



Sri Nanak Jhira Saheb Foundation's

## GURU NANAK FIRST GRADE COLLEGE, bidar

Teachers Colony, Manhalli Road, Tq & Dist. Bidar - 585403 (Karnataka)

College website : [www.gnfgc.ac.in](http://www.gnfgc.ac.in)

E-mail : [gurunanak235060@gmail.com](mailto:gurunanak235060@gmail.com)

E-mail IQAC : [iqacgnfgc@gmail.com](mailto:iqacgnfgc@gmail.com)



# CODE OF CONDUCT

# Code of Conduct

## Code of conduct for Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government,/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Compel the teaching and non teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non teaching staff for their professional development.

## **The Professional Ethics & Code of Conduct for Non-Teaching Staff**

- 1 Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.

16. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.

17. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

18. Avoid conflicts between their professional work and personal interest.


19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

## The Professional Ethics for the Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct him / 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.

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to 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 and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

  
IQAC Coordinator  
GNFBC, Bidar

  
PRINCIPAL  
Guru Nanak First Grade College,  
BIDAR