

CODE OF PROFESSIONAL ETHICS AND CONDUCT



Core Values of the College

•Empowerment of women

•Solution-oriented, Innovative thinking

•Collaboration, Harmony & Conflict Resolution

•Humanism & Compassion

•Responsible Citizenship

•Social Justice

•Equitable Access to Education

•Integrity and Courage

•Professionalism

Code of Conduct for Teaching Staff

- The Code of Conduct for teachers is governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- All members of the teaching staff are to work with honesty and integrity alongside the Head of the Institution in pursuit of the Institution's development.
- All teachers are to respect Institutional policies and practices as well as prioritise the needs of the Institution.
- Teachers are to fulfil their teaching duties with sincerity, dedication and punctuality. In addition to teaching responsibilities, teachers are to undertake responsibilities of evaluation, invigilation and administrative work.
- The working hours of teachers are to be according to their time-table and any other additional duty assigned to them.
- Teachers are not to take on other employment and commitments which may interfere with their professional responsibilities at the Institution.
- Teachers are to take leave as per rules with prior intimation.
- Teachers are to pursue professional growth continuously through study, research, participation in seminars, conferences.
- Teachers are to provide support and guidance to students for participating in co-curricular and extra-curricular activities.
- Teachers are to provide mentoring and counselling for students facing challenges.
- Teachers are to respect the rights and dignity of every student.
- Teachers are to be fair to each student irrespective of the student's religion, caste, socio-economic group or social/physical identity.
- Teachers are to motivate students to pursue career success alongside holding scientific attitudes and practicing their social responsibilities.
- Teachers are to encourage values such as respect, peace, democracy, humanism among students.
- No member of the teaching staff is to engage in political activities within the college campus.

Code of Conduct for non-teaching staff

- The Code of Conduct for non-teaching staff is governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- Non-teaching Staff is to work as per the working hours determined by the Institution, with a one-hour lunch break on all working days
- Non-teaching Staff members are to exhibit high standards of professionalism including honesty, sincerity, punctuality and discipline.
- Every Staff member is to maintain confidentiality with respect to student and staff records or other sensitive matter.
- All Staff members are to refrain from harassment or discrimination relating to gender, sexuality, marital status, religion etc. with regard to their colleagues, teaching faculty and students.

Code of Conduct for Students

- Students are to adhere to the timetable for attending classes and extra-curricular activities.
- Students' attendance in all major College Functions is strongly encouraged
- Students' are to respect the rights and dignity of every teaching and non-teaching staff member.
- Students are to completely refrain from Plagiarism in academic work.
- Students are to obtain clearance from the College before the University examination.
- Students not attending classes for more than a week are to inform the Teacher In charge about the reason for their absence.
- Students are to carry their Identity card inside the campus.
- Students are to help to keep the campus neat and clean. Spitting, smoking and littering in the campus should be avoided. Students should not misuse items of property on the campus
- Students should not indulge in any kind of ragging, harassment of any kind towards their peers.
- Use of Mobile phones during lectures is strongly discouraged.