



## ***SETH RL SAHARIA GOVERNMENT COLLEGE, KALADERA, JAIPUR***

### **CODE OF CONDUCT**

According to UGC norms – 2010 and later on in the guideline published in “Mulya Prawah - Incultation of Human Value and Professional Ethics in Higher Education Institution”, UGC focussed on the creation of human values & practices to ensure rich learning environment in the higher education institutions. Accordingly Seth RL Saharia Government PG College, Kaladera has formulated a Code of Conduct for Students, Teachers & official supporting staff, Visitors to foster a healthy environment of learning.

#### **CODE OF CONDUCT FOR STUDENTS**

1. To be punctual in classes and to stay for the entire class period because random arrivals and exits are disrespectful and distracting.
2. Every student must have an Identity card issued by the college and carry the ID on person and present it for inspection demand.
3. Ragging is banned in the institute. Anyone found guilty of ragging and /or abetting ragging is liable to be punished. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the college & a case will be filed with the local police authorities.
4. As members of the college, the students are responsible for the college properties they use and will be held liable for the damage, defacing and /or for the removal of any article owned by the college from the college premises.
5. Proper and courteous behaviour as part of mark of respect to all categories of employees without discrimination.
6. Students shall do nothing either inside or outside the college that will in anyway interfere with its orderly conduct and discipline. Insubordination and unbecoming language or misconduct of the part of the student is sufficient reason for his/her suspension or dismissal.
7. It is the responsibility of the student to read the notice boards regularly for important announcements made by the college from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
8. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited.
9. All regular students of the college are bound by the rules & regulations of the institution.
10. To contribute to making the institution, an alcohol-smoke-drugs free area.
11. To help in keeping the campus clean.

#### **CODE OF CONDUCT FOR TEACHERS / STAFF**

1. To maintain integrity and be devoted to duty and also be honest and impartial in his/her dealings with the office staff, faculty members and students.
2. To be on time for the lectures' and practical classes and other official work.
3. To contribute to making the institution, an alcohol-smoke-drugs free area.
4. Respect the organization goals and contribute to achieve them.

5. Actively contribute to all committee work in addition to teaching duties for the smooth functioning of the institution.
6. Proper and polite use of language to ensure a courteous and amiable atmosphere in the college.
7. Show due respect to all office-bearers.
8. To work in a spirit of cooperation and harmony to facilitate stability and smooth functioning of the administrative and academic machinery of the college.