

**GANDHINAGAR CHARITABLE TRUST SANCHALIT  
SAMARPAN ARTS AND COMMERCE COLLEGE  
SECTOR 28, GANDHINAGAR**

**CODE OF CONDUCT FOR TEACHERS**

- Every teacher should strive to expand his/her knowledge base and explore opportunities of professional development.
- Teachers shall not engage in giving external coaching to students outside college premises for monetary gains.
- Active participation in political activities is to be avoided.
- Teachers must work towards creating a suitable atmosphere of teaching and learning, thereby taking the institution to the heights of academic excellence.
- Membership of subject specific professional organizations should be sought.
- Teachers shall not discriminate among students on the basis of caste, colour or religion and treat all the students on equal footing.
- Complete confidentiality in examination related work is to be observed and fair conduct in assessment is expected from the teachers.
- Teachers must be punctual and conduct the classes as per time table regularly. They can leave the campus before time with prior permission of the Principal.
- Teachers should inform the Principal in advance before going on leave. If the teacher has to avail the leave due to inevitable circumstances, he/she must inform the Principal and Head of the Department immediately for the smooth conduct of classes.
- Teachers must behave amicably with colleagues and authorities; avoiding confrontation of any kind. Any constructive observation or criticism in the interest of the institution should be made to the Principal in person, without going public about it.
- Making any unfavourable comments about colleagues in the presence of students, parents or officials is to be avoided.
- General decorum and decency in the dress code should be observed strictly.
- A teacher must always remember that he/she is a brand ambassador of the college and conduct themselves in the most dignified manner in dealing with stakeholders.
- A teacher must transcend the syllabus and educate the students about civic, democratic and constitutional values. They shall inculcate a spirit of inquiry among students rather than promote rote learning.
- Counselling of students is to be carried out periodically to help them cope up with emotional, psychological or domestic problems.
- Teachers are expected to follow the guidelines of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
- Employees shall not create groups or pages on social media (Whatsapp, Facebook, Instagram etc.) to pass on information in the name of the college without the prior permission of college authorities. They shall not use the emblem of college under any circumstances.
- Teachers are expected to perform all the duties assigned by Constitutional Bodies of the Govt of India.

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**CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

- The members of administrative staff shall work diligently and maintain proper records.
- They shall behave politely with students and address their queries in time.
- Admin staff members to follow the dress code decided by management authorities.