



## **Policy Document**

### **Code of Conduct and professional ethics for students, teachers, administrators and other staff**

The Student Code of Conduct is a set of policies designed to promote and improve a supportive learning environment in college campus. Students enrolled in the college are expected to maintain good behavior and discipline in the college campus and also during off-campus. These are specific social norms established by the college to ensure and support safe, healthy and inclusive college campus. Failure to comply with these guidelines may result in disharmony and may result in disciplinary actions against violators.

#### **Code of Conduct for students**

- Students must always have their I-cards whenever they enter campus premises.
- The college's common areas are all constantly monitored by CCTV cameras.
- Any deterioration of college property will result in strict disciplinary action. Students are not allowed to gather close to the classrooms.
- All college activities and programs must be attended by students.
- Ignorance of any rule will not be accepted as an excuse.
- Students are advised to refer to the University's guidelines, orders and website for general information.
- All students should have minimum 75 % of attendance at the end of session.
- All senior students are warned that ragging activities are strictly prohibited in the campus.
- All students are informed that use of cellphone is not allowed in classrooms.

#### **Code of Conduct for Teaching Staff**

- First and foremost, teaching being a noble profession, it is expected to a teacher to uphold the honor and dignity of the Profession.



- Being a government servant they are advised to abide by the 'Government Rules & Policies' (Rajasthan Service Rules) and orders given by department of college education, Jaipur (Government of Rajasthan)
- They must provide quality education and inculcate values in student.
- Be impartial, friendly, help, guide, encourage and assist the students and enact as good counselors and facilitators.
- They must fulfill their duties and obligation to conduct themselves in accordance with values and ethics of this profession.
- A teacher is expected to ensure full compatibility between his/her vision and actual practice of teaching learning. This should be reflected in the pedagogy of each teacher concerned. They must also strive to encourage students to imbibe the ideals of education in accordance with the National Education Policy (NEP).
- A teacher must be devoted and honest towards his/her duty exhibiting utmost loyalty and sincerity towards the best interests of the College.
- There is essentially required to observe the scheduled working hours, must be present at the place of work performing their duties especially related to students mentoring.
- Prior permission must be sought by the teacher in case of taking any kind of leave.

### **Code of Conduct for Non-Teaching Staff**

- Must report to duty on time and remain present during college hours.
- Follow strictly the rules and regulation laid down under department of college education, Jaipur (Government of Rajasthan) and Rajasthan Service Rules.
- Exercise self-discipline, honesty and integrity.
- Take utmost care and maintain secrecy pertaining to official documents and must not divulge, alter or forge them.
- Must take prior permission before availing any kind of leave.
- Must respect and maintain hierarchy in administration.
- They must refrain from any type of unlawful activity, discrimination and bad behavior towards other staff and students because college have zero tolerance policy towards sexual harassment.



### **Code of ethics related to research and academic integrity**

- To follow the highest standard of research activity, College has always maintained academic integrity and ethical values.
- The college follows strict policy of zero tolerance to avoid plagiarism in research work.
- The college follows the high standard through Internal Quality Assurance Cell (IQAC) in research work.
- The college believes in fostering the young mind towards achieving their highest potential of excellence in research.



