

## CODE OF CONDUCT




### Code of Conduct for Principal

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the Principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the college has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of Education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the college.

### Code of Conduct for Head of the Department


1. They should come in time and supervise the activities, classes, lectures of the Department. And to ensure that teacher should come in time and take the classes in the allotted time, and do their duties properly.

  
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2. The books prescribed by the University for each semester/year should be procured through the Library and made available in the Department.
3. Each year and each Semester, bearing in mind the general needs of the college the lesson plan for the department should be determined and given to the Lecturers beforehand. This should be handed over to the Principal two days before the reopening of the college.
4. Keeping in mind the lessons to be taken and those that have been taken the examinations should be conducted and the students' progress reports in the prescribed form should be ready and, with the signature of the HOD, should be sent to the parents through the Principal. When they are returned by the parents they should be kept in the files of the departments
5. It is very necessary to make sure every day that the Lecturers and students have done their duties. If for any unforeseen reason the HOD is not able to be present, he/she should ask the senior-most person in the department, in writing, to do this supervision.
6. After the results of the University Exams are published, the Heads of Departments should examine the results of their Departments and discuss with their faculty members in the Department of frequent meetings how to improve the progress of the students and take follow-up action.


### **Code of Conduct for Teaching Staff**

1. Every teacher or other person employed in a college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/ She shall be strictly honest and impartial in his/her official dealings.
3. Every teacher shall be present at the place of his/her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
4. No teacher shall leave his/her head quarters except with the previous permission of proper authority even during leave or vacation.
5. Every teacher shall devote himself/herself diligently to his/her work and utilize his/her time to the service of the College and to the cause of education and give full co-operation

  
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- in all academic programmes and other activities conducive to the welfare of the college.
6. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His/ Her academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars /Practical and assessment/examination/valuation work assigned to him/her by the College authority.
  7. Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or Extra-curricular work related to the College as may be assigned to him/her by the college authority.
  8. No teacher shall discriminate against any pupil on grounds of caste, creed, religion, sex, rationality and language. He/She shall also discourage such tendencies among his colleagues and students.
  9. Every teacher shall help the College authority in enforcing and maintaining discipline among students.
  10. No teacher shall incite students against other students, teacher or College authority. This does not interfere with the right of a teacher to express his/her opinion on principles in seminars or other places where students are present.
  11. Every teacher shall assess impartially the performance of students in tests, examinations, assignment, practical, dissertations, thesis etc. He /She should not indulge in over-making, under making or other attempts at victimization on any ground.
  12. No teacher shall resort to unauthorized use of College resources or facilities for personal, commercial, political or other purpose not related to the College.
  13. No teacher shall refuse to carry out the decision of the appropriate administrative bodies of the College.
  14. No teacher shall engage himself/herself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the state, the friendly relation with foreign status, public order , decency or morality or which involves contempt of court deformation or incitement to an offence.
  15. No teacher shall be a signatory to any joint representation addressed to the authorized for redressed of any grievance of any other matter.

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

1. All non-teaching staff of the college shall be governed by the terms & conditions of Private College Regulation Act.
2. All non-teaching staff shall observe the instructions regarding the attendance issued by the Principal of the College.
3. All Non-Teaching staff shall be available in the college during the working hours of the college.
4. No Non Teaching staff shall absent themselves without prior permission of the Principal.
5. Any habitual late coming or absence without proper permission will be viewed seriously and strict action will be taken.
6. All leave application letter proposals for staff, improvements scheme etc., or examination on other duty shall be submitted well in advance to the Principal. for processing and getting the approval of the management in time.
7. No member of the staff shall address any correspondence directly either to the Management or the Government authorities. Such correspondences should always be through proper authority.

## **Code of Conduct for Students**

### **Warning against Ragging**


Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint & drop the letter into the complaint box. Ragging is a serious criminal offence that involves severe punishment in the form of dismissal from the college and police action that can result in imprisonment.

### **“Do Not Rag and Get Ragged”**

Chhattisgarh Prohibition of Ragging Act, Chhattisgarh Act (No. 27 of 2001)


**The Chhattisgarh Shaikshanik Sansthan me Pratarna ka Pratishedh Act, 2001**

1. A student must attend at least 75% of the working period.

  
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2. It shall be duty of every student to attend the classes regularly and punctually. 75% attendance is essential for every student to appear in examination.
3. No student shall absent himself/herself from any class without proper application for leave.
4. Leave application should be countersigned by parent or guardian. Leave application should be submitted by students to their respective HODs.
5. If a student himself/herself without informing of leave for a period of ten working days, he/she is liable to be taken off the rolls.
6. A student's attendance, his/her academic progress, and conduct as assessed by the staff and the principal will be the only consideration for promotion to the next academic year or selection for the university Examinations. The Principal may at his discretion require a student who does not show adequate progress in studies or who is irregular in attendance to withdraw from the college.
7. Students, who represent the college at debates /seminars/cultural meets/sports/games and other extra -curricular activities like Sports, NSS will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge.
8. Students, both boys and girls, should come to the college decently dressed up. They should adhere to the cultural values and ethos of the College.
9. Students are expected to be punctual to attend the classes.
10. Loitering on verandahs, corridors, staircase and other passages is prohibited in the campus and strict action will be taken against those students.
11. Whenever students are free, they are expected to go to Library. During free periods, they are advised to collect sports goods from the Physical Department and play in the ground.
12. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
13. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
14. Use of tobacco, alcohol and drugs inside the college campus is strictly forbidden.
15. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.
16. Students should not make any payments to anybody without the knowledge and

  
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consent of the Principal.

17. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the Principal.
18. No student shall enter the College office except on business and at the stipulated time.
19. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.
20. Every student should possess Identity Card with his/her photo affixed on it duly attested by the Principal. Students are expected to wear their rope identity cards inside and outside the class.
21. A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.
22. Students are strictly forbidden from participating in political agitations of all kinds.
23. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the college precincts.
24. The Principal has full powers to impose fines, refuse certificates, suspend or expel a student from the college, in case it is found that the behavior/ act of the student is undesirable/detrimental to the interests of the institution.
25. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
26. Without the knowledge of the Principal, students should not post any of the deemed problems on the social media, such as Facebook, nor to the press.
27. Students found involved in violent behaviors inside or outside the class and in group violence inside the campus.

  
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