

# Guidelines for the Code of Conduct



**Govt V.Y.T. PG Autonomous College, Durg (C.G.)**

CPE Phase-III, DBT-Star College

Ph. / Fax: 0788-2359688,

Website: [www.govtsciencecollegedurg.ac.in](http://www.govtsciencecollegedurg.ac.in)

## GENERAL CODE OF CONDUCT

**Note: As employees of an institute that is governed by the State Government, all employees and students are bound by the code of conduct mandated by the Govt of Chhattisgarh. The employees are obliged to follow the Duty rules, leave rules and other rules as given in the hand book of Rules for Govt. employees (Civil Service Conduct Rules 1965).**

1. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the Govt. Rules (Refresher / Orientation Courses/FDP) from time to time.
2. Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission from higher authorities.
6. No teacher shall associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of Government policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Institution or that seeks to disrupt the academic/administrative activities of the College.



  
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11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

## **CONCLUSION**

Teachers/ Professors recognize that they are bound by standards of conduct expected of caring, knowledgeable and reasonable adults who are entrusted with the custody, care or education of students or children. They recognize their actions are bound in moral, ethical and legal considerations regarding their obligations to students, parents, peers, administrators, school authorities, communities and society at large. They acknowledge these obligations and act accordingly.



  
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## **ETHICS & CODE OF CONDUCT FOR TEACHING FACULTY**

Teachers are entrusted with the responsibility of moulding the minds of young people so that they become worthy citizens of a humane society. Such trust and responsibility call for the highest ideals of professional service and the highest degree of ethical conduct. Teachers must demonstrate, inspire and guide, through their own conduct, that learning is a character-building and nation- building noble activity.

A myriad of factors beyond teachers' control have a bearing on their work including engagement of parents and the wider community; commitment and engagement with pupils/ students; the availability of resources and supports, opportunities for teachers' professional development; accelerated degree of educational change and economic and societal factors. Hence teachers must integrate RESPECT, CARE, TRUST and INTEGRITY in their professional work.

### **1. Professional Values and Relationships**

***Teachers/Professors should:***

- be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success
- acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development
- be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity and socio-economic status, and any further grounds as may be referenced in equality legislation in the future
- work to establish and maintain a culture of mutual trust and respect in their institutions.
- Teachers work with colleagues and other professionals to create learning environments in which students feel that they are physically, psychologically, socially and culturally secure.



  
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## **Professional Integrity**

### ***Teachers/Professors should:***

- act with honesty and integrity in all aspects of their work
- respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
- avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

## **2. Professional Conduct**

### ***Teachers/Professors should:***

- ensure that any communication with pupils/ students, colleagues, parents, management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites
- ensure that they do not knowingly access, download or otherwise have in their possession while engaged in college activities, inappropriate materials/images in electronic or another format

## **3. Professional Practice**

### ***Teachers/Professors should:***

- maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- apply their knowledge and experience in facilitating pupils'/students' holistic development and in their best interest.
- plan and communicate clear, challenging and achievable expectations for pupils/students.
- create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/students.
- inform their professional judgement and practice by engaging with, and reflecting on, pupil/ student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.



  
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#### **4. Professional Development**

##### ***Teachers/Professors should:***

- take personal responsibility for sustaining and improving the quality of their professional practice by:
  - actively maintaining their professional knowledge and understanding to ensure it is current, reflecting on and critically evaluating their professional practice,
  - in light of their professional knowledge base availing of opportunities for career-long professional development.

#### **5. Professional Collegiality and Collaboration**

##### ***Teachers should:***

- work in a collaborative manner with pupils/ students, parents/guardians, school management, other members of staff, relevant professionals and the wider school community, as appropriate, in seeking to effectively meet the needs of pupils/students
- engage with the planning, implementation and evaluation of curriculum at classroom and college level.



  
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## CODE OF CONDUCT FOR STUDENTS

1. This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in college sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
2. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that:
  - a) he/she shall be regular and must complete his/her studies in the Institute.
  - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the HOD.
  - c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
4. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
5. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
6. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
7. Any disruptive activity in a class room or in an event sponsored by the Institute
8. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
9. Participating in activities including



  
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- Organizing meetings and processions without permission from the Institute.
- Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs
- Smoking on the campus of the Institute
- Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- Rash driving on the campus that may cause any inconvenience to others
- Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources
- Misbehaviour at the time of student body elections or during any activity of the Institute.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

10. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

11. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

12. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

13. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

14. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms,



  
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computers networks, and other restricted facilities and interference with the work of others is punishable.

15. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

16. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

17. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

18. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- **WARNING** - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- **RESTRICTIONS** - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
- **MONETARY PENALTY** - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- **SUSPENSION** - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible



  
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dismissal, along with the following additional penalties. Ineligibility to reapply for admission to the Institute for a period of three years, and withholding the grade card/ result or certificate for the courses studied or work carried out



  
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