



Govt. Girls' P.G. College, Ujjain
A Centre for Excellence,
"A" Graded by NAAC in Two Cycles

Internal Quality Assurance Cell

Code of Conduct for Teachers

Published by

IQAC

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1. Wear mask in any situation, unless health reasons prescribed by doctor.
2. Use Sanitizer and/or intermittent handwash.
3. Maintain physical distancing.
4. Come to the college only when colleges reopen through govt. orders and with prescribed documents.
5. Combat fake information on COVID and spread scientific awareness in the society.
6. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
7. Every teacher shall conduct classes and practical sessions with utmost sincerity, regularity and punctuality.
8. Every Teacher shall disseminate the Programme Outcomes, Course Outcomes and Course Specific Outcomes to the students and strive for the attainment of the same.
9. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time and shall not display any misconduct on any occasion with the same.
10. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
11. The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution, the Head of the Department, the Conveners of the Committees from time to time honestly and sincerely and carry out all the orders of the superiors.
12. The teacher undertakes not to carry on any other trade, business, or activity outside the college. He/she shall not accept any work outside the Institution, conduct any trade, business or like activity, raise/receive any money/donation without in any way tarnishing the name and goodwill of the college.
13. The Teacher shall actively associate, involve, participate in all the College activities and programmes irrespective of the Department, he/she belongs to. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.
14. The Teacher shall not only confine his/her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the student not only academically brilliant, but a confident, competent and fully developed personality.
15. The teacher shall strive for introducing innovative teaching-learning pedagogy making learning more student-centric and also adopt the use of ICT in teaching methodology to the maximum.
16. The teacher shall conduct research and extension activities and will not engage in any plagiarism or breach of patent law.
17. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
18. The Teacher shall not engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

19. The Teacher shall not bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.

20. The Teacher shall not engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

21. The Teacher shall not indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

22. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.

23. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the College Administration in writing, for any particular fund raising programme.

24. The Teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The teacher shall settle the advance taken from Institution within 7 days of completion of the programme.

25. The College may at any time, take action or report to higher authorities about the teacher, if he/she is found guilty of any of the acts like professional incompetence, violation of the code of conduct, wilful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.

Dr. Neeta Tapan
IQAC Coordinator

Dr. Ulka Yadav
Principal