

Code of Conduct

D.B.G. Government College, Panipat is a premier higher education institution set up in 2008 and has been dedicated to provide quality education to students. The basic goal of college activities is to develop aptitude among students and instruct them towards orientation for societal welfare. The Vision of college is to develop promising youth force into fully proficient, innovative and socially sensible human resource for society by following ethics of higher education as its essential core. There should be well defined norms to be followed by faculty, students and college administration to maintain the rigour of quality benchmarks. They should know their respective sphere of activities and be well competent in the particulars of their desired conduct in the institution. Their concern is to keep the dignity of the institution intact by not engaging in anything which creates any kind of flaw on the name of the institution. The code of conduct of different stakeholders is mentioned below:

Code of Conduct for Principal

The principal shall have full powers and discretion, consistent with the rules framed by the University in all matters pertaining to internal administration of the college, viz.—

1. The Principal should provide leadership, direction and co-ordination within the Institute.
2. The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
3. The Principal should form various college level committees which are necessary for the development of the Institute.
4. The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
5. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
6. Admission, promotion and detention of students.

7. Grant of fee concessions and award of stipends to deserving students.
8. Imposition of fines and remissions thereof.
9. Disciplinary action and imposition of penalties.
10. Expenditure out of Amalgamated Fund.
11. Appointment and dismissal of Peons, Laboratory Assistants, Bearers, etc.
12. Grant of Leave to the staff.
13. Organization of extramural activities.
14. To meet an emergency, temporary appointment of a member of the teaching staff and other staff up to a period of six months against a sanctioned post.
15. The Principal should plan the budgetary provisions and go through the financial audited statement of the Institute.
16. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
17. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
18. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
19. The Principal should periodically review this Code of Conduct.
20. As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws and meets or exceeds institute standards and any weaknesses, any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
21. The Principal is responsible for the development of academic programmes of the Institute.
22. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.

23. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.

24. The Principal should forward confidential report of all staff members of the Institute and submit it to the Dept. of Higher Education.

25. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

Code of Conduct for Teaching Staff

1. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

2. The Dept. of Higher Education has a right to transfer a teacher to any similar institution in the same assignment provided it does not adversely affect her/his emoluments and future prospects.

3. Unless in any case it be expressly provided for, the whole time of a teacher shall be at the disposal of the college and he/she shall serve the college in such capacity and at such places as he/she may, from time to time, be directed by the Principal/Governing Body of his college, subject to such conditions as may be laid down by the Kurukshetra University.

4. No teacher in a college shall apply for any other job or scholarship without the previous sanction of the Principal of the college and sanction of the Dept. of Higher Education.

5. In exceptional circumstances, no teacher shall absent himself from his/her duties without having first obtained the permission of the authority provided in the leave rules.

6. No teacher shall take part in any activity which in the judgement of the Principal is calculated to lead to indiscipline in the college.

7. No teacher shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union or to disturb public peace.

8. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Dept. of Higher Education.

9. No teacher shall, except with the previous permission of the Dept. of Higher Education own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.

10. No teacher shall in any manner criticize adversely in public the administrative actions of the Governing Body of the college.

11. No teacher shall, except in accordance with any general or special order of the Dept. of Higher Education or in the performance in good faith of the duties assigned to him/ her, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he/she is not authorised to communicate such document or information.

12. No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by private tuition. Provided that a teacher may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer but he/she shall undertake or shall discontinue such work, if so directed by the Principal, and Dept. of Higher Education.

13. No teacher shall appear in an examination without the prior permission of the Principal.

14. No teacher of the college shall write a guide or a help-book or cheap notes. He/ She shall follow the procedure laid down by the Kurukshetra University in case he/she intends to publish any work.

15. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of the college.

16. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his/her college to further his/her interest in respect of matters pertaining to his /her service in the college.

17. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal.
18. Teaching and ensuring attendance of students as per Kurukshetra University norms.
19. Implementation of instructions received from Head/principal.
20. Annual increments of the teacher shall be subject to assessment and evaluation of his/ her work and conduct by the Principal.
21. Developing resource material for teaching and learning.
22. As a responsible citizen of the country the teacher will do some extension activities of services to the industry and community.
23. A teacher will publish quality research papers, articles & Books as per the parameters laid down by the UGC for publication.
24. It is desired from every teacher to actively participate in the seminars/conferences/workshops.
25. Apart from the teaching workload a teacher shall actively take part in departmental administration activities.
26. All leave must be come only through the head of the department.
27. It is mandatory for the teacher to carefully read guidelines of the NAAC so that they can actively participate and contribute to the activities sustaining accreditation of the institute.
28. Examination work pertaining to College University such as organizing supervision and assessment etc.
29. Arrangement of remedial coaching.
30. Upgrading of qualifications.

31. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.

32. Any other duties assigned by the Principal from time to time.