

## ***Code of Conduct for Teaching Faculty***



### ***Teaching Faculty is expected...***

**To teach with full devotion, efficiency and sincerity.**

- To ensure efficient teaching and regular attendance as per university norms.
- To ensure adherence and implementation of instructions and duties assigned by the Head/Principal.
- To ensure regular assessment and evaluation of the students.
- To develop or provide resource material for students for effective teaching and learning.
- To ensure services to the society and welfare of the community.
- To promote curricular, co-curricular and extra-curricular activities and to motivate the students to participate in various activities at various levels- Institution, inter-Institution, university, state, national and international.
- To ensure guidance/counseling/ mentoring of the students.
- To ensure periodical meetings with parents about the progress of their offspring.
- To ensure compliance with all the work pertaining to examination, assessment and evaluation.
- To undertake projects for the betterment of the students and to utilize grants and funds for the development of the Institution.



**A Teacher  
Presents The  
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*Happy Teacher's*

**Members of College Council and IQAC**

- (1) Dr. Rajkumar Siwach
- (2) Dr. Meenakshi Kadian
- (3) Dr. Sushila Kumari Hooda
- (4) Dr. Meenakshi Dahiya
- (5) Dr. Satish Kumar
- (6) Dr. Sandeep Kumar
- (7) Ms. Preeti (Geog.)
- (8) Sh. Ashok Kumar

**Signature**

*Rajkumar*

*Meenakshi*

*Sushila*

*H*

*Sandeep*

*Preeti*

*AP*  
*Principal*

**Govt. College Jassia, Rohtak**



## **Code Of Conduct For Head Of The Institution**



### **► Head of The Institution is expected...**


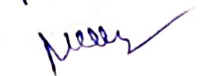
- To maintain discipline in the Institution.
- To ensure efficient and smooth functioning of the institution.
- To ensure regular attendance and efficient teaching.
- To maintain inflow of Institution resources, infrastructure and other necessary services required in the Institution.
- To ensure efficient working of the office by the administrative staff.
- To help the staff for maintaining cordial relations with one another.
- To oversee all the activities organized in the Institution as well as outside of Institution.
- To provide every support needed for the progress of the Institution.
- To undertake projects and assignments for the betterment of the students and the staff.
- To ensure proper and timely utilization of all funds and grants for the development of the Institution.
- To ensure support, service and welfare of the students and the society.
- To resolve all the complaints or grievances of the students and the staff promptly.



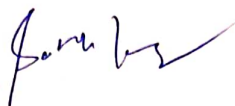
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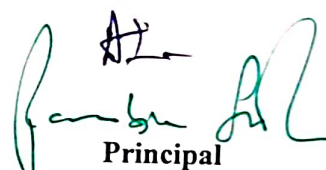
  




Principal

Govt. College Jassia, Rohtak

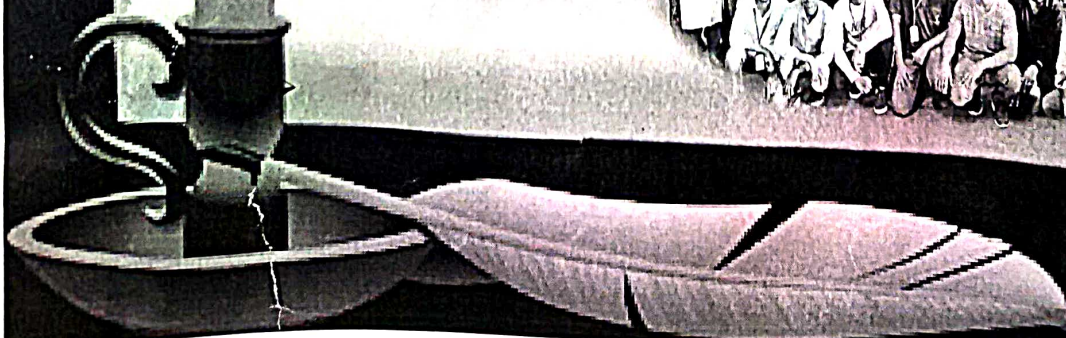


## ***Code of Conduct for Students***



### ***Students are expected...***

- To maintain discipline inside as well as outside the campus of the Institution and to keep in mind the Institutional zero tolerance practice towards ragging activities.
- To respect and obey the Respectable Principal, Teachers and Elders.
- To perform all the activities and work assigned by the Respectable teachers and Principal.
- To maintain proper hygiene.
- To keep the campus of the Institution, its surroundings and the classrooms neat and clean.
- To take part in sports and extracurricular activities.
- To maintain maximum attendance and to attend all the classes regularly.
- To seek guidance and counseling from their mentors whenever required.
- To help other students in the Institution.
- To take care of the equipments and property of the Institution.
- To ensure proper utilization of labs, library and other ICT facilities.
- To study with full devotion and sincerity and not to use any unfair means in the examination.



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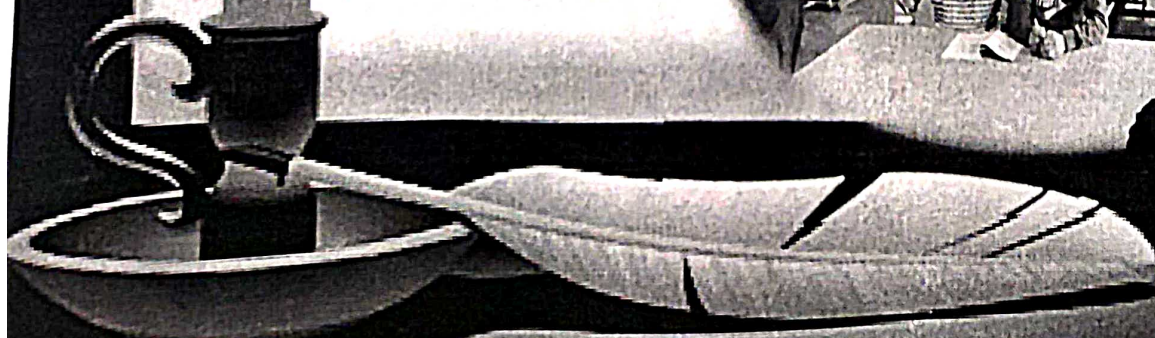


## ***Code of Conduct for Librarian/ Library Attendant***



***Librarian/ Library Attendant is expected...***

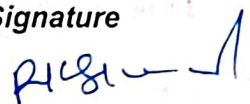
- To prepare and issue Library cards to students.
- To issue books to students on their demand and as per the library rules.
- To maintain a fine collection register.
- To display new arrivals on the display shelf in the library.
- To highlight and maintain a file/record of cuttings of news items pertaining to the institution.
- To keep the library clean and presentable.
- To maintain a day wise record of students and faculty members' visit to the library.
- To compile requirements of books, journals, magazines etc. periodically for further procurement.
- To take care of library automation and updation.
- To carry out annual verification and prepare lists of books which are outdated and damaged beyond use.
- To keep silence inside and outside of the library campus.

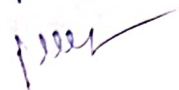


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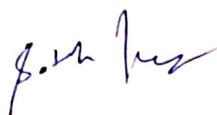
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**Principal**

**Govt. College Jassia, Rohtak**



## **Code of Conduct for Official Staff**



### ***Official Staff is expected...***

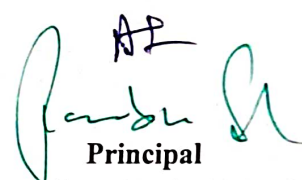
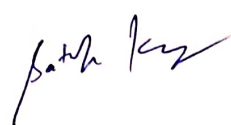
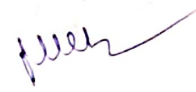
- To scrutinize admission and eligibility documents and registers of admission.
- To supervise and maintain personal files of staff and faculty.
- To maintain discipline and work schedule of class III and IV employees.
- To scrutinize the attendance register of staff and present it to the Principal daily for counter signature.
- To maintain records and registers of all kinds of leaves availed by all the employees.
- To maintain movement-register for the staff under office administration.
- To supervise daily reports received from security and other sections of the Institution.
- To render guidance, assistance to accounts and other departments whenever required.
- To initiate and record all correspondence and intimate the same to the Principal /HODs and committee heads.
- To deal with all matters related to the University.
- To maintain all the files duly numbered and updated in all respects.
- To supervise control of the admission section, but not to deal with admission matters directly or indirectly without the prior permission of the Principal.
- To receive parents, visitors, guests, dignitaries in a dignified and delightful manner.



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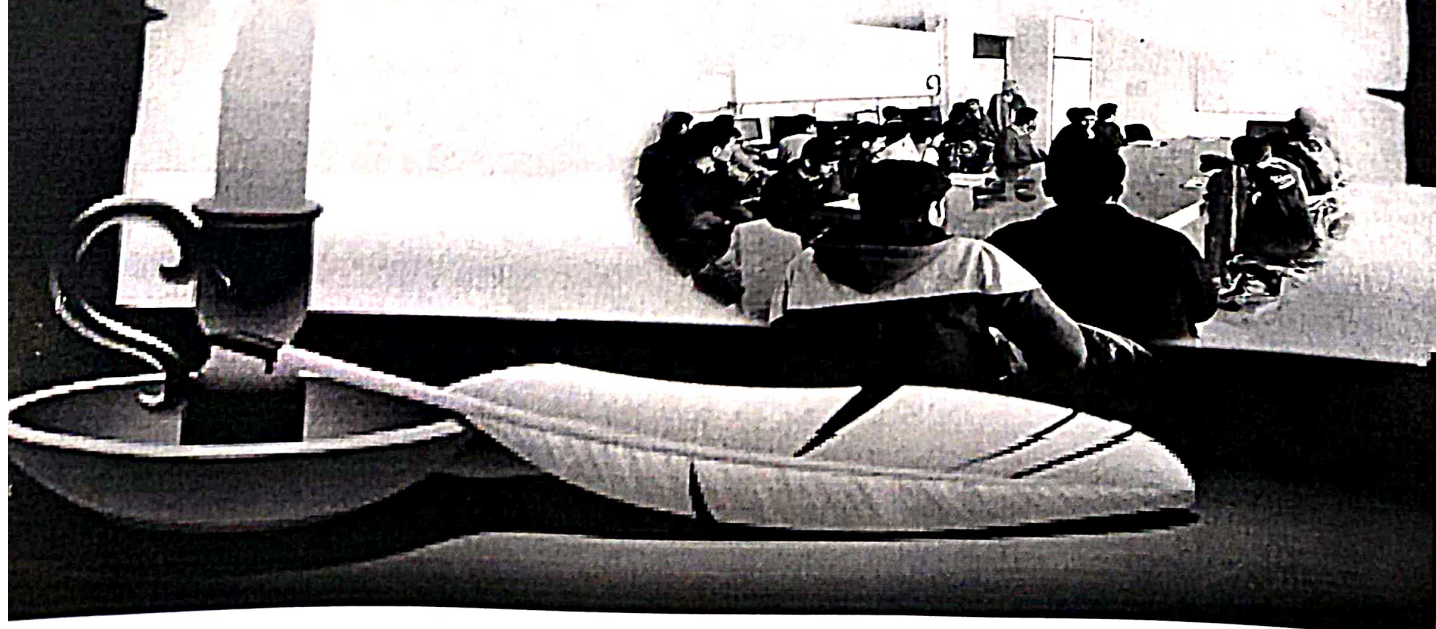


## ***Code of Conduct for Lab Instructor***



***Lab Instructor is expected...***

- To maintain network connectivity and PCs.
- To resolve any complaints received from students and staff regarding PCs or network connectivity.
- To maintain printers, scanners, all instruments/equipment in the laboratories in a working condition.
- To maintain discipline in the labs.
- To dispose off or write off items in accordance with the procedure laid down by the Department of Higher Education.
- To take steps to prevent misuse of internet connectivity by the students.
- To prepare the lab schedules for the students and display the same on the notice boards.
- To record and maintain the attendance of the students.
- To help students with practical in the laboratory.
- To conduct lab examinations as and when required.
- To keep the labs clean and presentable.
- To perform any other duties assigned by the Principal/Heads of the Departments/Associate and Assistant Professors.



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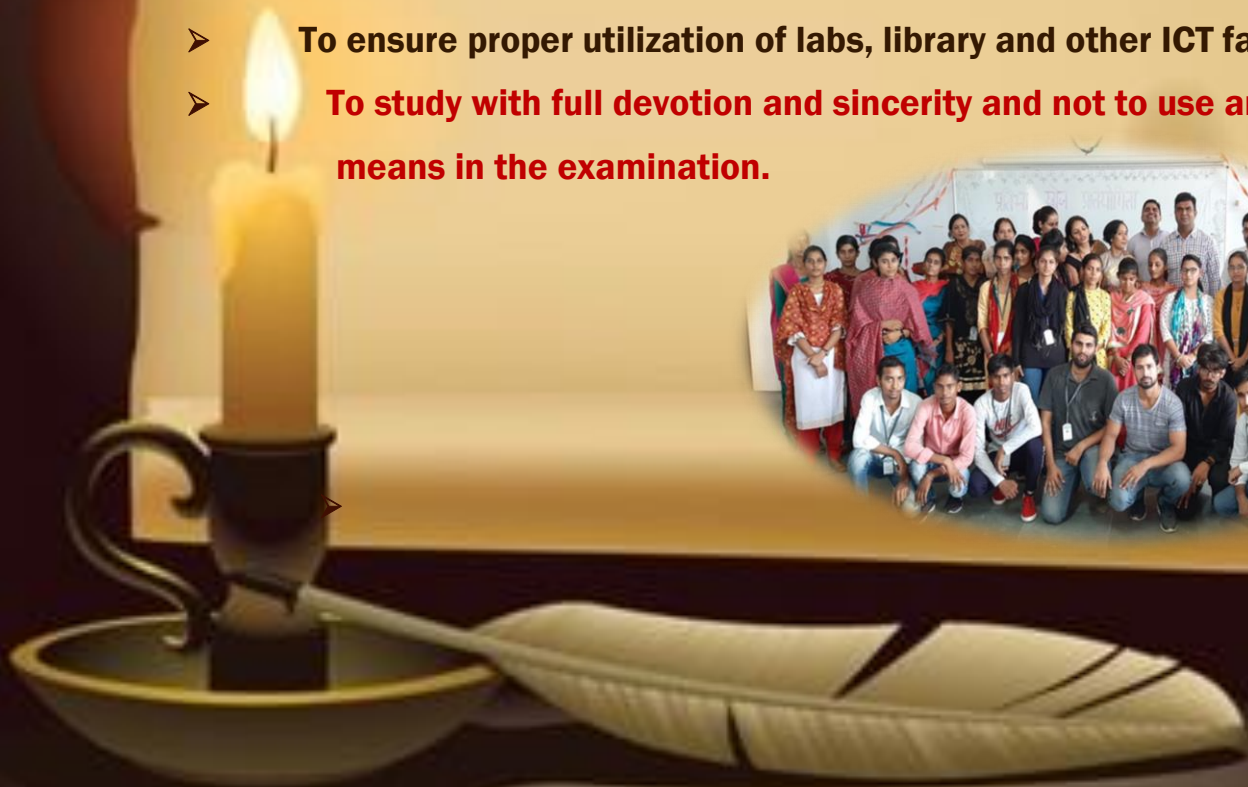


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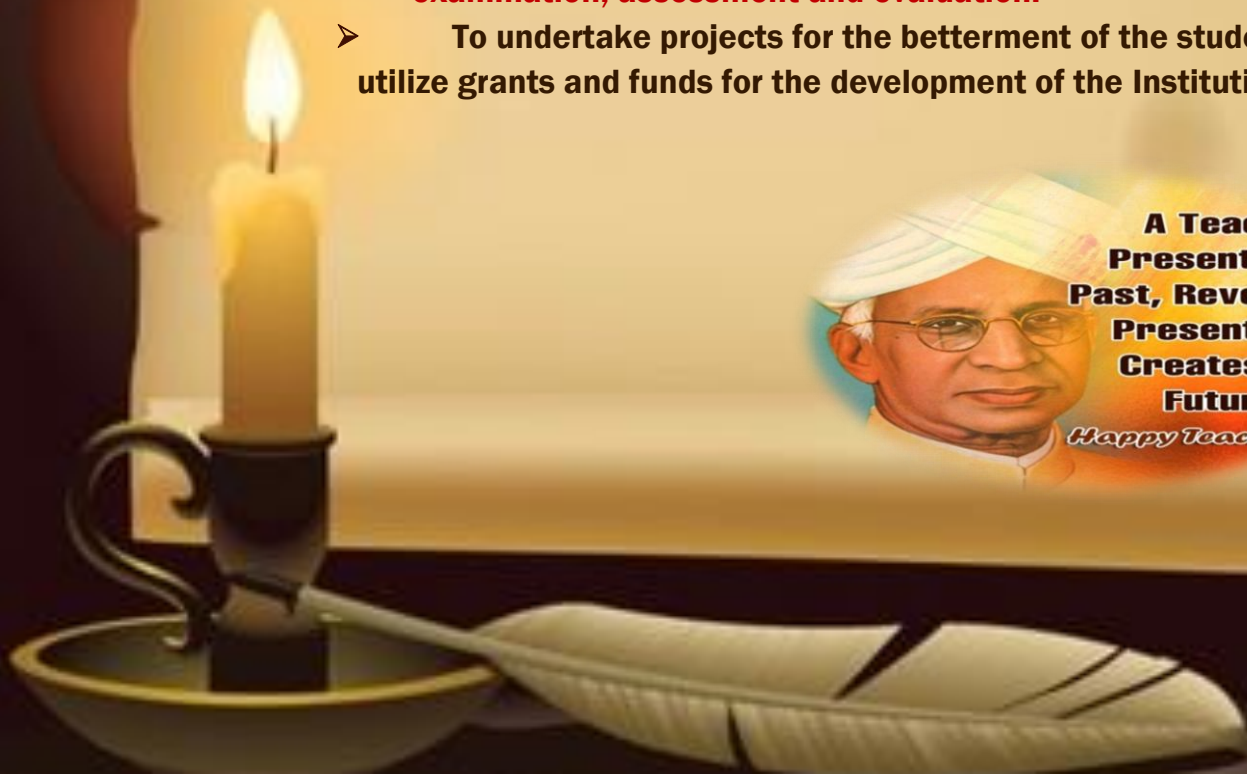
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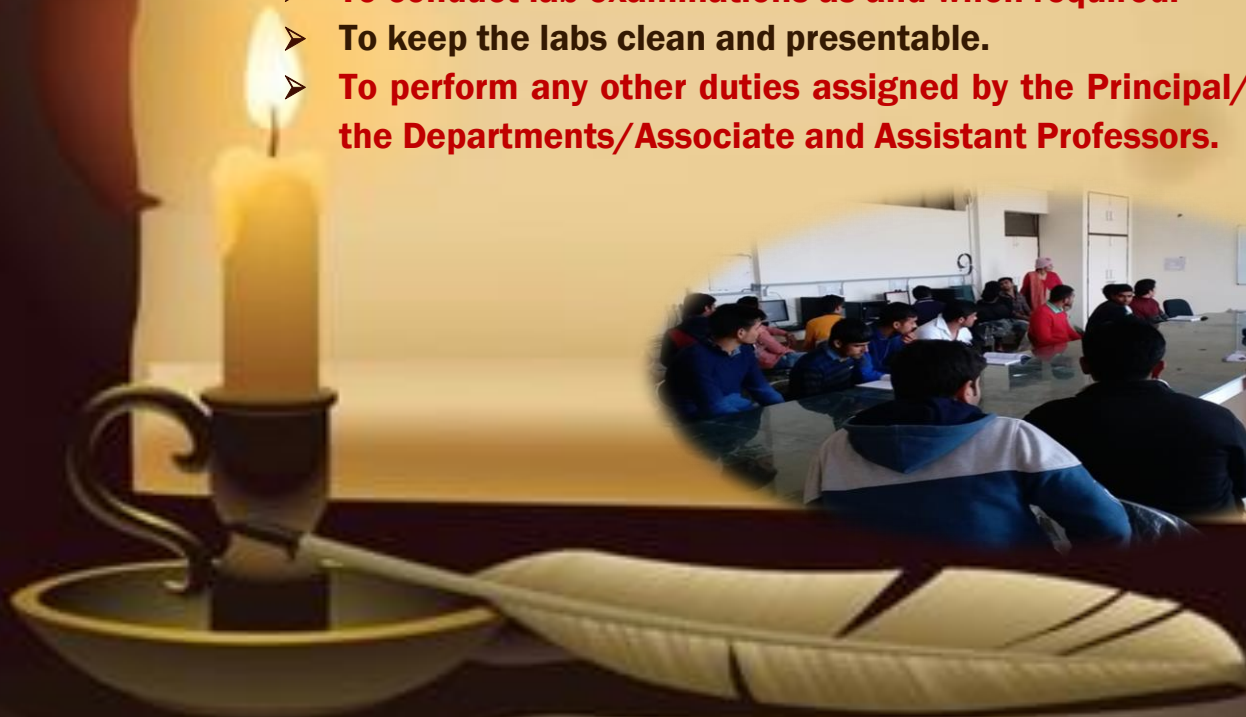


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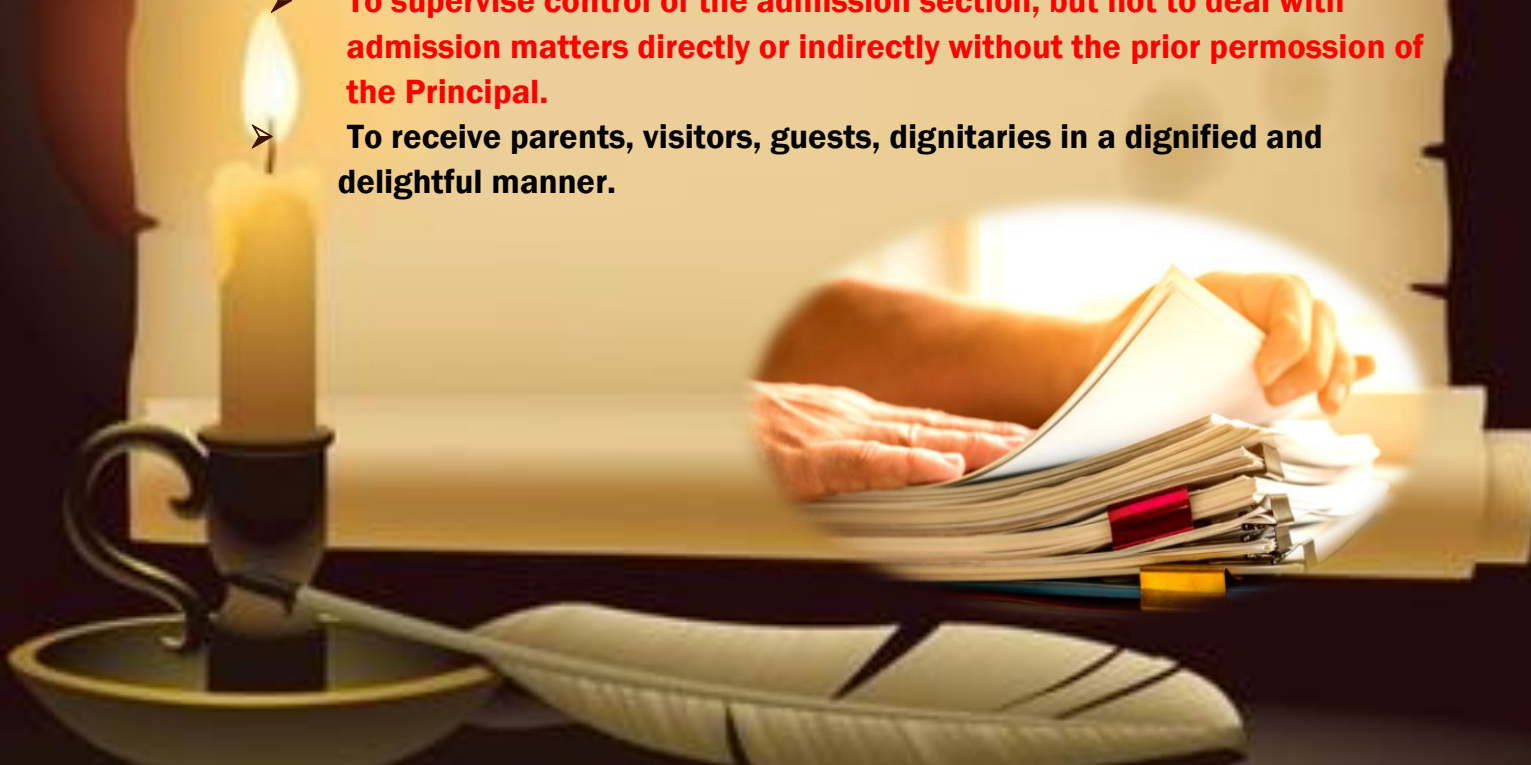


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