

Office of the Internal Quality Assurance Cell

Govt. College, Alewa (Jind)-126111

Email: igacgcAlewa@gmail.com

Ref. No.: IQAC/2025-26/10

Date: 17/11/25

Notification

It is hereby notified that the **Handbook of Code of Ethics and Professional Conduct** prepared by the Internal Quality Assurance Cell (IQAC) have been duly approved in its meeting held on 8th November 2025 vide Resolution No. 02.

The Handbook outlines the ethical principles, duties, responsibilities, and expected standards of professional behaviour for all institutional stakeholders, including The Principal, College Council, Teaching Staff and Students.

All concerned are directed to read the Handbook carefully and adhere strictly its provisions in letter and spirit. Compliance with these guidelines is mandatory and essential to ensure a harmonious, transparent, and ethically responsible academic environment.

The Handbook is available for reference at:

- College website
- IQAC office and
- Library


17/11/25
Coordinator
Internal Quality Assurance Cell
Govt. College, Alewa


17/11/25
Chairperson, IQAC
-Cum-Principal
Govt. College, Alewa

CC:

1. In charge, website to upload on College Website.
2. In charge, Library to display the printed copies of handbook in college library for easy access.

Approved in IOAC meeting dated 08.11.25 vide
Resolution no. 02.

Government College, Alewa (Jind)

(Affiliated to Chaudhary Ranbir Singh University, Jind)

Email: galewa2017@gmail.com

Tel: 01681-239500



Handbook of Code of Ethics & Professional Conduct

Prepared by:

Internal Quality Assurance Cell

2025



CODE OF PROFESSIONAL ETHICS

A. PRINCIPAL- HEAD OF INSTITUTION

The Principal of a college has got multifaceted roles to play and has to shoulder these multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD).

As the academic head of the institution, the Principal should strive:

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.



Handwritten signatures and initials at the bottom of the page, including "Nishu", "Bharati", "P. M.", "Seen", "Mum", and others. There is also a handwritten "-1-" in the center.

- The council shall actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

C. TEACHERS

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to



N/S
Nishu
8/11/2018

Dr. K. K. I
Dr. K. K. I

Dr. K. K. I
Dr. K. K. I

Plan
Bharati
for

seen
mm

improve education and profession through them;

(vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

(vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

(i) Respect the right and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

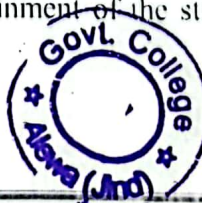
(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific outlook and respect for ideals of democracy, patriotism and peace;

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;



[Handwritten signatures and initials at the bottom of the page, including "Nish", "Bharati", and others.]

- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage, national goals and Sustainable development goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

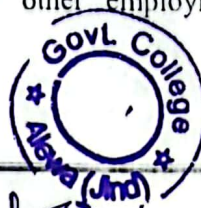
Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment



Handwritten signatures and initials are present at the bottom of the page, including "N.H.", "N.H.", "P.K.", "Bleash", "Sear", and "Mun".

including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices; and

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

TEACHERS AND NON-TEACHING STAFF:

Teachers should:

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

(I) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



Seen
mm

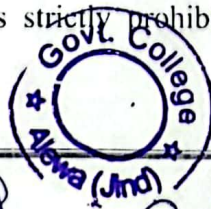
N-2
N-1
N-3
N-4
N-5
N-6
N-7
N-8
N-9
N-10
N-11
N-12
N-13
N-14
N-15
N-16
N-17
N-18
N-19
N-20
N-21
N-22
N-23
N-24
N-25
N-26
N-27
N-28
N-29
N-30
N-31
N-32
N-33
N-34
N-35
N-36
N-37
N-38
N-39
N-40
N-41
N-42
N-43
N-44
N-45
N-46
N-47
N-48
N-49
N-50
N-51
N-52
N-53
N-54
N-55
N-56
N-57
N-58
N-59
N-60
N-61
N-62
N-63
N-64
N-65
N-66
N-67
N-68
N-69
N-70
N-71
N-72
N-73
N-74
N-75
N-76
N-77
N-78
N-79
N-80
N-81
N-82
N-83
N-84
N-85
N-86
N-87
N-88
N-89
N-90
N-91
N-92
N-93
N-94
N-95
N-96
N-97
N-98
N-99
N-100

Teachers should:

- D. BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT**
IN CLASSROOM AND COLLEGE PREMISES - DO'S AND
DONT'S FOR STUDENTS

- Govt. College
Alawa (Jind)

- Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer - sheets) during examinations will not be tolerated and will be dealt with severely.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
- Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- Students are expected to come to College dressed suitably maintaining decency.
- Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
- Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
- When assembled every class must consider itself responsible for the conduct of its members.
- Students are forbidden from inviting friends from other institutions and outsiders to the College.
- No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
- Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises.



Handwritten signatures:
 Nishu
 Nisha

Handwritten signature:
 A. K. Singh

Handwritten signature:
 P. Singh

Handwritten signature:
 Singh

Handwritten signature:
 P. Singh
 Blawt

Handwritten signature:
 Seen

Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.

- Students must refrain from mishandling and tampering with library books or college computer systems.
- The right to access Girl's Common Room is reserved to girls.
- A student shall not commit or cause breach of peace inside and around the College campus.
- Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours and
- Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the URS University related to ragging.



Handwritten signatures and notes:
Nish
10/11/2015
Seen
-9-