



# GOVERNMENT (AUTONOMOUS) GIRLS POST GRADUATE COLLEGE OF EXCELLENCE, SAGAR (M.P.)

(NAAC 'A' Grade Accredited)

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## CRITERION - VII

### INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1

### Institutional Values and Social Responsibilities



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Ref. No.

Sagar, Date 01/08/2024

## **DECLARATION**

The information, reports, true copies of the supporting documents, numerical data etc. furnished in this file are verified and found correct.

Dr. Anand Tiwari  
Principal



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## Code of Conduct Document

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## Code of Conduct Document

A code of conduct is the most common policy within an institution. This policy lays out the Institution's principles, standards, and moral and ethical expectations from its Head of the Institution, teaching and non-teaching Staff, and students when they interact within the institution. The code expresses the principles that the institution seeks to instill in its faculty, staff and students while also defining expected behavior from them. A well-written code of conduct connects an institution's mission, values, and beliefs to professional conduct requirements. A code of conduct is an integral part of compliance with rules, regulations and standards followed by the institution. Any violation of the Code of Conduct comes under the purview of illegal activity. Thus, written codes of behavior or ethics can serve as benchmarks against which all the stakeholders of the institutions can be judged.

## Code of Conduct for Principal

The Head of the Institution is responsible for providing academic leadership with a strategic vision and should have expertise in monitoring through effective general management of the Institution. The focal area of his action should be directed toward ensuring the quality of the student experience.

1. The principal should be the flag bearer of effective leadership in all academic and administrative activities of the College to attain its vision and mission.
2. As the Head of the HEI, it is expected that he or she conducts himself or herself with transparency, honesty, and integrity and takes the decision that is in the best interest of the college.
3. As a caretaker of the college's assets, the principal should see to it that optimal usage of the resources is done.



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4. Create a well-coordinated ecosystem for all college works by providing guidance, leadership, and direction to all stakeholders.
5. Promote the collaborative, shared, and consultative work culture in the college, paving way for innovative thinking and ideas.
6. Should monitor the running of the academic programs for their qualitative enrichment and general administration of the college.
7. Should motivate all for embracing new methods and technology to innovate teaching-learning processes and nurturing the students to recent development in the world.
8. Adherence and implementation of directives issued by the Government, U.G.C., University, and other concerned authorities.
9. As an institutional Head, should encourage teaching and non-teaching staff for the continuous professional enrichment
10. Should regularly assess teaching plan, academic diary, plan of action, and action taken reports of the teaching faculties.
11. Monitor adherence to the Institutional Code of Conduct by one and all.
12. Should create an Institutional ambiance for the overall development of students through various co-curricular, extra-curricular, and other activities.
13. Should be instrumental in assessing feedback from various stakeholders and accordingly take proper and timely action for solving the related issues.
14. Should strive for providing a suitable platform to the students of the institution by giving them ample opportunities to face the real and competitive world.
15. Should create an environment for inculcating human values, respect for social and cultural ethos, and above all pride for Nation.



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## Code of Conduct for Teaching Faculty

A teaching faculty is the heart of an Institution. He/she is not only the inspiration for the students, but is also an institutional parent to them. The college has adopted the following Guidelines for maintaining "The Professional Ethics For The Teachers" from UGC Notification (New Delhi, dated 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018.

### **FACULTY AND THEIR RESPONSIBILITIES:**

When a person adopts teaching as a profession, then he or she is obliged to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scanner of his students and society at large. Therefore, there should not be any difference between their preaching and practice. The set national ideals of education should be communicated and inculcated among students. The profession further requires that a faculty should have a calm, patient, and communicative temperament and amiable disposition.

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Should strive for continuous professional growth through study and research.
4. Actively participate in professional meetings, seminars, conferences etc. and contribute towards the enrichment of knowledge.
5. Should go for active membership of professional organizations and strive to





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improve education and profession through them.

6. Perform their academic duties in the form of teaching, practical, tutorial, remedial measures, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational and administrative responsibilities of the college as and when required. such as: assisting in appraising applications for admission, advising and counseling students. Assisting in conduction of college examinations, including supervision, invigilation and evaluation etc.
8. Participate actively in extension, co-curricular and extra-curricular activities including community service.

## **TEACHERS AND THE STUDENTS:**

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Inculcate scientific temperament among students and values and ideals of democracy, patriotism and peace.
3. Deal justly and impartially with students regardless of their religion, caste, political, economic, social status and physical characteristics.
4. Recognize the learner centric aptitude and capabilities among students and strive to meet their individual needs.
5. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
6. Should not behave in a vindictive manner towards any of them for any reason.



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7. Act as mentor and be available to the students even beyond their class hours and help and guide.
8. Help students to develop an understanding of our national heritage and national goals.
9. Refrain from inciting students against other students, colleagues or administration.

## TEACHERS AND COLLEAGUES:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Behave respectfully towards other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

## TEACHERS AND AUTHORITIES:

Teachers should:

Discharge their professional responsibilities as per the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through the proper Channel.

1. Participate in the formulation of policies of the institution by undertaking the assigned responsibilities.
2. Work in cooperation with the authorities for upgrading the institution.
3. Adhere to the conditions mentioned in their appointment order or contract.
4. Give prior intimation for availing themselves of leave except on unavoidable





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circumstances, keeping in view their particular responsibility for completion of the academic schedule.

5. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

## **TEACHERS AND NON-TEACHINGSTAFF:**

1. Teachers should treat the non-teaching staff with respect.
2. Teachers should help in the functioning of joint committees covering both teachers and non-teaching staff.

## **TEACHERS AND GUARDIANS**

1. Teachers should regularly organize Teacher-Guardian Meetings and convey necessary messages to them regarding their ward's performances.
2. Behave respectfully to the Guardians as appropriate of the dignity of their profession.
3. Regularly conduct interactive meetings with the Guardians for mutual exchange of ideas and for the benefit of the institution

## **TEACHERS AND SOCIETY**

In accordance with the Institutional Scientific Social Responsibility Policy, the Teachers should:

- (i) Recognize that education is a public service and therefore keep the public informed about the educational activities which are being conducted in the Institution.
- (ii) Strive to improve education in the community and strengthen the community's



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moral, intellectual and social life;

- (iii) Be aware of social problems and take part in such activities as would enhance the progress of the society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities, and also shoulder responsibilities of public offices;
- (v) Strictly avoid taking part in or subscribing to or assisting in any way in the activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups



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## Code of Conduct for Non-teaching Staff

Non-teaching staff is the backbone of any academic institution. They offer services that do not help the students directly with their studies but indirectly help in greatly improving their experience at the institution in general. They have a tremendous impact on managing the routine official affairs of the Institution.

1. All the non-teaching staff of the college shall discharge their duties diligently as per the administrative standards and norms laid down by the U.G.C/University/College and Management.
2. They should regularly upgrade and update their professional knowledge & skills.
3. Assist in carrying out day-to-day administrative functions related to various activities such as assisting in online admission procedures and examinations.
4. Respect the right and dignity of the student for assisting them with any kind of help or guidance.
5. Speak respectfully and behave politely with everyone on the Institute campus.
6. They are expected to deal justly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics.
7. Assist in the formulation of policies of the institution by accepting various offices and discharge responsibilities whichever such offices may demand;
8. Co-operate with the authorities for the betterment of the institution and in conformity with dignity of the profession.
9. Should follow the Professional Ethics and Code of Conduct of the institution.
10. They should apply their knowledge and experience to the overall development of the office work of the college.





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11. Every employee of the college should contribute to maintaining discipline in the college premises.
12. Should maintain a congenial relationship with all colleagues & teaching staff and the students of the college.
13. Every employee possesses his/her identity as an employee of the Institution in the society, therefore they should act without violating the norms of decency or morality in their conduct or behavior inside or outside of the College Campus. They should maintain the reputation, discipline & culture of the Institution in public places and in society.
14. No staff should indulge in any organized anti-institutional activity and shall not promote, or assist any unhealthy activity.
15. It is expected that they should avoid conflicts between their professional work and personal interest.
16. No staff should act or support any deed that degrades, harasses or insults any other person in a manner unbecoming in this profession. No one shall ordinarily remain absent from work without prior permission of the higher authority.
17. In case of any criminal complaint, action or proceedings lodged against them in any police station, court or forum, they should report it to the Head of the Institution.
18. Should adopt a humane approach in dealing with students who are physically challenged.
19. Should be punctual & careful in availing professional opportunities for career development.



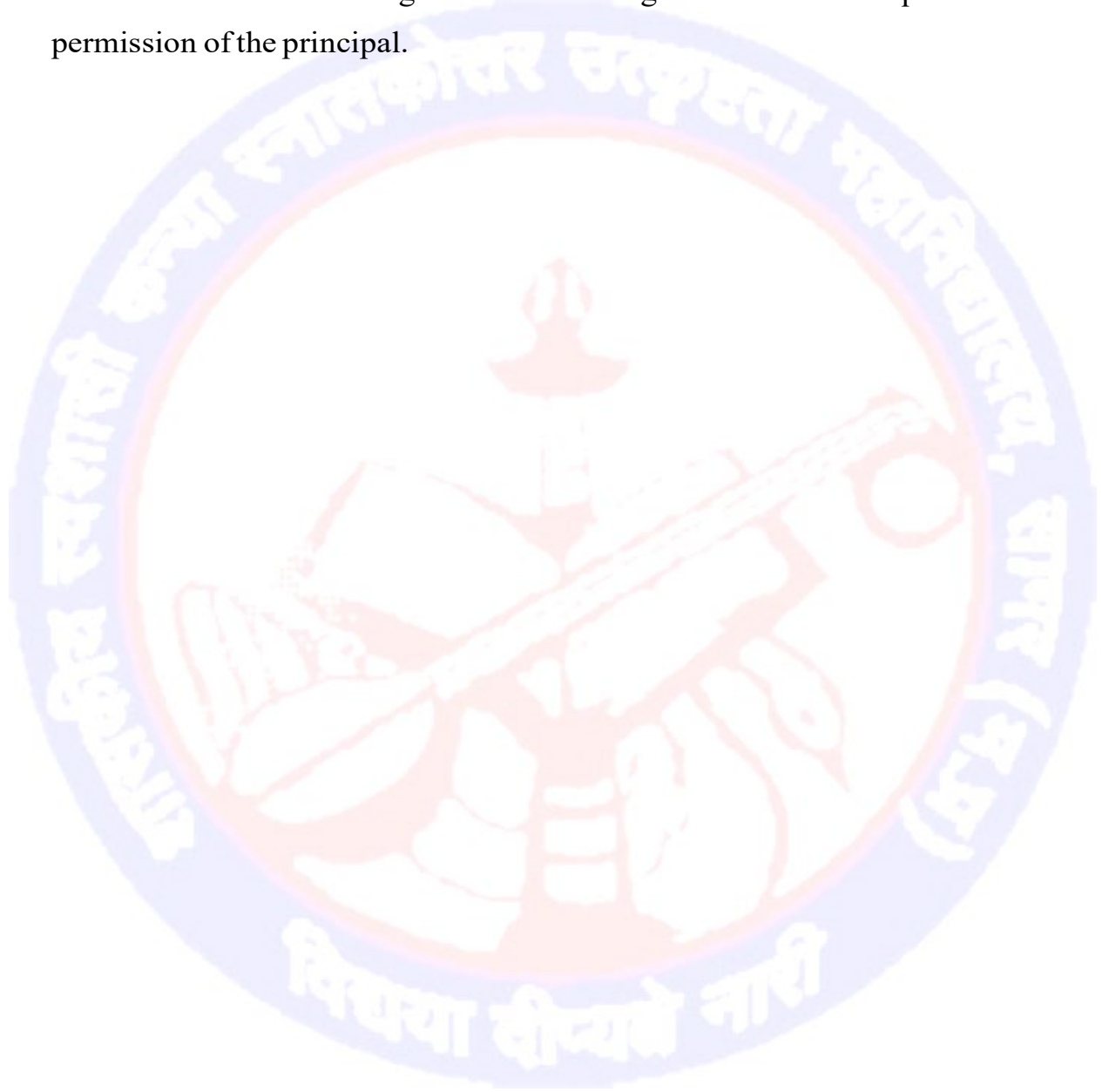
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20. Every employee should respect the functional superiority of those set in authorities over them by the Management/Principal.
21. No one of the non-teaching staff of the college shall leave headquarter without permission of the principal.





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## Code of Conduct for Students

The students are the soul of the institution and they carry forward the legacy of the Institution by spreading the message of their perception of their institution in society. They are definitely the focal center of Curricular, Co-curricular and Extra-Curricular Enrichment in the Institution. Therefore, it is the primary responsibility of the institution to imbibe a value system in their students along with their curricular enrichment inculcating a discipline-based regime for these youngsters, so that they become responsible citizens and contribute to the national development has been kept in mind while formulating this Code of Conduct for the Students.

- Students admitted to the college are given an identity card after all the entries are completed. It is mandatory that the identity card be verified by the proctor and the principal.
- The student will not be allowed to attend either the classes or use the library if he/she does not possess a verified identity card.
- A student has to show his/her identity card if he/she is participating in annual functions and Youth Festival.
- For availing scholarships, freeships, and other benefits and withdrawing TC or caution money, having a valid I/C is mandatory.
- If by chance he loses the I/C an FIR has to be filed and a copy of it has to be produced to generate a duplicate identity card after payment of the required fee.
- It is expected that the applicant and his Guardian should read the prospectus completely.
- Students are expected to regularly see the noticeboard, higher education sites





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and the college website to remain updated on the latest developments.

- Admissions will not be allowed after the last date. Forged documents/information, which is deliberately hidden or any other administrative or official error will be unpardonable and the principal has the final authority to cancel the admission in such cases.
- If the student remains absent after taking admission for 15 consecutive days without giving a valid reason, the principal has the authority to cancel such admissions. The Institution adopts a Zero-Tolerance Policy towards ragging.
- Students indulging in any ragging activities will be punished. They can be rusticated from the hostel and college and any other additional benefits like scholarship etc. will be withdrawn. Besides this, a severe fine can be imposed along with a public apology.
- If a student leaves the college after taking admission or his admission is cancelled or if he is rusticated for any reason, his fee will not be returned. In case of students who are admitted to technical or professional courses, directives of the state government of Madhya Pradesh will be followed.
- Restrictive use of mobile phones in the campus.
- 75% attendance is compulsory for students in the classroom.
- Ragging is completely banned in the college. Student and his/her guardian have to give an undertaking not to participate in any ragging activities and it is included in the prospectus also.



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## AMENDMENTS

- The Institute shall examine its Code of Conduct Policy on a regular basis and change it as necessary to comply with national policies and directives issued by competent apex bodies.
- Pertaining to any contradiction in the Policy of the Institution, the later revised policy will take precedence.

## PUBLICATION OF CODE OF CONDUCT POLICY:

- The Code of Conduct Policy shall be widely publicized to the students of the institution using all the possible media and prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.



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## ACKNOWLEDGEMENT

A "Code of Conduct" document has been drafted under the guidance of an Expert Committee: Prof. Naveen Gideon (Convener), Dr. Anjana Nema (Member), Dr. Monika Hardikar (Member), Dr. S.N. Chadar (Member) Gulab Devi (Member), Mr. Abhash Tiwari (Member) Ms. Nancy Yadav (Student member), Mrs. Mayuri Poddar (Student Member).

IQAC acknowledges Dr. Anand Tiwari (Principal), Dr. Sanjay Khare (Administrative Officer) and all the Head of the Departments for their guidance and extensive support during the preparation of this document. All the other members of IQAC also need a special mention for their suggestions and guidance during the preparation of the policy.

IQAC acknowledges and appreciates the efforts made by the Expert Committee and all others in preparing this document.

Dr. Renubala Sharma  
Coordinator, IQAC





# GOVT. AUTO. GIRLS P.G. COLLEGE OF EXCELLENCE, SAGAR (M.P.)



## PEOPLE (Social)

- 1 NO POVERTY
- 2 ZERO HUNGER
- 3 GOOD HEALTH AND WELL-BEING
- 4 QUALITY EDUCATION
- 5 GENDER EQUALITY
- 10 REDUCED INEQUALITIES
- 16 PEACE, JUSTICE AND STRONG INSTITUTIONS

## SUSTAINABLE DEVELOPMENT *3 Pillars and 17 Goals*

## PLANET (Environment)

- 6 CLEAN WATER AND SANITATION
- 7 AFFORDABLE AND CLEAN ENERGY
- 13 CLIMATE ACTION
- 14 LIFE BELOW WATER
- 15 LIFE ON LAND

## PROFIT (Economy)

- 8 DECENT WORK AND ECONOMIC GROWTH
- 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
- 11 SUSTAINABLE CITIES AND COMMUNITIES
- 12 RESPONSIBLE CONSUMPTION AND PRODUCTION
- 17 PARTNERSHIPS FOR THE GOALS

