

TIKA RAM GIRLS COLLEGE, SONEPAT

Handbook on Code of Conduct

Code of Conduct for students

- Students must be punctual and regular in attending classes, tutorials, examinations, class tests examinations. Failure to obtain the required attendance percentage, non-submission of assignments and absence from test will be treated as breaching the code of conduct.
- Students should get their Identity cards made from college Library. Students must wear Identity cards during their stay in the college.
- Students should carefully read notices put up on the Notice Board.
- Use of mobile Phone during class time is prohibited and is liable for punishment.
- Students are not allowed to roam around the corridors of the college during class time.
- Principal will have the right to suspend any student whom so ever is found violating the discipline or instruction.
- Students are forbidden from inviting friends from other institution.
- If the student remains absent from class, fine will be charged from her.
- Ragging in any form is strictly prohibited.
- Students are expected to protect college property and it is their moral duty to show respect towards their teachers and elders.

The Code of Conduct for Principal

- The Principal of a college has varied roles to play. The Principal should respect and maintain the hierarchy in the Administration. Principal is the Administrative head of the institution. Principal remains liable to follow certain code of ethics in her conduct as proclaimed by the University Grants Commission. (UGC)
- To confirm the ethos of inclusiveness in terms of imparting education in the institution
- To protect the collective interest of the institution so that all can perform freely and give their best performance.
- To motivate teachers to enhance their knowledge by attending various trainings.
- To generate the spirit of Welfare within sections of human resources.
- To ensure quality in education and academic activities.
- To implement Discipline in the college.
- To maintain melodious relationships with college governing body.

Code of Conduct for Teachers

- The teachers should follow the code of conduct enacted by Haryana government service rules.
- A teacher is constantly under the scrutiny of her students and the society at large.
- Teacher should actively involve with the students in co-curricular and extracurricular activities.
- Teacher shall not prevent any student from expressing her view point although it may differ from that of her own.
- Teacher should try to develop an educational environment. There should not be any partial or revengeful attitude towards them.
- Teacher should inspire students and develop a sense of inquiry in the pursuit of knowledge
- Processing new teaching strategies and Curriculum should be integral part of her professional duties.
- Teacher should involve herself in seminar/ conferences
- There should not be any conflict between professional and private practices.
- Teacher must repeat all information regarding exam affair.

Code of Conduct for Non – Teaching staff

- The Non- Teaching staff should familiarize themselves with the college policies.
- All of them should perform their duties in respectful manner to the Principal and others in the college premises.
- They should perform their duty with honesty and loyalty.
- They should be punctual.
- They have to serve their duty confidently.



Principal

Tika Girls College

Sonepat