

**Office of the Principal, Shri Kapil Muni Govt. College for Women**  
**Kalayot (Dist.-Kaithal)**

**(E-mail: gegkalayat@gmail.com)**

**Memo No. SKMGCW/25/532**

**Dated: 23/05/25**

**Office Order**

It is hereby informed to all the members of teaching and non- teaching staff that the "**Model Code of Conduct**" for the employees is hereby notified and will be implemented with the date of notification (Copy attached). Further, the "Model Code of Conduct" is also available on the website of the College. All the members of teaching and non-teaching staff will strictly adhere to the same.



**Principal**

**Principal**  
**SKM Govt. College for Women**  
**Kalayot (Kaithal)**



# Office of the Principal, Shri Kapil Muni Govt. College for Women Kalayat (Kaithal)

Address: Railway Road Kainchi Chowk Kalayat-136117

Email: [principal@kalayat.com](mailto:principal@kalayat.com)



## CODE OF CONDUCT FOR TEACHERS AND OTHER STAFF

All the employees of the College will be governed by Haryana Civil Services Rules as amended from time to time. All the provisions of these rules are uniformly applicable to all the employees as per ibid Rules. The teaching staff will however, also be governed by Haryana Education (College Cadre) Group B Service Rules, 1986(as amended from time to time).

### General code of Conduct:-

- The employee of the College shall be at the disposal of College for fulltime and shall serve in such capacity.
- The employee shall conform to and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations, Rules, Directives and decisions of the Statutory Authority. The employees shall also observe, comply with and obey all orders and instructions of the officer under whose jurisdiction, superintendence or control they have been placed for the time being and from time to time.
- The employee shall not abstain herself/himself from her/his assigned duties, without the prior permission of the Competent Authority.
- The employee, except in accordance with any general or special orders of the Competent Authority or in performance of her/his duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the College or outside, to whom s/he is not authorized to communicate such document or information, or to make any use thereof.
- The employee shall not contribute to the Press any matter connected with the College without obtaining prior sanction of the Competent Authority and will not use any such information for any purpose. S/he shall also not try to obtain any information, document, paper which may not come in her/his possession in her/his official capacity, in order to make any use thereof.
  - No employee shall in the discharge of the Official duties deal with any matter relating to award of any contract in favor of a Company or Firm or any other

body or person in which s/he or any member of her/his family is interested, except with the prior permission of the Competent Authority.

- The employee shall not enroll herself/himself for any course of study or appear in examination of University or other bodies without the prior permission of the Competent Authority.
- The employee shall maintain absolute integrity, and show devotion to duty. S/he shall also ensure the integrity and devotion to duty of all employees placed under her/his control and authority.
- The employee shall extend utmost courtesy and attention to all persons with whom s/he has to deal with in the sphere of her/his duties. S/he shall strive hard to promote the interest of the College, as the case may be.
- The employee shall not directly or indirectly take part in any activity, demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the College and Government.
- The employee shall not participate in any political activity and shall not contest election which is political in nature.
- The employee, except with the prior sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee or authority.
- Provided that the employee may give evidence at :-
  - An inquiry before an authority appointed by the Competent Authority.
  - A judicial inquiry or
  - A departmental inquiry ordered by the Competent Authority.
- The employee shall not accept, solicit or seek any stipendiary or honorary work without prior approval of Competent Authority. S/he shall not engage in any trade or business or canvas in support of any commercial or insurance owned or managed by any member of her/his family except co-operative consumers or housing or credit Society.
- The employee without the prior sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate herself/himself with raising of funds or other collections in cash or otherwise for her/his own benefit.
- The employees shall not bid either directly or indirectly, at any auction of College property nor shall s/he submit any tender for any supply to the College. The employee can only apply for job, post or scholarship with the prior approval and knowledge of the Competent Authority.
- The employee shall not indulge in any activity religious, social, regional, communal or any other-- through writing, speech or deed, or otherwise, which may incite feeling of hatred or ill-will among different communities of India, thus, jeopardizing the national unity.



## Professional conduct and duties:

- Teachers must report in time for duty as per the working hours prescribed and should be available in the campus except when they are assigned duties elsewhere. Teachers must always wear their identity badge during the working hours.
- Teachers shall undertake teaching assignments as per the decision taken in the Departmental Meeting with consensus of all faculty members and Head of the Department. They shall carry out the assigned academic, co-curricular and organizational activities in a regular and punctual manner, to the best of their ability for the benefit of the students.
- Teachers should keep themselves updated of all information and research related to their particular fields through various academic activities such as refresher/orientation courses, conferences and symposiums. They are encouraged and also supported, through all possible avenues as their engagement strengthens the institution. and advancement in academic pursuits
- Teachers shall be committed to the best interests of students and promote their holistic development as guides, mentors and role models in all walks of life.
- Teachers shall exercise integrity, fairness and openness through their professional commitments, responsibilities and actions.
- Teachers shall respect the privacy/confidentiality of information obtained through interaction with students, and shall not discriminate against students/colleagues on any basis, be it political, racial, caste, religion, language or any other. They shall not incite students/staff against other students/colleagues of the College. However, teachers have the freedom of thought and expression and they may express their views in different forums/meetings:
- Teachers shall make the best possible usage of all ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teachers shall help, guide, encourage and assist students to ensure that the learning experience is effective, useful and successful.
- Teachers shall perform the assigned duties of supervision during College and University examinations. Teachers shall undertake internal assessment, semester-end assessment as allotted by Head of the Department /Principal.
- Teachers shall be entitled to remuneration only in respect of examinations conducted by the Universities or by the Colleges on behalf of the University. For internal assessment / house examination / class tests conducted by the Colleges at present or which may be introduced as a measure of examination- reforms (including the semester system) in future, no remuneration shall be payable to the teachers irrespective of the fact that the marks obtained by a student in such internal assessment / house examinations/class- tests are taken into account while declaring the final results of the students.