

SHRI RADHESHYAM R. MORARKA **GOVERNMENT COLLEGE JHUNJHUNU**

A HANDBOOK ON CODE OF CONDUCT

(For students, faculty members, office staff and support staff members)



For Academic Session 2022-2023

Preface:

Shri Radheshyam R. Morarka Government College Jhunjhunu has the vision and mission to create such an environment in the campus which is intellectually and culturally dynamic and values the integrity and diversity and also committed to academic excellence. Such an environment helps the students to achieve their goals, enhance their critical thinking skills, communication skills and help them in becoming a global citizen. Accomplishment of these ideas requires a commitment from faculty members, students and all the other staff members of the college to adhere to the standards of behaviour that assures a productive, healthy, safe and caring atmosphere.

To achieve the goals the code of conduct handbook has been designed by the college.

Handbook On Code of Conduct

This handbook provides code of conduct for all students, faculty members, office staff and support staff members of Shri Radheshyam R. Morarka Government College Jhunjhunu. All students, faculty members, administrative and support staff members of the college must abide by this code of conduct.

Code of conduct for students:

This Code is applicable to all kinds of conduct of students in the campus.

- This Code is applicable to all kinds of conduct of students in the campus.
- All students must uphold academic integrity and respect to the staff.
- Students must maintain decorum in the campus to maintain college's reputation.
- All students must deter from indulging in damage to college infrastructure.
- Student must possess identity card daily and should be produced on demand.
- Every student is required to maintain a minimum of 75% average attendance in the classes, failing which the student will not be able to appear in the examination.
- Students must not loiter in the college premises while the classes are going on.
- No outsider with a student is allowed to enter in the college premises.
- Students shall take responsibility for all their belongings themselves.
- For any academic problem and query, students should contact to the principal.
- Keep your mobile phone on silent mode in the classes as well as in the college premises.
- Whistling, whooping or shouting that unreasonably disturbs other students will not be tolerated.
- Smoking and chewing guthkha/ tobacco are strictly prohibited in the college premise.
- Students are not allowed to carry banned drugs.

- Possessing, Consuming, distributing, selling of alcohol / alcohol-based products in the campus is prohibited.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks is strictly banned.
- No meetings and processions without permission from the institute is allowed.
- Littering or spitting in the classrooms, hallways, playgrounds or the garden area are unacceptable. Students should cooperate in keeping the campus clean and tidy.
- Students are expected to behave respectfully towards members of the faculty, staff and all other students in all their interactions with them.
- Threatening or causing physical harm or harassment of another person in any manner is strictly prohibited.
- Students should not involve in any activities which may affect national security of our country.
- Sexual misconduct by any student will be viewed very seriously and they are punishable under law.
- Rash driving on the campus that may cause any inconvenience to others in any manner is strictly prohibited.
- Students must not engage themselves in any indecent creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the Institute.
- Misbehaviour at the time of student body elections or during any activity of the Institute will be taken very seriously.
- No videography in classrooms without permission is allowed.
- Students are expected to use the social media carefully and responsibly.
- Ragging is a legal offence and it is completely banned in campus. Any student found indulged in such activity will be taken for strict actions.

Code of conduct for teaching faculty members, office staff and support staff:

- They must maintain high standards of punctuality, honesty and professional ethics.
- They should practice civility in interactions with students, parents and other staff members.
- They should create a welcoming environment for parents/guardians.
- They should serve efficiently at all time, act in a disciplined manner and maintain absolute integrity and devotion to duty.
- No discrimination against parents, guardians, co-workers, based on race, colour, religion and gender should be made.
- They should respect to the opinions of others.
- They should develop an open Communication with students and parents.
- They should develop professionalism.

- They shall not take part or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union or to disturb public peace.
- They should provide and receive feedback regarding teaching and learning.
- They should follow the work culture of the college.
- Student's welfare should be utmost priority.
- All employees shall abide by the rules of the college and all orders and directions of his / her competent authorities issued from time to time.
- They should constructively contribute toward the development of the college. They shall extend their services for the welfare of the community & society at large.
- They should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- They should not involve himself/ herself in any act of depravity on his / her part which may cause impairment or bring discredit to the institution.
- They should constructively contribute toward the development of the college. They shall extend their services for the welfare of the community & society at large.
- Faculty should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.