



Gyanoday College of Education Janjgir

Akaltara Road Janjgir, Distt- Janjgir-Champa (C.G.)

Contact No: 94252-30437

E-Mail-sureshyadavsky27@gmail.com Website:<http://www.gyanodaycollege.com>

10/03/2018

Internal Quality Assurance Cell (IQAC)

NOTIFICATION

Code of Conduct for Principal

- The Principal should plan the budgetary provisions and go through the financial audit statements of the Institute.
- Chalk out a policy and plan to execute the vision and mission.
- Head of the Institute should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the College and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry herself/himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.


Principal
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Code of Conduct for Teachers

- Provide innovative and quality education to pupils.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Be impartial and non discriminative for students.
- Staff must attend all functions of the College as per the instructions of coordinators and Head of the respective departments.
- Interact with the students in a friendly manner.
- Staff must be punctual, sincere and regular in approach.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Be good counselors and facilitators.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- Help, guide, encourage and assist students in their learning.
- Maintaining records to manage, monitor, assess and improve student
- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of UGC and institution rules.

Principal

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Code of Conduct for Students

- It is mandatory for every student to attend at least 75% of total lectures held in each term in College.
- Students will not use foul or offensive language.
- Students will not deface or damage College property. Any damage to College property should be reported to the Head Mistress immediately.
- Strict disciplinary action will be taken against students indulging in any kind of ragging activity inside and outside the College campus
- Students will not to indulge in activities like stealing or damaging any farm produce or any property belonging to the institution, staff member of the institution or any other student.
- Students will not to instigating violence or participating in any violent demonstration or agitation or violent streak in the institution.
- Students will not to instigating or participating in any group of any official or any staff member of the Institution
- Bullying, aggression or violence in any form is gross misconduct for which the College will take strict disciplinary action if required.
- Students will be expected to have respect for their peers and be sensitive to differences among themselves due to physical, cultural and economic considerations.
- Students will be expected to be environment friendly.
- Every student, during term course, shall be under discipline jurisdiction of competent authority which shall take appropriate action in case of indiscipline, misconduct on the part of the student.
- In case of absenteeism due to illness, students must present a medical certificate to the College.
- Long leave may only be taken with the prior permission of the Principal.
- No Student is permitted to leave College during College hours without a valid permission slip from the Class Teacher/Head Mistress.



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