

# HANDBOOK ON CODE OF CONDUCT

## code of conduct for students

The code depicted underneath shall apply to all sorts of conduct of students within the college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

1. The student shall be regular in the classes and must complete his/her studies in the Institute.
2. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition.
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
4. The use of mobile phones is strictly prohibited on the college campus. Student who violate this rule will have to face disciplinary action.
5. The college expects student of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
6. During leisure hours, students are advised to use the library, and internet browsing centre.
7. Late comers are forbidden from entering the classrooms.
8. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
9. Students should bring prescribed textbooks to the classes every day.
10. Defacing the blackboards or wall will be severely dealt with.
11. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
12. Students should stay away from any anti-social activities.
13. Students should always wear their identity cards inside the campus daily.
14. Without the permission of the principal, Students are not permitted to circulate any printed materials or pamphlets.
15. Ragging in any form is a serious offence and it will be dealt with severely.
16. Damage fee will be collected for any damage caused by them knowingly or unknowingly.



17. Visitors are not allowed to meet the students in the classrooms.
18. Students should take care of their belonging. The institution will not be responsible for any loss.
19. In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the institution subject to the written consent of the college Authority.
20. In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institution on a scholarship, the said grant shall be revoked.
21. The college believes in promoting a safe and efficient climate by enforcing behavioral standards. All student must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of other.
22. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.
23. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability etc.
24. Intentionally damaging or destroying Institute's property of other students and /or faculty member & Support staffs.
25. Any disruptive activities in a class rooms or in an event sponsored by the college.
26. Inability to produce the identity cards, issued by the Institution, or refusing to produce it on demand by campus security personnel.
27. Possessing, consuming, distributing, selling of alcohol in the institution and/or growing empty bottles on the campus of the Institute.
28. Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cyclists.
29. Rash driving on the campus that may cause any inconvenience to others.
30. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
31. Pilfering or unauthorized access to the resources of other.
32. Misdemeanor and/ or exhibiting disruptive attitude at the time of students' body elections or during any activity of the Institute.



33. Engaging in disorderly, lewd or indecent conduct including, but not limited to creating unreasonable noise pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.

34. Student are expected not to internet, on behalf of the Institution with media representatives or invite media persons on the campus without the permission of the Institute authorities.

35. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior remission.

36. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/ or electronic media without prior permission.

37. Students are expected to be careful and responsible and exercise restraints while using the social media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.

38. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of teaching /non teaching staff, offices, classroom, LAN connectivity and other restricted facilities and interference with the work of others is punishable.

39. causing damage to, or destruction of any property of the college, or any college or any property of others on the institution premises would invite punishment.

40. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable..

if there is a case against a student for any possible breach of the mentioned codes of conduct then a committee will be formed, which shall inquire into the alleged violation and accordingly recommends suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.



## **Code of conduct for Teaching Staff**

Being the cadres of Chhattisgarh state Higher Education, the teachers of this college should follow the code of conduct laid down in Chhattisgarh State Government service Rules. But they are also subject to the guideline provided by UGC for college teacher. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this institution encompasses the following:

1. The uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institution, nourish and enforce meting equal treatment to all the stakeholders in the college so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the college.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex or religious identity as within the framework of Indian constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the college so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholders of the college so that the chances of incident of sexual harassment get ever minimized and ultimately eradicated. ( the sexual harassment of women at workplace: prevention, prohibition and redressal act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)



7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence among them.
8. To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To Endeavour for the upkeep of tranquility of the region surrounding the college so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationship of the college with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
14. To Endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish and enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the college and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the college. The principal should encourage the faculty members of the Institution to take up research projects, publish research paper, arrange for regular seminar and participate in conference/symposium/workshop/seminars.



## **Code of conduct for Non-Teaching Staff**

Being the employees of the Government of Chhattisgarh, all the Non-teaching Staff of this College should follow the code of conduct by the State government. The college has put forward its code of ethics for the non-teaching staff along the following lines.

### **Professional Conduct**

1. The Non-Teaching Staff should acquaint themselves with the college policies and adhere to them to their be stability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the college Authority.
4. The Non-Teaching Staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade of business within college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
6. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching staff of students.

### **Workplace Conduct**

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities .
2. They should also be responsible for the proper use and maintenance of college equipments and furniture.
3. No Non-Teaching Staff should be under the influence of drugs or alcohol during office hours.
4. The Non-Teaching Staff often has access to confidential information regarding examination matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
5. They should perform their duties with honesty and integrity. There should be no falsification of official document entrusted to them.



6. The Non-Teaching Staff should show no discrimination on basis of gender, caste or religion.

### **Professional Relationship**

Interactions between Non-Teaching Staff and student are frequent as for example during counseling, admission, disbursement of financial aid, examination and so on. On a regular basis The student come into contact with Non-Teaching Staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

1. The Non-Teaching Staff should give due respect to the decision made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behavior, as the progress of an institution depends upon mutual goodwill and trust.

2. The Non-Teaching Staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

3. The Non-Teaching Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behavior will be considered to reflect that of the institution. They should thus interact patiently and politely.