

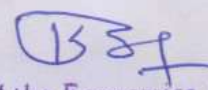
# Ambah PG College Ambah, Morena, M.P.

## Code of Conduct and Professional Ethics for Teaching Staff in the College

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.
2. Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every teacher of the College may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration
4. No teacher shall leave his head quarter except with the previous permission of proper authority even during leave or vacation.
5. Whenever leaving station, a teacher shall inform the principal if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.
6. Every teacher shall devote himself diligently to his work and utilize his time to the service of the College/University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
7. Every teacher shall engage classes regularly and punctually and import lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practical and assessment/examination/valuation work assigned to him by the College/University authorities.
8. Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extra-curricular work related to the College.
9. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
10. Every teacher shall help the College in enforcing and maintaining discipline among students.

  
Ambah Post Graduate College  
(Autonomous)

  
Co-ordinator  
IQAC  
Ambah P.G. College

  
Head of the Economics Dept.,  
Ambah Post Graduate College  
AMBAH (Morena) M.P.



11. No teacher shall incite students against other students, teacher or College authorities. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.

12. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical, dissertations, theses. Etc. he should not indulge in over-making, under making or other attempts at victimization on any ground.

13. No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purpose not related to the College.

14. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College with the intention of interfering with the performance of his duties.

15. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.

16. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.


17. No teacher shall take active part in politics, so as to cause interference in the discharge of his duties nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.

18. No teacher shall without previous intimation to the College stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force his subordinates or students against their will for the canvassing of his election.

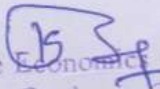
19. No teacher shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the State, the friendly relation with foreign Status, public order, decency or morality or which involves contempt of Court, deformation or incitement to an offence.

20. No teacher shall except with the previous permission of the College authorities, engage himself directly or indirectly in any business or private or accept any other employment.

21. A teacher who gets involved in some criminal proceedings shall immediately inform the College irrespective of the fact whether he has been released on bail or not.

  
Principal  
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## Guidelines for Teaching Staff

01. All teaching staff of the college shall be governed by the terms & conditions as they are permanent teaching, temporary teaching or non-teaching staff respectively.

02. All teaching members of staff shall observe the instructions regarding the attendance issued by the College Principal.

(a) That all teaching staff shall sign the attendance at the beginning of the College and they shall be available in the college during the working hours of the College

(b) No teaching staff shall absent themselves without written prior permission of the principal as a matter of course.

(c) All teaching staff members shall obtain the permission in writing of the principal if they want to attend late or leave the College early after signing the attendance.


(d) If the teaching staff members are absent without taking prior written permission of the principal, they shall be liable for cut in casual leave or earned leave as the case may be.

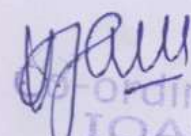
(e) Any habitual late coming or absence without proper permission will be viewed seriously and appropriate action will be taken.

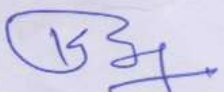
(f) All leave application letter proposals for faculty, improvement scheme etc., or examination on other duty shall be submitted well in advance to the principal for processing and getting the approval of the Management in time.

03. All members of the teaching staff are requested to refrain from holding, addressing meetings or demonstrations etc., at any time within the Campus.

04. All members of the staff are requested to refrain from any activity which will lead to the disruption of the peace and calm of the Campus and shall not indulge themselves in activities prejudicial to the interest of the Institution or other individual staff members like incitement, abuse, assault including reference to Community.

  
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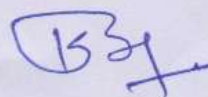
  
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## Duties and Responsibilities of Heads of Departments

1. They should come in time and supervise the Lecturers in their Departments to ensure that they come in time, take classes in time and do their duties properly.
2. The books prescribed by the University for each year should be procured through the library and made available in the Department.
3. Each year and each Semester, bearing in mind the general needs of the college the lesson plan for the Department should be determined and given to the Lecturers beforehand. This should be handed over to the principal two days before the reopening of the College.
4. It is very necessary to make sure every day, in the morning and in the evening that the Lecturers and students have done their duties. If for any unforeseen reason the HOD is not able to be present, he/she should ask the senior-most person in the department, in writing, to do this supervision.
5. After the results of the Exams are published, the Heads of Departments should analyse the results of their departments and discuss with the other Lecturers in the Department of frequent meetings how to improve the progress of the students and take follow-up action.

  
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## विद्यार्थियों के लिए महाविद्यालय की आचार संहिता

1. ड्रेस कोड— महाविद्यालय में विद्यार्थियों के लिए परिधान (ड्रेस) निर्धारित है जिसका पालन नियमित विद्यार्थियों के लिए अनिवार्य है। छात्रों के लिए— सफेद शर्ट, काला पेन्ट व काले जूते। छात्राओं के लिए— नेवी ब्लू कुर्ता, सफेद सलवार, सफेद दुपट्टा एवं काली जूती अथवा सफेद शर्ट व काला पेन्ट व काली जूती।
2. प्रत्येक विद्यार्थी को शिक्षण एवं शिक्षणेत्तर क्रियाकलापों में सक्रिय भागीदारी सुनिश्चित करनी होगी एवं सम्बंधित संगठनों के नियमों का पालन करना होगा।
3. महाविद्यालय सम्पत्ति की सुरक्षा, सुव्यवस्था एवं अभिवृद्धि में प्रत्येक विद्यार्थी यथाशक्ति सहयोग करेगा।
4. महाविद्यालय द्वारा आयोजित परीक्षाओं एवं आन्तरिक मूल्यांकन परीक्षाओं में सम्मिलित होना आवश्यक है।
5. परीक्षाओं में अनुचित साधनों का प्रयोग सर्वथा वर्जित है। अनुचित साधनों का प्रयोग करने वालों के विरुद्ध वैधानिक कार्यवाही म.प्र. परीक्षा एक्ट 1984 के तहत करने का प्रावधान है। जिसके अनुसार रु. 5000/- जुर्माना अथवा 3 वर्ष के कारावास की सजा हो सकती है अथवा दोनों सजाएँ एक साथ भी दी जा सकती हैं। इसी प्रकार की कार्यवाही जीवाजी विश्वविद्यालय के रेगु. क्र. 10 तथा 11 के अन्तर्गत करने का प्रावधान है।
6. प्रत्येक विद्यार्थी शिष्ट, जनोचित व्यवहार करेगा, अशिष्ट व्यवहार वर्ज्य एवं दण्डनीय है।
7. विद्यार्थियों के सरल, निर्व्यसन, मितव्ययी एवं सात्विक जीवन अपेक्षित है। वेशभूषा सादी तथा वातावरण के अनुरूप होनी चाहिए। मादक पदार्थ का सेवन वर्जनीय है।
8. विद्यार्थी किसी दूसरे विद्यार्थी का शोषण व उत्पीड़न किसी प्रकार नहीं करेगा। रेगिंग पूर्णतः वर्जित है।
9. समस्या निराकरण के लिए आन्दोलन, हिंसा तथा आतंक का प्रयोग अवैधानिक एवं अनुचित माना जायेगा।
10. विद्यार्थी आदर्श महाविद्यालय की गरिमा के अनुकूल आचरण करेगा। समस्याओं के समाधान के लिए राजनैतिक दलों, कार्यकर्ताओं एवं संस्थाओं का सहारा नहीं लेगा तथा सक्रिय राजनीति से दूर रहेगा।
11. महाविद्यालयों की शांति, सुव्यवस्था, स्वच्छता, सज्जा एवं परिसर को हरित बनाने में विद्यार्थी सहयोग देगा। अनुशासहीन, उद्दण्ड एवं अपराधिक गतिविधियों को प्रोत्साहन देने वाले छात्र/छात्राओं की गोपनीय सूचना अनुशासन समिति को देकर प्रशासन को सहयोग करेगा।
12. राष्ट्रीय पर्वों/उत्सवों के आयोजन में आवश्यकतानुसार उपस्थित रहकर सौंपे गये दायित्वों का निर्वहन करेगा।
13. महाविद्यालयों में अध्ययन अवधि में मोबाइल फोन का उपयोग पूर्णतः वर्जित है। महाविद्यालय में अध्ययन अवधि में मोबाइल का उपयोग करते पाए जाने पर विद्यार्थी को दण्डित किया जाएगा।



प्राचार्य  
अम्बा स्नातकोत्तर महाविद्यालय  
अम्बाह (मोप्रो)



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