

CODE OF CONDUCT

RANI RASHMI DEVI SINGH GOVERNMENT COLLEGE, KHAIRAGARH



PREPARED BY:

Internal quality assurance cell (IQAC)

SUBMITTED TO:

Principal
Dr. J N Kesharwani

Approved by Committee For Code Of Conduct:

1. Shri D K Belendra

2. Shri G S Bhatia

3. Shri R L Dewangan

4. Shri S K Adwani

5. Shri T Kosare

Code of Conduct for Students

- The student must carry the identity card with photograph , signed by Principal while in the campus and must be produced on demand.
- As per the timetable student should be regular and punctual in attending classes
- As per the university rule student should have minimum 75% attendance in the college in all subjects. From the students, the college expects high standard of discipline, regularity and punctuality.
- Students should read all the notices and circulars displayed on the notice board and follow the instruction.
- There is no college dress code for the students but they have to wear simple dresses.
- Use of mobile phone is strictly prohibited during the classes.
- As per the norms of UGC any kind of ragging within the college campus is strictly prohibited. Any student convicted of an offence of ragging shall be dismiss from the college.
- Student must not bring any outsiders in to the college primacies.
- Student must appear for all the test and examinations.
- Student must attend national functions and various activities organized by college

Rules for Parking

- All vehicles should be park in the parking area provided by the college.
- A vehicle should be properly locked and parked.

- Last Saturday of every month will be No Vehicle Day.
- All student must follow all traffic rules.

Examinations Rules

- Student must appear for all Internal examination.
- Student must read the timetable of examination displayed on notice board carefully and check regularly the changes made in timetable if any.
- Student must be present in the examination hall 30 minutes before the commencement of examination.
- As per university examination rules any student cannot enter an examination hall more than 30 min after the start of examination.
- Students are not allowed to carry any kind of study material, mobile phone with them during exam it will be treated as UFM (unfair means).
- The student should obey the instructions given by supervisor and invigilators during the examination in examination hall.
- Student must not leave the class until all answer books are collected by the supervisor or special permission is granted for the same.

General Library Rules

- Every student entering the Library must present his/her own Identity Card as well as Library card, otherwise the use of the Library will be denied.
- Students are advised not to keep any personal items or paper or money with their Identity Card.
- If the reading materials or any other property is damaged or destroyed by the reader , the reader will solely responsible for any damage or injury

done and shall be required to replace such books/property as has been damaged or injured or be required to pay the full current value

- Cds or any other accompanying materials available with books may be viewed /used only in the library.
- Readers shall not write or mark (by underlining, putting brackets, etc.) On the reading materials.
- Silence should be maintained by the students in the Library.
- Without Identity Card, no Library material will be issued.
- Reference Material (Newspaper/Current Periodicals) will be issued but it should not be taken out of the Library.
- If a book is lost by a student, he/she should replace it with a new copy of the same book to the library.
- If the Identity card is lost it should be reported immediately to the Librarian to prevent the miss use of the student.
- After submitting written application. Duplicate Identity card will be issued against a fine of Rs.25/- for new Identity card.
- Eatables and beverages are not allowed in the library premises.
- Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in or near the Library
- Use of Mobile Phones is prohibited within the library premise

Code of Professional Ethics for Teachers

Teachers should:

- Teachers must seek to make professional growth continuous through Study and Research.
- Perform their duties in form of teaching tutorial, Practical, Seminar and Research work with dedication.
- Encourage students to improve their attainments, develop their personalities and contribute to community welfare.
- Teacher should participate in extension, co-curricular and extra-curricular activities.
- Teacher must be active member of professional organizations .
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as Admission Process, Counseling to the students as well as assisting the conduct of college and University examinations including supervision, Invigilation and evaluation.
- Encourage students to improve their personalities and to contribute to community welfare.
- Respect the right and dignity of the student in expressing his/her opinion.
- Recognize the difference in aptitude and capabilities among students to meet their individual needs.
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

- Teachers make themselves available to the students even after their class hours and help and guide students without any remuneration or reward.
- Encourage students to develop an understanding of our national heritage and national goals.
- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment

Code of Conduct for the Principal

- Principal should work to uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- Principal must protect the collective interest of different sections of the institution .
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College
- To ensure no scope of any discriminatory and disparate practice at any level
- To maintain social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious.
- To ensure equal opportunities for all the stakeholders principal should maintain and create an unbiased gender-free atmosphere .
- Principal will be responsible to generate and maintain alertness in the College so that the chances of incidents 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.)
- Principal should promote academic activities in the College.
- Principal must create an environment for research oriented academic activities in the institution
- Principal should maintain discipline in the behavioral manifestation of all the stakeholders of the institution
- He must promote and encourage the extra-curricular activities amongst the students.

- To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually
- To promote and maintain harmonious relationships of the College with the adjoining society

Code of Conduct for Support Staff

- The support staff should work according to the College policies.
- Sincerely perform the duties assigned to them with accountability.
- Only after prior intimation they should avail of leave with.
- In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- The support staff should not undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- They should not engage themselves in political or ant secular activities.
- They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students

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