(Through website)

No. EDN-HE(19)B(15)-I-65/2024
Directorate of Higher Education,
Himachal Pradesh.

Dated: Shimla, the August, 2025

To

All the Principal Govt. Degree College/
Skt. Colleges/ SCERT Solan/State and Distt. Library,
Himachal Pradesh,

Subject:- Instructions regarding maintenance of work culture in the institution.

Memo,

It has come to the notice of undersigned that unnecessary accusation between the staff against each other is spoiling the congenial atmosphere of the institution. The personal disputes between the staff violate the work culture of the institutions. You are, therefore, directed to adhere the standing instructions to maintain work culture and build academic environment in Educational institution (copy enclosed) in letter and spirit. Please take note that these instructions are exemplary but not exhaustive.

This is to all for strict compliance failing which disciplinary action as per rules will be initiated against the defaulter.

Director Higher Education,
Himachal Pradesh

शिक्षा निदेशालय उच्चतर हि0प्र0
21 AUG 2025
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Endst. No. even dated: as above.

Copy for information and further action to:

1. The Secretary (Education) to the Govt. of HP, Shimla-2 w.r.t. letter E-file No. 129696(2024) dated 17-07-2025.
2. The Superintendent IT, Directorate of Higher Education HP with the request to upload these instructions/orders on the official website for vide publicity.
3. Guard file.

Director Higher Education,
Himachal Pradesh

Instructions to Maintain Work Culture and Build Academic Environment in Educational Institutions

1. Professional Conduct

- All staff members shall maintain a professional demeanor and mutual respect in all forms of communication—verbal, written, and digital.
- Avoid gossip, personal comments, or negative talk about colleagues or students.
- Use official channels for communication and dispute resolution.

2. Academic Commitment

- Prioritize academic excellence by focusing on curriculum delivery, research, and student mentoring.
- Encourage collaborative learning, interdisciplinary teaching, and innovation in academic practices.
- Maintain decorum during lectures, meetings, and examinations.

3. Workplace Ethics

- Punctuality, regular attendance, and adherence to official working hours are mandatory.
- No staff member shall engage in any activity that disrupts the functioning or reputation of the institution.
- Personal matters should not interfere with official duties or be discussed in professional spaces.

4. Dispute Resolution

- All personal or professional grievances must be reported to the Head of Department or Grievance Redressal Committee.
- Parties involved in disputes should refrain from direct confrontation. Follow a respectful and confidential complaint process.
- Mediation shall be encouraged over escalation; intervention from senior authorities may be sought where necessary.

5. Respecting Hierarchy and Role Clarity

- Each employee should function within the defined roles and responsibilities.
- Instructions from competent authorities must be followed in good faith, and any concerns must be raised formally.

6. Teamwork and Cooperation

- Encourage interdepartmental cooperation for projects, seminars, and events.
- Acknowledge the contribution of all members, and avoid taking credit for others' work.

7. Maintaining a Student-Centered Approach

- All actions and policies should be aligned with student welfare, academic growth, and discipline.
- Avoid favoritism, biased behavior, or personal involvement with students.

8. Use of Digital and Social Media

- Employees should refrain from using social media to criticize the institution or individuals therein.
- Official matters should not be discussed or disclosed on personal platforms.

9. Prohibited Behavior

- Harassment, intimidation, discrimination, or derogatory remarks against any staff or student are strictly prohibited.
- Consumption of alcohol, tobacco, or any abusive substances within campus premises is banned.

10. Monitoring and Compliance

- A Work Ethics Committee should be formed to periodically assess work culture and investigate complaints.
- Non-compliance with these instructions may lead to disciplinary action as per institutional rules.