



GOVERNMENT OF KARNATAKA  
(Dept. of Collegiate Education)  
GOVERNMENT COLLEGE FOR WOMEN  
KOLAR - 563 101

(NAAC Re-Accredited with B Grade, Affiliated to Bangalore University &  
Recognised U/s 12B of UGC Act of 1956)

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## CODE OF CONDUCT FOR TEACHING AND ADMINISTRATIVESTAFF HAND BOOK

*GOVERNMENT COLLEGE FOR WOMEN, KOLAR is committed to providing all students with an inclusive, safe learning environment where they feel welcomed and respected. The Student Code of Conduct (the Code) gives guidelines and standards for student behavior*

### GOVERNMENT COLLEGE FOR WOMEN, KOLAR

#### HAND BOOK FOR CODE OF CONDUCT

2019-20

At GCWK, we agree on a set of values which guide how we impart pedagogical skills engage in campus life together.

The Code of Conduct for the Teaching and Administrative Staff at GCWK shall establish, publish, review and maintain codes of professional conduct for teaching and administrative staff, which shall include standards of teaching, administrative knowledge, skill and competence. It reflects our professionalism to develop these values into a document which sets out to our teaching and administrative community our shared expectations. It results from the extensive consultation of all the stakeholders, educational psychologists and professional colleagues and benefits from input from experts who advised us throughout the process of development and publication of this code.

The aim of this Code of Conduct is to inculcate a sense of discipline, conscientiousness and co- existence in the teaching and administrative staff thereby creating a system which will ensure professional growth through individual and collective responsibility.

Since the education system reaches into virtually every home in the country, and affects so many so deeply, it is crucial that the profession's value system and professional standards are clear and readily understandable. All the staff members of the institution are instructed to be aware of this Code of Conduct and are expected to abide by it.

### Purpose

The Code of Conduct for the teaching and administrative staff outlines the policy framework for identifying and resolving issues of official demeanor and professional conduct of the staff as members of the GCWK Community.

### Overview

The Code of Conduct sets out GCWK values, principles, behaviors and conduct required of all the staff members and directs them to the rules that apply to the code. The staff responsibilities are underpinned by the values and principles which apply to all members of the GCWK community.

### Scope

The Code of Conduct applies to all GCWK teaching and administrative staff and includes all activities:

- That takes place on GCWK CAMPUS; Sports, cultural, NSS, NCC, SCOUTS, academic, exams, professional forums and other cells and associations.

- That takes place outside GCWK but is run by, endorsed, or funded by GCWK or GCWK associated entities, including internships and placements.
- That take place online that are created, authorized, sponsored, or funded by the GCWK or GCWK associated entities, or involves people who identify themselves as GCWK Staff.
- That utilizes, or is facilitated by GCWK infrastructure, equipment or services.
- Where GCWK is represented at internal, local, national or international conferences, functions, events, or through exchanges, including activities run by GCWK.
- That takes place at GCWK affiliated accommodations facilitated by the college and government authorities.

### Rights and Responsibilities

As a member of staff, you have the right to:

- undertake your professional activities in a supportive environment.
- access whatever learning resources that support your academic success,
- be informed of GCWK College academic and non- academic expectations.

It is your responsibility as a member of staff to:

- make best use of your learning opportunities and professional growth

- ensure that your demeanor does not make it hard for others to contribute to the values, ideas and professionalism of the organization.
- follow all GCWK College rules and regulations.

The college believes that the adoption of this Code of Professional Conduct for the staff members will enhance and deepen the confidence and trust that society places in the educational institutions. The Code then sets out the standards which are central to the practice of teaching and administrative responsibilities. The standards thus identify the professional responsibilities.

### General Code of Conduct for the teaching & administrative staff.

## 2. Professional Values and Relationships

The staff should:

- 1.1. be caring, fair and committed to the best interests of the students entrusted to their care, and seek to motivate, inspire and celebrate effort and success.
- 1.2. acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development.

## 2. Professional Integrity

The staff should:

- 21 act with honesty and integrity in all aspects of their work
- 22 respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
- 23 represent themselves, their professional status, qualifications and experience honestly
- 24 use their name/names as set out in the Register of Teachers, in the course of their professional duties.
- 25 avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

## 3. Professional Conduct

The staff should:

- 31 uphold the reputation and standing of the profession.
- 32 take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare.
- 33 work within the framework of relevant rules and regulations set by Department of Collegiate Education, Government of Karnataka and Bangalore North University.

34. report, where appropriate, incidents or matters which impact on student welfare.

35. communicate effectively with the principal, college development council (CDC) president and members, students, colleagues, parents, and other related officials in the professional community in a manner that is professional, collaborative and supportive, and based on trust and respect.

36. ensure that any communication with students, colleagues, parents, CDC and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.

37. ensure that they do not knowingly access, download or otherwise have in their possession while engaged in the institutional activities, inappropriate materials/ images in electronic or other format.

38. ensure that they do not practice while under the influence of any substance which impairs their fitness to teach.

#### **4. Professional Practice**

The staff should:

41. maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.

42. The environment of compatibility and harmony has to be created for the students and parents during admissions, sanction of scholarships, examination fee payments, issuance of Transfer Certificate and other office related student requirements.

43. maintain high professional standards in relation to curriculum planning and execution and apply their knowledge and experience in facilitating students' holistic development.

44. plan and communicate clear, challenging and achievable expectations for students by involving them in NSS, NCC, Scouts & Guides, Sports and Cultural Activities.

45. create an environment where students can become active agents in the learning process and develop professional and lifelong learning skills.

46. develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students.

47. inform their professional judgement and practice by engaging with, and reflecting on, student development and administrative flexibility, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.

48. in a context of mutual respect, be open and responsive to constructive feedback regarding their

practice and, if necessary, seek appropriate support, advice and guidance.

49. work in a collaborative manner with students, parents/guardians, CDC other members of staff, relevant professionals and the stakeholders, as appropriate, in seeking to effectively meet the needs of students

## 5. Professional Development

The staff should:

51. Take personal responsibility for sustaining and improving the quality of their professional practice by being a active participant in BoS, BoE, Refresher Courses, Short-term Courses, Workshops, Seminars and Conferences by the department and other competent authorities.

- actively retaining and enhancing their professional knowledge and understanding by actively involving in publishing articles in CARE Journals enlisted by UGC, publishing books, gain research degrees and guiding research scholars to ensure personal recognition and institutional rankings.
- reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
- availing of opportunities for career-long professional development.

## Rules to be followed in laboratory / Auditorium/seminar room etc.

- All the labs follow certain safety and academic norms for their smooth functioning. The staff members are advised to keep themselves updated on those norms and follow them accordingly
- Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge/principal. A violation of this will be considered as an intention for piracy / theft.
- During practical sessions, the staff has to ensure that the students will operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the college property, machinery and equipment. In case it is found that they have caused any damage to the college property, the staff has to ensure that the concerned students are required to compensate or make good the damage caused.
- In case of medical emergency in the class/laboratory, the staff must inform the principal or department in-charge for the fast and needful action.

**Following activities shall be deemed as an act of indiscipline:**

- a) Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere.
- b) Non-conformation of the duties, activities and tasks assigned by the college authority from time to time as considered appropriate and necessary in the interests of the institution.
- c) Using abusive language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of the colleagues.
- d) Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises.
- e) Action likely to cause racial harassment of any student, member of staff or other employee of this institute or any authorized visitor of this institute.
- f) Damage to, or defacement of, college property caused intentionally or recklessly, or misappropriation of such property which includes, damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls /doors/ windows/ white board / tables / equipment / chairs etc. by way of writing names/painting/scribbling etc.,


g) Misuse or unauthorized use of the institute premises or items of property, including computer misuse.

h) Substance abuse of any kind or any other activity in Campus, which is construed as a societal offence at large.

i) **Note:** In the circumstances of violation of the rules and regulations formulated by the Department of Collegiate Education, Government of Karnataka, Ministry of Education by any member of staff, the Principal and College Development Council (DDC) in consultation with the higher authorities can issue Memos, Notices and refer the same to The Joint Director, Bangalore Zone, The Commissioner, Department of Collegiate Education and other Special Officers appointed for the cause and any other course of action which may be reasonable in the circumstances for further action.

  
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