

# LZEBRA GIRLS COLLEGE, KOTA



Sydney Street, Shivpura, Kota (Raj.) India.  
Affiliated with University of Kota, Statutory Approval from NCTE

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## Code of Conduct for Faculty Members

In order to maintain academic excellence, professionalism, and institutional discipline, all Faculty Members are required to adhere to the following Code of Conduct:

1. Faculty Members shall respect the policies, procedures, and practices of the Institution and shall accord priority to the needs and interests of the Institution.
2. Faculty Members shall maintain decorum, dignified conduct, polite language, and professional ethics within the College campus at all times.
3. Faculty Members shall perform their teaching responsibilities with sincerity, dedication, and punctuality. In addition to teaching, they shall undertake responsibilities related to evaluation, invigilation, and administrative duties as assigned.
4. The working hours of Faculty Members shall be as per their timetable and any additional duties assigned by the Institution.
5. Faculty Members shall strictly adhere to punctuality and shall attend classes, laboratories, examinations, and all academic activities as scheduled.
6. Faculty Members shall maintain high academic standards, complete the syllabus in a timely manner, and provide guidance for the holistic development of students.
7. Faculty Members shall not engage in any other employment, assignments, or commitments that may interfere with their professional responsibilities at the Institution.
8. Faculty Members shall avail leave strictly as per institutional rules and with prior intimation and approval.
9. Faculty Members shall pursue continuous professional development through study, research, and participation in seminars, workshops, and conferences.
10. Faculty Members shall provide guidance and support to students for participation in co-curricular and extra-curricular activities.
11. Faculty Members shall provide mentoring and counselling to students facing academic or personal challenges.
12. Faculty Members shall respect the rights and dignity of every student and shall treat all students with fairness, sensitivity, and without any form of discrimination.
13. Examination, evaluation, and internal assessment processes shall be conducted with transparency and confidentiality. Any irregularity or bias shall be treated as misconduct.
14. Faculty Members shall motivate students to develop scientific temper, social responsibility, and career-oriented skills.
15. Faculty Members shall promote values such as respect, peace, democracy, and humanism among students.
16. Faculty Members shall treat all students impartially irrespective of religion, caste, socio-economic status, gender, or physical/social identity.
17. Faculty Members shall maintain cordial and cooperative relations with colleagues, non-teaching staff, parents, and other stakeholders.

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18. No Faculty Member shall engage in political activities within the College campus. Any inappropriate activity such as neglect of academic duties, misuse of confidential information, or conduct detrimental to the image of the Institution shall invite disciplinary action.
- 19 Faculty Members shall comply with all rules, regulations, and administrative directives issued by the College from time to time.

Non-compliance with the above provisions shall be subject to disciplinary action as per institutional and statutory regulations.

CC:

1. All Faculty Members
2. College website

*B. Shrivastava*  
Principal  
Principal  
Lzebra Girls College  
KOTA