

## SHRI KRISHNA COLLEGE OF EDUCATION

V&PO-Pali, Distt. Mohindergarh-123029( Haryana)

NAAC accredited, recognized by NCTE& affiliated to IGU MEERPUR(REWARI)


Email: [skcepali@gmail.com](mailto:skcepali@gmail.com), Phone NO .01285-240310

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### Code of Conduct for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Maintain self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not be absent from duty without official approval or approved sick leave.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by Higher authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

  
SATRUGHAN  
Principal  
Shri Krishna College of Education  
Vill. Pali (M/Garh)

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### Code of Conduct for Students

- It is mandatory for every student to attend at least 75% of total lectures held in each term in college.
- Students will not use foul or offensive language.
- Students will not deface or damage college property. Any damage to college property should be reported to the Head Mistress immediately.
- Strict disciplinary action will be taken against students indulging in any kind of ragging activity inside and outside the college campus
- Students will not to indulge in activities like stealing or damaging any farm produce or any property belonging to the institution, staff member of the institution or any other student.
- Students will not to instigating violence or participating in any violent demonstration or agitation or violent streak in the institution.
- Students will not to instigating or participating in any group of any official or any staff member of the Institution
- Bullying, aggression or violence in any form is gross misconduct for which the college will take strict disciplinary action if required.
- Students will be expected to have respect for their peers and be sensitive to differences among themselves due to physical, cultural and economic considerations.
- Students will be expected to be environment friendly.
- Every student, during term course, shall be under discipline jurisdiction of competent authority which shall take appropriate action in case of indiscipline, misconduct on the part of the student.
- In case of absenteeism due to illness, students must present a medical certificate to the college.

  
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Principal

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- Long leave may only be taken with the prior permission of the Principal.
- No Student is permitted to leave college during college hours without a valid permission slip from the Class Teacher/Head Mistress.



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### Code of Conduct for Principal

- The Principal should plan the budgetary provisions and go through the financial audit statements of the Institute.
- Chalk out a policy and plan to execute the vision and mission.
- Head of the Institute should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry herself/himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

  
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**Code of Conduct for Teachers**

- Provide innovative and quality education to pupils.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Be impartial and non discriminative for students.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Interact with the students in a friendly manner.
- Staff must be punctual, sincere and regular in approach.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Be good counselors and facilitators.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- Help, guide, encourage and assist students in their learning.
- Maintaining records to manage, monitor, assess and improve student
- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of UGC and institution rules.

  
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