

# Govt. Kamla Raja Girls PG (Autonomous) College, Gwalior

## Policy on Code of Conduct and Code of Ethics for Teachers

### Preamble

Govt. Kamla Raja Girls PG (Autonomous) College, through this policy, reaffirms its resolute commitment to maintaining the highest ethical and professional ideals in teaching. Rooted in UGC regulations (2018 and Draft 2025) and aligned with the National Education Policy (NEP) 2020, it envisions a transformative academic environment that nurtures integrity, excellence, equity, and societal contribution through principled conduct of teachers. It reaffirms the role of educators as role models, facilitators of critical thinking, and torchbearers of academic and ethical integrity.

### 1. Purpose and Scope

This policy defines the expected code of conduct and ethical responsibilities of all teachers—whether permanent, temporary, guest, or visiting—at Govt. Kamla Raja Girls PG (Autonomous) College. It applies to all professional and academic engagements within and beyond the institution.

### 2. Background and Context

The UGC's 2018 and draft 2025 regulations, along with the National Education Policy 2020, emphasize the centrality of teacher quality, conduct, and ethical behavior in achieving institutional excellence. This policy reflects these priorities and supports the institution's mission to offer a safe, inclusive, and intellectually vibrant learning environment for students and society.

### 3. Policy Statement

## Code of Conduct

- 📌 Teachers shall perform their duties with dedication, punctuality, and diligence, adhering to academic and administrative standards set by the institution and UGC.
- 📌 Teachers shall maintain respectful, professional, and non-discriminatory interactions with students, colleagues, parents, and administrators.
- 📌 Teachers shall actively engage in teaching, research, extension, mentoring, and co-curricular activities that contribute to institutional growth.
- 📌 Teachers shall avoid all forms of harassment, exploitation, or discrimination based on gender, caste, religion, region, language, or economic status.
- 📌 Teachers shall not undertake private tuition, consultancies, or external employment without prior written approval from the institution.
- 📌 Teachers shall responsibly use digital tools and social media, ensuring privacy, professionalism, and data protection.
- 📌 Teachers shall maintain accurate records of student attendance, academic progress, and assessment as per institutional requirements.
- 📌 Teachers shall disclose any conflict of interest that may affect their objectivity or impartiality in institutional matters.
- 📌 Teachers shall not make unsubstantiated allegations and shall strive to foster a collaborative, collegial, and respectful workplace.
- 📌 Teachers shall preserve the confidentiality of institutional records and sensitive information, sharing it only as required by law or official duty.

## B. Code of Ethics

- 📎 Teachers shall act as ethical role models, demonstrating values of honesty, integrity, empathy, humility, and discipline both in and beyond the classroom.
- 📎 Teachers shall promote critical thinking, scientific temper, creativity, and social responsibility among students.
- 📎 Teachers shall uphold the highest standards of academic integrity, avoiding plagiarism, and duly acknowledging sources in all forms of academic work.
- 📎 Teachers shall support the professional development of colleagues and contribute to a culture of shared learning, mentorship, and mutual respect.
- 📎 Teachers shall uphold principles of social justice, inclusivity, and gender equality, ensuring a safe and supportive learning environment for all.
- 📎 Teachers shall conduct their personal and professional lives in ways that uphold the dignity of the teaching profession and protect the reputation of the institution.
- 📎 Teachers are encouraged to participate in community outreach activities promoting literacy, environment, gender sensitization, and health awareness.
- 📎 Teachers engaged in research must follow ethical protocols including informed consent, data integrity, and responsible authorship.

#### 4. Implementation and Procedures

The college will conduct orientation programs and annual workshops to familiarize teachers with this policy.

Teachers shall submit an Annual Code of Ethics Declaration affirming adherence to this policy. Teachers may consult the Principal or Ethics Committee when faced with ethical dilemmas or conflicts.

## . Review and Revision

This policy shall be reviewed every three years, or earlier as necessitated by updates to UGC or NEP guidelines, institutional priorities, or stakeholder feedback.