of the campus.
7. Students are to carefully handle the furniture, equipments, fixtures and appliances of the college resource centre, library and abide by all precautions. Careless handling/misuse of the above could result in personal injuries or damage to property. In the case of damage of property, the person responsible for it will have to bear the cost of replacement/repair with fine.



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CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of Education/ UGC/ DPI are strictly complied with.



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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should look after students' admission and examination.
- Administrative staff should be well versed in e- administration.
- Administrative staff should behave politely and compassionately with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not attend various training program organized for improvement of their skills.



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CODE OF CONDUCT FOR OTHER EMPLOYEES

- Employees should give importance to cleanliness of the institution.
- Employees should behave politely and compassionately with students, teachers, parents and administrative staff.
- Employees should develop co-operative and friendly relationship with faculty members.
- Employees should not involve in unethical practices.
- Employees should not remain absent from duties without prior permission.
- Employees should not engagedirectly or indirectly in any trade or business.



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