

Govt. College Nalwa
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 your 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 it 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 factions 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.

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 your 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.
- Respect the confidentiality of information about a student or his home and withhold 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.