

# 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)

## CODE OF CONDUCT

**Note: Govt.V.Y.T.PG. Autonomous College is a Government institute, and hence all employees and students must abide by the rules and Code of Conduct mandated by the Government of Chhattisgarh. The employees are obliged to follow the duty rules, leave rules and other rules as given in the hand book of rules MP/CG Code of Conduct for Civil Services(Conduct) Rules 1965.**

| <b>Table of Contents</b>                                  | <b>Pg. No.</b> |
|---|----------------|
| <b>I: Institutional Code of Conduct for the Students</b>  | <b>1</b>       |
| • Discipline  | 1              |
| • I-Card  | 2              |
| • Mobile  | 3              |
| • Ragging   | 3              |
| • General Rules of Library                                | 4              |
| <b>II: Code of Conduct for the Teaching-Staff</b>         | <b>5</b>       |
| • Discipline  | 5              |
| • Leave Rules   | 5              |
| • Classroom Teaching                                      | 5              |
| <b>III : Code of Professional Ethics for the Teachers</b> | <b>6</b>       |

|  |           |
|--|-----------|
| • <b>Teachers and their Responsibilities</b>         | <b>6</b>  |
| • <b>Teachers and Students</b>                       | <b>7</b>  |
| • <b>Teachers and Colleagues</b>                     | <b>7</b>  |
| • <b>Teachers and Authorities</b>                    | <b>8</b>  |
| • <b>Teachers and Non-Teaching Staff</b>             | <b>8</b>  |
| • <b>Teachers and Society</b>                        | <b>9</b>  |
| <b>IV: Code of Conduct for Supporting Staff</b>      | <b>10</b> |
| • <b>Administrative Staff</b>                        | <b>10</b> |
| • <b>Accountant</b>                                  | <b>10</b> |
| • <b>Clerk</b>                                       | <b>11</b> |
| • <b>Peon</b>  | <b>11</b> |
| <b>V: Code of Conduct for the Head of Department</b> | <b>12</b> |
| <b>VI: Code of Conduct for the Principal</b>         | <b>13</b> |
| <b>VII: Code of Conduct during COVID</b>             | <b>14</b> |

## **CHAPTER I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

### **Students' Discipline**

- ❖ Students must read the notices, time-tables of various examinations displayed on various notice boards/ or sent to them vis sms/ whats app messages regularly. It is the sole responsibility of the students to fill in examination, scholarships and other types of forms within due date. All the information regarding examination forms and time tables of annual/semester examination is displayed on the website of the college at <https://www.govtsciencecollegedurg.ac.in/>
- ❖ Students must attend their lectures, practical and tutorials and appear for tests, internal examinations, semester / term-end, annual examination (online/offline). They should inform about their performance to their mentor and parents.
- ❖ Students should not loiter around the classrooms and laboratories when the lectures/ practical are going on.
- ❖ Identity cards are compulsory. All the students must carry I-cards and produce it when required. No student would be allowed to attend annual gathering and other curricular and extra-curricular activities without having the I-card.
- ❖ Students should note that smoking, spitting, chewing tobacco, consumption of liquor and use of drugs is strictly prohibited on the college campus.
- ❖ Students must follow rules and regulation of the College and bring out a disciplined behaviour in the College campus. They must not disturb the classroom sessions, practical and administrative work in any manner whatsoever.
- ❖ A college student's involvement in the act of indiscipline or violation of college rules will be punishable in accordance with the provisions

under prevalent laws.

- ❖ A strict action would be taken for causing damage to the College assets. Thus, students should take proper care of the it, and help in keeping the place clean, neat and tidy.
- ❖ Students are required to take prior permission of the HOD to be on leave. Only genuine reason would be given consideration.
- ❖ Students must not indulge in any political activities in the College. They are not allowed to form society or association. No person should be invited to attend and address any meeting without prior permission of thePrincipal.
- ❖ There is a vehicle stand in the College and students must park their vehicles in the stand.
- ❖ The Principal has absolute discretion / right to add, amend or modify these rules and in all matters.
- ❖ It is obligatory for all the students to remain present on the occasion of Independence Day, Republic Day, and Annual Prize Distribution Day.

## **I-CARD**

It is compulsory for the students do carry the I – Cards daily. No student would be allowed to attend classes, practical or appear in exams without having the I-card. I-cards will be issued by the concerned Department after the completion of the admission process.

- ❖ Students have to submit a passport size photograph and admission receipt's photocopy for getting the I-card.
- ❖ Students should collect his/ her I- Card from the concerned Department or office.
- ❖ If a student misplaces/ loses library card or I-card, he/ she should report without delay to the HOD and the librarian with an application.

## **Mobile Phone**

- ❖ Students must switch off their mobile phones in the classroom, Laboratory, Library etc. as per notification.
- ❖ Mobile phones are strictly prohibited in the examination hall. The College will not be responsible for the loss of mobiles, valuables and other belongings of the students.

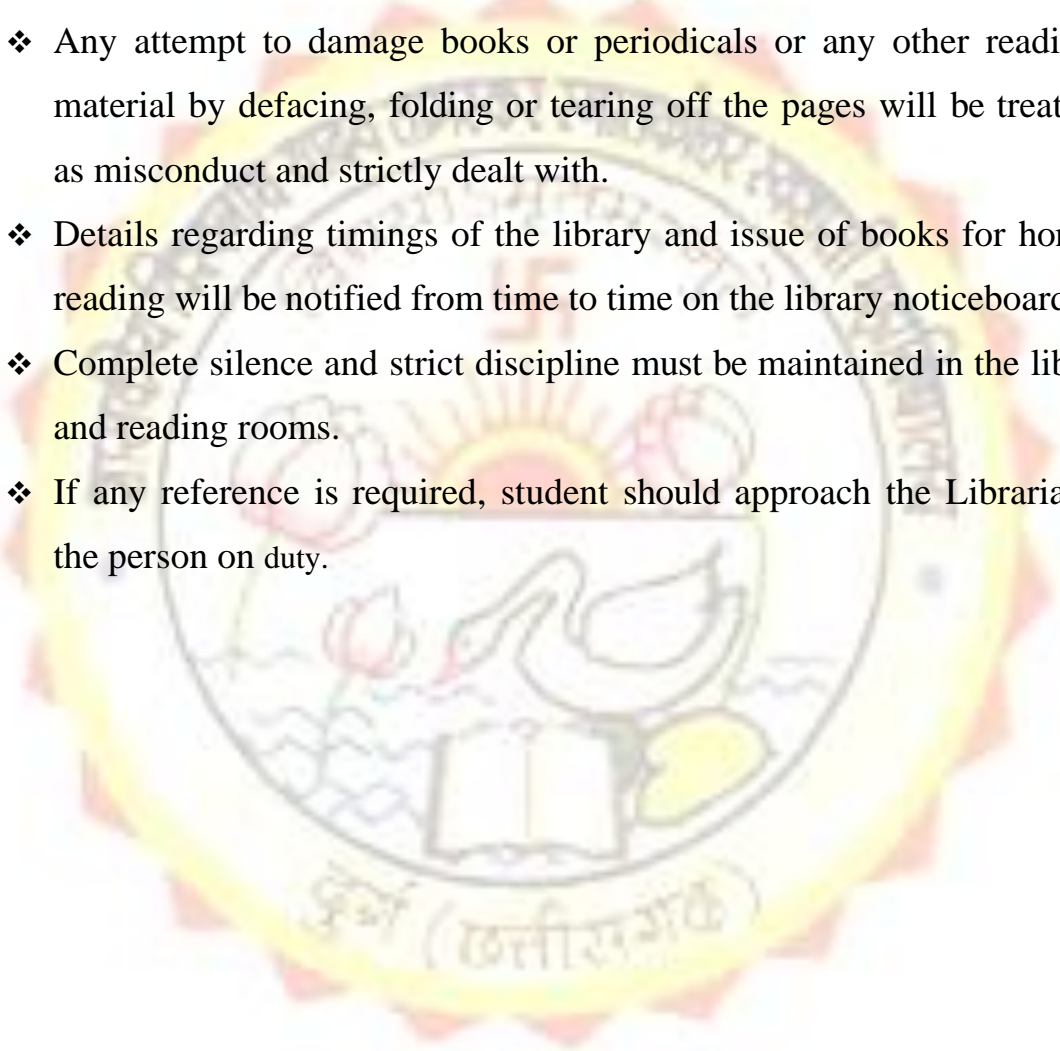
## **Ragging**

- ❖ Ragging is a punishable offence. Any type of teasing, man handling, using abusive words, physical or mental torture and other such acts that cause mental or physical stress to another student or a group of students shall be treated as ragging. Complaint about ragging will be dealt very seriously.
- ❖ Following action will be taken against student / students involved in the act of ragging-
  - Will be deprived of any academic benefit.
  - Scholarship/ Fellowship would be put on hold.
  - Will not be allowed to appear for examination.
  - Will be expelled from the college /hostel.
  - Shall not be admitted to any other institute for a period of five years from the date of dismissal.
  - Shall be punished with an imprisonment for a term up to two years and shall also be liable for a fine which may extend to ten thousand rupees.

## **General Library Rules**

- ❖ A Library card will be issued to all the students.
- ❖ Library card will be issued along with the I-card from the concerned department/office.

- ❖ At the time of issue of books students must compulsorily to take it to the library.
- ❖ Books will be issued only if the student shows his/her library card.
- ❖ Students should see carefully the notices displayed on the notice board of the library.
- ❖ Students must handle the books, newspapers or periodicals with care.
- ❖ Any attempt to damage books or periodicals or any other reading material by defacing, folding or tearing off the pages will be treated as misconduct and strictly dealt with.
- ❖ Details regarding timings of the library and issue of books for home reading will be notified from time to time on the library noticeboard.
- ❖ Complete silence and strict discipline must be maintained in the library and reading rooms.
- ❖ If any reference is required, student should approach the Librarian or the person on duty.



## **CHAPTER II: CODE OF CONDUCT FOR TEACHING STAFF**

### **Discipline**

- ❖ All the teaching faculty members are required to be present ten minutes prior to the commencement of college timing.
- ❖ The teachers are required to adhere to the guidelines issued by State and the Central government.
- ❖ Teachers/professors are required to accept the election duties as and when assigned by election Officer /Collector during the election.
- ❖ All the teaching staffs are required to work in most productive manner, utilization of stipulated 40 working hours/week, with regard to the roles ,jobs and targets assuring elections the services of teachers are signed to them by UGC/College and the department of higher Education.

### **Leave Rules**

- ❖ If a Faculty Member wants to avail leave, the Faculty member should get it sanctioned in advance with required arrangements made for class/lab/invigilation. In exigency, the HOD or the next senior faculty must be informed as per lectures/practical or other assigned work.

### **Classroom Teaching**

- ❖ The faculty should be present in classroom for 40 minutes at UG and PG level.
- ❖ For effective teaching and learning outcomes, ICT (Information Communication Technology ) should be used properly.
- ❖ Students should be encouraged to ask questions about the topics that have been taught.
- ❖ Special attention should be given to slow learner, special students and Divyangjan etc.

## **CHAPTER III: CODE OF PROFESSIONAL ETHICS FOR THE TEACHERS**

### **Teachers and their Responsibilities**

Whoever takes teaching as a profession, it is assumed from a teaching professional that they should conduct himself/herself in accordance with the ideal of the profession. A teacher is always scrutinized by his/her students and society at large, therefore there should not be any deviation between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. A teacher should be calm, patient, amiable and communicative by disposition.

#### **Teachers should**

- ❖ manage their private affair according to the dignity of their profession.
- ❖ grow continuously and enhance their skill through study and research.
- ❖ give forthright opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- ❖ be active member of professional organizations and be enthusiastic to improve education and profession through them.
- ❖ execute their duties of teaching, tutorial, practical, seminar and research work with dedication and diligence, should co-operate and help in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, guiding and suggesting students as well as assisting the conduct of university and college examinations, including invigilation, supervision and evaluation; and
- ❖ Participate in extension, co-curricular and extra-curricular activities including community service.
- ❖ (ix) Refrain from inciting students against other students, colleagues or administration.



## **TEACHERS AND STUDENTS**

### **Teachers should:**

- ❖ Respect the student in their right to express their opinion
- ❖ be impartial with students regardless of their caste, religion, political, economic, social and physical characteristics and deal with them justly.
- ❖ recognize the individual differences and capabilities and work towards the attainment of their individual needs.
- ❖ boost students to improve their attainment, inspire them to develop their personality and encourage them to contribute to the community welfare
- ❖ be amiable to the students and should not be vindictive towards any students whatsoever is the reason.
- ❖ Guide the student without any rewards/remunerations.
- ❖ assist students to develop the understanding of national heritage and national goals.

## **TEACHERS AND COLLEAGUES**

### **Teachers should:**

- ❖ treat other members of the profession in a dignified way;
- ❖ communicate respectfully with each other and render assistance for professional betterment;
- ❖ desist from lodging uncorroborated allegations against colleagues to higher authority; and
- ❖ desist from allowing considerations of caste, creed, religion , race or sex in their professional endeavor

## **TEACHERS AND AUTHORITIES**

### **Teachers should:**

- ❖ (I) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest; (II) Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
- ❖ Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- ❖ Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- ❖ Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- ❖ Should adhere to the conditions of contract signed at the time of appointment.
- ❖ Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## **TEACHERS AND NON-TEACHING STAFF**

- ❖ Teachers should equally treat the non-teaching staff as colleagues and partners within every educational institution; and
- ❖ Teachers should help in the function of joint staff-councils covering

both teachers and the non-teaching staff.

## **TEACHERS AND SOCIETY**

### **Teachers should:**

- ❖ Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ❖ Work to improve education in the community and strengthen the community's moral and intellectual life.
- ❖ Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- ❖ Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- ❖ Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National integration.

## **CHAPTER IV : CODE OF CONDUCT FOR SUPPORTING STAFF**

### **Administrative Staff**

- ❖ Confidential report of the department should be kept confidential by staff members working in the Department as it is the part of personal information.
- ❖ Additional responsibilities should be taken by the staff if required as assigned by Principal.
- ❖ Service book of all teaching and non-teaching staff of the institution should be maintained by the staff.

### **Accountant**

- ❖ All the financial statements, and other financial reports should be prepared and examined by the accountant time to time.
- ❖ Accountant should prepare accounts, taxes and tax returns, and other payments as per requirements.
- ❖ Accountant should establish proper entries of accounts and tables.
- ❖ Accountant should discuss and report the financial status of the college to the Principal at regular intervals.
- ❖ Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- ❖ Accountant should provide all the necessary account statements and documents for various committees of the institute.
- ❖ Accountant should provide all necessary accounting documents for yearly account audits.
- ❖ Lab attendant should help the lab assistant to carry out the lab related responsibilities.

### **Clerk**

- ❖ The clerk must take full responsibility of records and should be truthful and trustworthy in their position all the times.

## Peon

- ❖ Peon should report the college half an hour before the college time to ensure the arrangement.
- ❖ Peon should follow all the instructions and work assign by the Head of the department and other staff members.
- ❖ Peon should not leave the office until and unless the higher authority permits.



## **CHAPTER V: CODE OF CONDUCT FOR THE HEADS OF DEPARTMENT**

- ❖ The Head of Department assign the work load for all the staff.
- ❖ The work load of the teacher should be ensured by the Head of the Department as it should not be less than prescribed by UGC.
- ❖ All the academic planning, academic audit and implementation of academic policies should be done by The Head of the Department and approved by Principal.
- ❖ The HOD should allot the teaching load to the faculty members as per their interests and choices.
- ❖ To appraise the progress of academic and administrative work The Head of the Department should arrange the meetings and praise the staff members.
- ❖ To update the knowledge of the staff members The Head of Department should encourage the staff to attend seminars /workshops/conferences.
- ❖ The Head of the Department should encourage Faculty Members to author text books, reference books and publish research papers in reputed International / Indian Journals /Conferences.
- ❖ The feedback responses from all the stakeholders should be arranged by the HOD.
- ❖ Teaching diary should be maintained by the staff and time to time it should be verified by the HOD.

## **CHAPTER VI: CODE OF CONDUCT FOR THE PRINCIPAL**

- ❖ The role of Principal is to supervise and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ❖ The Principal should plan the Budgetary provisions has to be Principal and he/she must go through the financial audited statements of the Institute.
- ❖ The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- ❖ Various college level committees should be formed by the Principal for the growth of the College.
- ❖ The Principal should encourage faculty Members to update their knowledge by attending seminars/workshops/conference.
- ❖ The Principal should encourage faculty Members to author text books and publish research papers in reputed International/Indian Journals / Magazines and Periodicals.
- ❖ The Principal should provide leadership, direction and co-ordination within the Institute.
- ❖ It is the responsibility of the principal to bring out development of academic programs of the Institute.
- ❖ The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- ❖ CDC/IQAC meetings should be organized by the Principal, periodically. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- ❖ The Principal should have a check on the quality of the education and

academic services to keep on improving continuously and turn the students into better individuals and responsible citizens of the country.

- ❖ The long-term and short-term development plans of the Institute should be inspected by the Principal.

## **CODE OF CONDUCT DURING COVID-19**

### **Online Classes**

- ❖ Students must keep their cameras on while the Online lectures are going on.
- ❖ They must login with the id provided to them by the college. They must respond to the teachers.
- ❖ Students must be dressed appropriately while attending the classes.
- ❖ The students should not bomb the classes. (Zoom/Google meet / Teach mint)
- ❖ Leaving the class in the middle of the lecture is not allowed and no attendance for the same would be granted.

**Note: After the lock down all students, staff and faculty must follow all the Government norms, wear masks and maintain social distancing.**



**IQAC CO-ORDINATOR**  
**(Dr. Jagjeet Kaur Saluja)**



**PRINCIPAL**  
**(Dr. R.N. Singh)**