



Govt. College For Women, Bawani Khera

Near Bus Stand, Bawani Khera - 127032

(Affiliated to C.B.L.U., Bhiwani)

AISHE Code : C-55705

Website :- gcwbawanikhera.ac.in

Tel. No. : 01254-233240

email : gcwbawanikherabwn@gmail.com

Code of conduct for Teachers

All teachers are expected to know and follow the outlined code of conduct for their profession.

A. Commitment to the Profession

- Conduct yourself in a reasonable manner in the development of Haryana Government policies affecting education.
- Do nothing in your private or public pursuits which will bring your profession to disrepute.
- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to teachers in training and junior colleagues.
- Open confrontation of whatever nature must be avoided.
- You should neither allow other employment to impair the effectiveness of your professional service, nor permit commercial exploitation of your professional position.
- Keep all records accurate and up to date.
- All correspondence addressed to the DGHE should be channeled through the Head of institute, in the first place.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time to your vocation; teaching effort and time on task are essential for success.

B. Commitment to Colleagues

- Treat you colleagues as professional equals, regardless of their status.
- Treat your colleagues with courtesy at all times.
- If you are a Head, behave in such a manner that you earn respect. Win tit by upholding integrity, dignity, decorum and efficiency at all levels.
- Respect the functional superiority of those set in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- Cliques and fractions among members of staff will not be tolerated.
- Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- Do not deliberately distort evaluation of colleagues.



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C. Attendance, Leave and Absence

- If you want to visit the DGHE Haryana, do so on the days specified and with prior permission.
- Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least fifteen minutes before the session begins.
- The Head has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay.
- Do not abuse leave concessions.
- Report you resumption of duty promptly.

D. Commitment to Students

In fulfilling your obligation to students –

- Place high value on and demonstrate to students commitment for excellence in work, manners and achievement.
- Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Help students to differentiate right from wrong and justice from injustice.
- Encourage students to show respect and appreciation for personal and public property.
- Assist students to exercise tolerance as they strive for understanding of other's ideas and beliefs.
- Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Instill a feeling of pride in self, institution and community.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat each with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do nothing by precept or example likely to corrupt student.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.



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- Respect the confidentiality of information about a student or his home and with hold it, unless its release serves a professional purpose benefits the student, or is required by law.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Make responsible efforts to protect students from conditions harmful to health and safety.
- Do not use the facilities of the institution to tutor students privately, for gain.
- Do not discriminate on grounds of ability, race, colour or creed.

E. Commitment to the Community

The Teaching vocation occupies a position of public trust. Education is effective when college and community co-operate in a constructive manner.

- Adhere to any responsible pattern of behaviour accepted by the community for professional persons.
- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discuss controversial issues from an objective point of view; keep your class free from partisan opinions.
- Respect the community in which you are employed and be loyal to the college.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Encourage the community to participate in the life of the college.
- Co-operate with approved agencies concerned with student Welfare.
- Conduct professional business through recognized educational and professional channels.


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विद्यार्थी आचार संहिता – नियमावली

विद्यार्थियों के लिए नियम अधिकार तथा कर्तव्य

किसी भी प्रकार का उल्लंघन करने पर विद्यार्थी स्वम् उत्तरदायी होंगे।

1. महाविद्यालय परिसर में Ragging पूर्णतया कानूनी रूप से प्रतिबंधित है। यदि कोई विद्यार्थी Ragging में शामिल पाया गया या उसका व्यवहार आक्रमक पाया जाता है तो इस बारे में उसके विरुद्ध अनुशासनात्मक कार्यवाही की जाएगी।
2. कॉलेज परिसर में आने पर सर्वप्रथम सूचना-पट्ट अवश्य देखें और आवश्यक निर्देश ध्यान से पढ़ें।
3. कॉलेज परिसर में पहचान पत्र अपने साथ अवश्य रखें, ताकि आवश्यकता पड़ने पर दिखा सकें अन्यथा विद्यार्थी को जुर्माना देना पड़ेगा।
4. खाली समय में वाचनालय एवं पुस्तकालय का सदुपयोग करें।
5. मेंटर ग्रुप मीटिंग में तथा कॉलेज में आयोजित उत्सवों में सम्मिलित होना आवश्यक है, अन्यथा अनुशासनात्मक कार्यवाही के साथ जुर्माना किया जाएगा।
6. मेंटर आपका संरक्षक है। अपनी किसी भी समस्या के समाधान हेतु मेंटर से सम्पर्क स्थापित करें।
7. कॉलेज के प्रांगण को स्वच्छ रखें। यह आपका प्रांगण है। दीवारों एवं ब्लैक बोर्ड पर अवांछित कुछ भी न लिखें।
8. उद्यान स्वच्छ रखें। कूड़ा कृपया कूड़ादान में डालें।
9. वाहन का रजिस्ट्रेशन नं., ड्राइविंग लाइसेंस व पहचान पत्र में अवश्य दर्ज होना चाहिए अन्यथा महाविद्यालय में वाहन आने नहीं दिया जायेगा।
10. कॉलेज की सम्पत्ति आपकी है, इसको क्षति पहुंचाना अपराध है।
11. यदि कॉलेज के खाली कमरों या बरामदों में पंखे चल रहे हो एवं बिजली के बल्ब जल रहे हों, तो उन्हें बंद करना आपका नैतिक कर्तव्य है।



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12. यदि कोई विद्यार्थी किसी कारण वश बीच में पढ़ाई छोड़ता है तो उसे चाहिए कि तुरंत विधिवत आवेदन पत्र देकर अपना नाम कटवा लें अन्यथा जुर्माना होता रहेगा, जो उसकी प्रतिभूति से काटा जायेगा।
13. कॉलेज छोड़ने के एक वर्ष के भीतर ही आवेदन पत्र देकर अपनी प्रतिभूति ले लेनी चाहिए। विश्वविद्यालय परीक्षा तक विद्यालय में पढ़ने वाले छात्र अगले वर्ष जून माह तक अपनी प्रतिभूति प्राप्त कर सकते हैं अन्यथा वह सरकारी कोष में जमा हो जाएगी। प्रतिभूति वापिस लेते समय पहचान पत्र साथ लाएं।
14. महाविद्यालय में किसी प्रकार की राशि प्राप्त करने के लिए अपने मेंटर के हस्ताक्षर करवाने आवश्यक हैं, चाहे प्रतिभूति का हो या छात्रवृत्ति का।
15. फीस की रसीद संभाल कर रखे। आवश्यकता पड़ने पर रसीद का संदर्भ देना पड़ सकता है।
16. बाहरी व्यक्ति को कॉलेज के समय में विद्यार्थी से मिलने की अनुमति नहीं है, असामान्य स्थिति में प्राचार्य की अनुमति आवश्यक है।
17. हरियाणा सरकार के आदेशों के अनुसार कोई भी विद्यार्थी महाविद्यालय परिसर में चौपहिया वाहन नहीं ला सकता।

प्राचार्य

राजकीय महिला महाविद्यालय
बवानी खेड़ा

Principal
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