

GOVERNMENT GIRLS COLLEGE, CHOMU (JAIPUR)

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

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. Students are required to follow the following rules:

1. Classes start from 9.00 a.m. and may continue up to 5.00 p.m. Students are advised to come to the Institute by 8.50 a.m. to attend the classes.
2. Every student must carry his or her Identity card inside the campus. Any violation of this will lead to disciplinary action.
3. Students must help to keep the institute campus neat and clean.
4. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead to disciplinary action.
5. Students are expected to read notices/circulars displayed on the noticeboard.
6. Spitting, smoking and throwing bits of paper on the premises should be avoided.
7. Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse etc. should lead to disciplinary & penalize action.
8. 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.

9. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
10. Any other act which may be considered by the Principal/Teacher or any other College staff to be an act of violation of discipline and conduct.
11. The teacher shall abide by The Code of Ethics/conduct laid down by College Education Rajasthan/Other Apex Bodies from time to time.
12. 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.

Following activities are strictly prohibited

- 13 Intentionally damaging or destroying Institute property or property of other students and/or faculty members
- 14 Any disruptive activity in a classroom or in an event sponsored by the Institute
- 15 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fire works, contrary to law or policy.
- 16 Unauthorized possession or use of harmful chemicals and banned drugs
- 17 Smoking on the campus of the Institute
- 18 Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- 19 Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles
- 20 Rash driving on the campus that may cause any inconvenience to others.
- 21 Students are expected not to interact on behalf of the Institute with media representatives or invite media persons onto the campus without the permission of the Institute authorities.
- 22 Students are not permitted to provide audio and video clippings of any activities on the campus to media without prior permission.

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 the Rules and Regulations of the institute.

1. **Debarring from appearing university examination.**
2. **Deduction of Internal marks.**
3. **Expulsion from the institute and or hostel.**
4. **Withholding results.**
5. **Lodging of FIR with the Police.**
6. **Ragging is a 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.**

Punishment for Violation of Rules and Regulations of Ragging:

1. **Cancellation of admission,**
2. **Withholding/withdrawing scholarship/freeship and other benefits,**

3. Lodging of FIR with the police,

Anti-Ragging Committee & Squad: Anti-Ragging Committee is established in the college. All the students are encouraged to approach them without any hesitation in case of ragging.

2. Code of Conduct for Teachers:

All the faculty members are expected to display good conduct so that the students consider their teachers as their role models. Following are the code of conduct for faculty members:

- 1. All faculty members must maintain high standards of punctuality, honesty and professional ethics.**
- 2. Every faculty member shall discharge his/her duties efficiently & effectively as per the norms laid down by the College Education Rajasthan from time to time.**
- 3. Every faculty member should report to the college at least 10 minutes before the commencement of Institute timing.**
- 4. All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.**
- 5. Guardian faculty scheme must be followed and the GFM teacher should take proper care of his group of students by guiding, motivating, counselling and monitoring their attendance and performance.**
- 6. Every faculty member should be responsible to conduct regular classes and practicals and also take extra classes whenever necessary.**
- 7. Every faculty member shall respect the right and dignity of the student in expressing his/her opinion.**
- 8. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.**
- 9. No faculty members shall act in any manner that violates the decorum or morality within the campus.**
- 10. Every faculty member should work within the Govt./Institutional policies and practices so as to satisfy the vision and mission of the institute/Govt.**
- 11. All faculty members must refrain from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.**

3. Code of Conduct for Non-Teaching Staff:

- 1. Every staff member 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. All Staff members should display the highest possible standards of professional behaviour.**
- 3. All Staff members should be punctual and disciplined towards their work.**
- 4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.**
- 5. Every Staff member should cooperate with students, colleagues &superiors.**
- 6. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.**
- 7. All the staff members should respect the rights and opinions of others.**
- 8. Every staff member should follow all norms and job details assigned by the College Education Rajasthan from time to time with full dedication.**
- 9. 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.**

Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee etc. or any other action as per the Competent Authority.
