

# GOVERNMENT COLLEGE, BARMER

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## Code of Conduct for Student, Teachers & Non-teaching Staff

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1. Code of Conduct for Students: .....
2. Code of Conduct for Teachers:.....
3. Code of Conduct for Non- Teaching staff: .....

### 1. Code of Conduct for Students:

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute Students are required to follow following rules:

1. Students have to enter their class at right time and to stay for the whole teaching period. Students who will fail to get 75% attendance will not be allowed to appear in annual examinations.
2. Students are expected to read notices/circulars displayed on the notice board.
3. Every admitted student must wear the identity card with photo whenever he/she is in the college campus and present it for inspection on demand.

4. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.
5. Students must help to keep the institute campus neat and clean. Writing on the walls inside and outside the campus and making the other places dirty by writing or pasting posters shall be considered as an indisciplinary act.
6. Smoking, spitting, chewing of tobacco, gutkha, betel leaf and consumption of alcohol, intoxicants and carrying weapons in the college is strictly prohibited.
7. All the students have to maintain the proper discipline and obey the instructions given by higher authority time to time. If any student is found guilty of doing any unwanted activity in the campus, he/she shall be punished with disciplinary action.
8. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
9. Vehicles are to be parked in parking area otherwise fined.
10. Damaging institute's property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of water etc., is breach of discipline, and the guilty will be duly punished.
11. Students should develop their personality by actively participating in activities related to education, culture and sports organized at college level.
12. Students should contact the coordinators of various committees in the month of July for participation in co-curricular activities.
13. During leisure hours, students are advised to use the library as maximum as possible.
14. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
15. Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
16. Money and other precious belongings must not to be kept unattended anywhere. Institution does not bear any responsibility for the loss of such items
17. Students found guilty of using unfair means in the examinations will not be re-admitted to the Institution. Actions will be initiated against

such students as per the norms and procedure prescribed by the university and state government.

18. All activities in the institution are to be organized under the guidance and supervision of the Principal and the Professor In-Charge.
19. Students are expected not to interaction behalf of the Institute with media representatives or invite media per sons on to the campus without the permission of the Institute authorities.
20. Students are not permitted to provide audio and video clippings of any activities on the campus to media without prior permission.
21. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
22. The Principal is the ultimate disciplinary and regulatory authority in the institution.

### **Punishment for Violation of Rules and Regulations:**

The Competent Authority may impose any of the following punishments on any student if found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the institute.

- Debarring from appearing in university examination.
- Expulsion from the institute.
- Withholding results.
- Withholding/withdrawing scholarship/freeship and other benefits
- Monetary fine
- Lodging of FIR with the Police.
- Anti Ragging is Criminal offence

### **Ragging Constitutes any of the following acts:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student,
2. Indulging in indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or

psychological harm or to raise fear or apprehension thereof in any fresher or any other student,

3. Asking any student to do any act which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student,
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person,
5. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
6. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## **2. Code of Conduct for Teachers:**

### **(1) Teachers and their rights:**

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

### **(2) The Code of Professional Ethics:**

#### **(a) The teachers and their responsibilities:**

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher should

- i. Adhere to a responsible pattern of conduct and demeanour expected of him/her by his/her peers and the community.
- ii. Manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- v. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- viii. Participate in extension, co-curricular and extracurricular activities including community service.

**(b) Teachers and the students:**

The teacher should

- i. Respect the right and dignity of the student in expressing his/her opinion.

- ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit.
- viii. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- ix. aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other students, colleagues or administration.

**(c) Teachers and Colleagues:**

The teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated,
- ii. Speak respectfully of other teachers and render assistance for professional betterment,
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,

- v. Be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. Strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. Believe in union and unity of the colleagues.

**(d) Teachers and authorities:**

The teachers should

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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. Not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. 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.

**(e) Teachers and nonteaching employees:**

- i. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

**(f) Teachers and guardians:**

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**(g) Teachers and Society:**

The teachers should

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. Be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- v. 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, relations or linguistic groups but actively work for National Integration.

### **3. Code of Conduct for Non- Teaching staff:**

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Govt. Of Rajasthan.
2. Every employee shall, at all times, maintain professional integrity and be fully devoted to his/her duty.
3. All Staff members should display the highest possible standards of professional behaviour.
4. Every employee shall be honest, punctual and impartial in his/her official dealings.
5. All Staff members should be punctual and discipline towards their work.
6. Every employee is a whole-time employee of the Government; and may be called upon to perform some responsibilities/duties, as may be, assigned to him/her by the competent authority extra/beyond the scheduled working hours or on holidays and Sundays.
7. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
8. Every Staff members should cooperate with students, colleagues &superiors.
9. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
- 10.All the staff members should respect for the rights and opinions of others.
- 11.Every staff members should follow all norms and job details assigned by the College Education Rajasthan from time to time with full dedication.
- 12.All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

13. An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the institution, will be subjected to an enquiry and punishment by the competent authority as per rule.