

# CODE OF ETHICS

GOVERNMENT COMMERCE COLLEGE, SIKAR

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Code of Conduct for Staff and Students

## CODE OF CONDUCT FOR TEACHING FACULTY

- ❖ First and foremost, teaching being a noble profession it is expected of the teacher to uphold the honor and dignity of the Profession .
- ❖ The college teacher shall be accessible to the college for full-time and shall serve in such capacity from time to time be so directed.
- ❖ They must provide quality education.
- ❖ The Teacher shall exercise integrity, fairness, openness through their professional commitments, responsibilities and action.
- ❖ Teachers should engage in continuous learning and personal knowledge management through various platforms and activities to enhance their knowledge base, remain well versed and toil towards their career advancement.
- ❖ Teachers must practice punctuality and ensure their stay in the campus during work hours, unless they are assigned duties elsewhere.
- ❖ Be impartial, friendly, help, guide, encourage and assist the students and enact as good counselors and facilitators.
- ❖ Are essentially required to observe the scheduled working hours, must be present at the place of work performing their duties especially related to students mentoring.
- ❖ Teachers shall contribute in the smooth conduction of University and other-agency exams being organised in the institution, as per the duties assigned to them.
- ❖ Teachers shall undertake regular internal evaluation, semester end assessment as allotted by HOD /Principal.
- ❖ Teacher shall not absent himself /herself from his/ her duties without prior permission from the competent authority.
- ❖ Being a government servant they are advised to abide by the 'Government Rules & Policies'. (Rajasthan Service Rules )
- ❖ All the leaves, rules etc. are governed by the guidelines received from the government from time to time. Prior written permission is required from the Principal while availing leave.

- ❖ Teachers shall remain engaged in various academic pursuits viz., writing subject reference books, research endeavours, publishing their original research outcomes in reputed Journals etc.
- ❖ Teachers shall all-time maintain absolute integrity and show devotion to their duties.
- ❖ Teachers shall not contribute to the electronic/ print media any content regarding the institute without obtaining prior sanction from the competent authority.
- ❖ Teachers shall not be engaged in any trade or business or canvass in support of any commercial activity.
- ❖ A teacher cannot conduct /participate in private coaching classes directly or indirectly. He /she shall also not accept private tuitions.
- ❖ A teacher must be devoted and honest towards his/her duty exhibiting utmost loyalty and sincerity towards the best interests of the College.
- ❖ Teachers shall not involve themselves by writing, speech or deed or otherwise indulge in any activity, which is likely to incite and create feelings of hatred or ill-will between different communities in India.

By order

Principal

Government Commerce College, Sikar

## CODE OF CONDUCT FOR NON - TEACHING STAFF

All the non-teaching staff members employed in the college:-

- ❖ Shall discharge his/her duties efficiently, sincerely and gently as per the guidance of the Principal and rules and regulations laid by the State Government of Rajasthan (RSR).
- ❖ Must report to duty on time and remain present during college hours.
- ❖ Shall adhere strictly to the official resumption and closing time and must dress decently and appropriately.
- ❖ Shall make every effort to complete assigned work in a time bound manner.
- ❖ Must be punctual and disciplined toward his /her work.
- ❖ Take utmost care and maintain secrecy pertaining to official documents and must not divulge, alter or forge them.
- ❖ Shall maintain the confidentiality of the records and other sensitive matters.
- ❖ Shall be supportive and cooperative with other staff members, teaching staff members and with the head of Institution.
- ❖ shall create an environment for proper interaction with students.
- ❖ Exercise self-discipline, honesty and integrity.
- ❖ Shall practise mutual respect, trust and confidentiality.
- ❖ Shall take due care of the institutional assets.
- ❖ Shall promote work culture which inspires teamwork.
- ❖ Shall carry out official decisions and policies faithfully and impartially seeking to maintain the highest possible standards of performance.
- ❖ Must take prior permission before availing any leave.
- ❖ Must respect and maintain hierarchy in administration.
- ❖ Shall act in a time bound manner to redress the genuine grievances.
- ❖ Must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender /sex/age /marital status.

❖ Follow strictly the rules and regulation laid down under 'Rajasthan Service Rules'.

❖ shall not accept bribes or indulged in any corrupt practices. Violations of code of conduct by non-teaching staff are subjected to disciplinary action, show cause notice, memo and enquiry committee as per guidelines of RSR.

By order

Principal,

Government Commerce College, Sikar

## CODE OF CONDUCT FOR STUDENTS:

- ❖ Every student must carry his or her identity card while being present in the college premises.
- ❖ Students are required to check the notice board and also the website of the college for important announcements and notifications.
- ❖ Students are expected to maintain the general cleanliness within the classroom, laboratories and the college campus in general and avoid using plastic.
- ❖ As per the PDDS University Sikar rules, 75% attendance is mandatory to appear in the University examination.
- ❖ Students must take care that his/her behaviour is virtuous toward the opposite gender. Strict disciplinary action will be taken if found otherwise.
- ❖ Students should handle the college properties with care. Damage of furniture or any other material may lead to penalty or suspension from the College.
- ❖ Students should take due cognizance with regard to the conservation of Water, Energy and Environment, in the campus.
- ❖ During leisure hours students are advised to use the library as much as possible.
- ❖ Indulging, ragging, anti-institutional, anti - National, anti-social, communal, Immoral or political expressions or activities within the campus and hostel are strongly prohibited as well as punishable.
- ❖ Chewing tobacco, pan masala, gutka or any other tobacco product, smoking or consumption of any other intoxicating product is strictly prohibited.
- ❖ Without the permission of principal students are not allowed to circulate any printed material within the college campus.
- ❖ Attempted or actual theft or damage to college property or other personal and public property on or off campus will be considered as a punishable act.
- ❖ Use of cell phones is strictly prohibited during the class hours.
- ❖ Any act which obstructs Teaching, Research and Administrative activity and other proceedings of the college is strictly prohibited.

❖ Assaulting, harassing, intimidating or threatening another individual or group is strictly prohibited.

❖ Playing cards, games on mobiles, spitting and loitering are strictly prohibited inside the college and shall invite severe punishment /disciplinary action.

By order

Principal,

Government Commerce College Sikar

## POLICY DOCUMENT FOR THE GRIEVANCE REDRESSAL

### General advisories on maintaining discipline within the college premise

- Students must wear and display visibly their Identity Cards during college hours
- within the campus. In case of loss of Identity card, a duplicate can be obtained only
- with the permission of the Principal and on payment of a fine of Rs. 100/-.
- Courteous behaviour is expected from each student with the members of the staff and their fellow mates both in and out of the college premises. They must restrain themselves from disorderly or offensive behaviour at any time.
- Students must be in their classes and take their seats at the beginning of each period. They must not enter or leave the class room without permission.
- During their free-time students must make optimum use of the Library/Sports or other facilities available in the campus.
- College property, furniture, library books, etc. must be treated with due care.
- Students must keep themselves updated and respond to the activities/circulars etc. displayed on the Notice Boards and circulated in their WhatsApp groups.
- Impersonation of any document is a punishable offence.
- Students are expected to be formally and decently dressed while in the institute.
- Smoking, chewing tobacco products, consumption of alcohol or spurious liquor, playing cards, spitting and loitering are strictly prohibited inside the college and shall invite severe punishment / disciplinary action.
- Students must promote and practice environment friendly habits.

An aggrieved Student may submit its complaint to the competent authorities in campus or make use of the online portal.

### The systematic mechanism for the redressal of students' grievances in the institution:

1. The student having grievance on non-academic issues, may approach the mentors/department heads/members of the proctorial board. OR the matter may be reported to the Principal who refers it to the grievance redressal cell, constituted as follows:



1. HoD's concerned
2. Senior faculty Members
3. Woman representative
4. Student representative

The cell looks into the grievance and makes its recommendations to the Principal.

2. For redressal of the grievances regarding academic matters
  - a. Any query/grievance related to the admission procedure must be submitted in writing to the convenor (Admission Committee) OR Nodal Admissions.
  - b. Complaints regarding evaluation in term tests, seminars etc., shall be brought to the notice of the teacher concerned/ Mentors and HOD/and finally to the Principal.
  - c. For annual and semester examinations which are conducted by MDS University, Ajmer, he/she may fill a revaluation form for rechecking his/her answer books by another evaluator.
  - d. Any grievance related to Question-paper is brought to the notice of CE PDDSU University by means of an application forwarded by the Head of the Institution within 15 days of the date of the examination.
3. Grievances regarding Student Union Election are looked after by the Chief Election Officer. Due procedure in adherence to the 'Rule of Law' is followed for the redressal of complaints.
4. Rajasthan Sampark is the centralized platform where any citizen of the state can lodge his/ her grievances to the respective departments. It primarily consists of a State level Call Center with integrated web portal which will act as a single point of contact for addressing and redressing various citizen centric queries and grievances related to government services. Citizens can lodge their grievances against any government department/ office 3 through this portal and the grievance will further be sent to the respective office/ department for redressal.

## The Specific Measures in the Campus for Grievance Redressal (Non-academic) Anti-Ragging Measures

In pursuance to the Judgment of the Hon'ble Supreme Court, the UGC guidelines and the Prohibition of Ragging Act, Rajasthan the following mechanisms are established to ensure a ragging-free campus:

- Constitution of an anti-ragging committee and anti-ragging squad.
- Wide dissemination of anti-ragging policy and warning through banners, notifications, prospectus and other information booklets.
- Obtaining signed undertakings from students and parents against ragging.
- Assurance by head of institution/departments to the freshers and parents about full protection and support against any attempts of ragging by seniors.
- Introducing anti-ragging policy and warning to the seniors through holistic education classes.
- Regular interaction and counselling with the students to detect early signs of ragging and identify trouble-triggers.
- Surprise inspection at hostels, canteens, toilets etc. for preventing/quelling ragging and any uncalled for behaviour/incident.
- Installation of CCTV cameras at vital points.

### Anti-Ragging Policy

For every single incident of ragging a First Information Report (FIR) will be filed without exception by the institutional authorities with the local police authorities. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be anyone or any combination of the following:

- (i) Cancellation of admission
- (ii) Suspension from attending classes
- (iii) Withholding/withdrawing scholarship/fellowship and other benefit
- (iv) Debarring from appearing in any test/ examination or other evaluation process
- (v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

- (v) Suspension/ expulsion from the hostel
- (vi) Rustication from the institution
- (vii) Expulsion from the institution and consequent debarring from admission to any other institution.
- (viii) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie, Internal Disciplinary Committee as constituted by the Principal for the purpose.

### **Anti Sexual Harassment for Women/ Girls at work place Committee**

As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Committee has been established by the college to provide a healthy atmosphere to the students of the college.-

Anti Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girl students.

Followings are considered as Sexual Harassment:-

- Verbal or physical threats.
- Insulting, Abusive, Embarrassing or Patronizing behavior or Comments.
- Offensive gestures, Language, Rumors, Gossip or Jokes. Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility.
- Suggestive comments or Body language.
- Isolation or Exclusion from normal work or study place.
- Publishing, Circulating or Displaying pornographic, Racist, Sexually suggestive or Otherwise offensive pictures or other materials.
- Unwanted physical contact, Ranging from an invasion of space to a serious assault.
- Eve-teasing, Unsavoury remarks, Jokes causing or likely to cause awkwardness or embarrassment, Innuendos and taunts.
- Gender based insults or sexist remarks

- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like Touching or brushing against any part of the body and the like Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation.

### Complaint regarding Sexual Harassment.

Complaint regarding sexual women can be filed by the aggrieved woman either in paper form or it can be filed online [gcajmer@rediffmail.com](mailto:gcajmer@rediffmail.com). Aggrieved woman can file the complaint of sexual harassment at workplace to the Principal /Head of department /Convener of protorial board/Convener of women harassment cell within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. In case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her 7 relative or friend or her co-worker or any person who has knowledge of the incident, with the written consent of the aggrieved woman. Anti Sexual Harassment Cell assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints are maintained confidential. The committee seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do, then we can create a campus that is free of sexual harassment.

## GOVERNMENT COMMERCE COLLEGE, SIKAR

### LIBRARY RULES:-

- It is necessary for the student to carry his own identity card for entry in the library. Students not carrying the Identity Card, may be denied access to the library.
- Students may avail the facility of Reading hall at the entrance for browsing the news-papers etc.
- Entry in the library hall is permitted only after keeping personal books,bags etc. at the counter.

- Students are required to make the required entries in the register placed at the entry of the library hall.
- Do not keep valuables, money etc. at the counter. The library officials will be responsible for the goods only when the staff is present at the counter. In the absence of staff, the library will not be responsible for the goods kept by the students.
- For the use of books in the non-lending section, the student has to submit his own identity card at the library counter. The books of this section will not be issued to the students; they will be able to use them only within the library.
- The books of the lending section will be issued to the student on his own library card for 15 days.
- To get the books issued, the students will have to hand them over at the counter and receive them from the window. To deposit books, submit books at the window itself.

## GOVERNMENT COMMERCE COLLEGE SIKAR

### SPORTS POLICY

The Sports Activities of Samrat Prithviraj Chauhan Government College, Ajmer are tended to by the Principal, the Sports committee and the Director of Sports. The office for 'Sports' is situated in the Centenary Pavilion, alias Games Pavilion. Under the guidance of the College Principal, the Director of Sports conducts and oversees all sport-related activities for the college i.e Intra and Inter-College Competitions. The College is equipped with both indoor and outdoor sports training facilities. The Pavilion has indoor facilities for Table-Tennis, Carrom and Chess etc, while the College Gymnasium houses weight-training facilities, the Yoga and meditation center and an indoor Badminton court with wooden flooring. The college campus is also equipped with an open-gym, full-sized Basketball and Tennis/ Volleyball / Throwball court. The expansive 'Rajiv Gandhi Stadium' is a multi use sports ground situated in the Campus itself. The Khel-parisar II is under construction under the Ajmer Smart City Project. The institute takes adequate measures to ensure players are given access to facilities to help them hone their skills and prepare for various tournaments. The college has been a regular and successful participant in both Women and Men's Individual and Team sports at the tournaments organized by the Maharshi Dayanand Saraswati University, Ajmer and the Commissionerate of College Education, Rajasthan. Our players are selected to be a part of the University

and State teams as well. Regular sports sessions, and intensive training for various sports events are complemented by the summer-camps organized by the institution. Selection Trials are organized for finalizing the college team for various sports. A number of events are organized for the staff and students during the Annual Sports Day Event which lasts for 2-3 days. Given the number of sports activities that take place over the course of an academic year, our institution has certain operational procedures that have been implemented to ensure the smooth and fair functioning of the Department. Below are the Rules & Regulations of the Sports Department of Samrat Prithviraj Chauhan Government College, Ajmer. 1. THE CENTENARY PAVILION (GAMES PAVILION)

1.1. The Institute offers the following facilities for:

1.1.1. Indoor Sports: Playing and Training facilities in:

1.1.1.1. Badminton

1.1.1.2. Carrom

1.1.1.3. Table Tennis

1.1.1.4. Chess

1.1.1.5. Gymnasium (cardio-vascular training)

1.1.2. Non-Sport Events: When the Sports Pavilion is not being used for sports activities, it is used as a space for conducting practice during cultural and other events of the College or even as a Hall for student-counters established for Examination and Admission activities. For this, the permission of the Principal, as well as the Director of Sports, must be obtained by the concerned organizers, prior to holding the non-sport event.

1.2. Timings : 6:00 AM to 9: 00 AM and 5:00 PM to 7:00 PM. 1.3.

Instructions to avail the sports' facilities

- ◆ Students will be allowed only during their respective breaks or if they have a free lecture.
- ◆ Students must register in the log-book before using the indoor sports facilities.
- ◆ Playing or listening to loud music in the gym and during sports is strictly forbidden.
- ◆ Eatables or beverages are not allowed inside the sports' grounds.
- ◆ The College will not be responsible for mishaps or injuries, loss or theft of personal belongings. Students are responsible for their own safety.

- ◆ Regarding Issue and use of equipment(s):
- ◆ The equipment used must be handled with care
- ◆ The equipment should be kept in the allotted space after use.
- ◆ Any damage caused to the equipment or facilities will be borne by the person responsible.
- ◆ Regarding Accessibility of Sports facilities:
- ◆ The Gymnasium and Games Pavilion will be opened only by the person appointed by the Principal and/or Director of Sports.
- ◆ The same can be opened by any other person, provided that the concerned person has been given permission by the competent authorities.
- ◆ It cannot be opened by any security personnel / hostelite / non hostelite / teaching / non-teaching staff except under exceptional circumstances with the permission of the Principal and / or Director of Sports.

The Sports complex will remain closed on the following occasions:

- Absence of the concerned staff.
- Public Holidays.
- If the sports ground is booked for any Event. Accessing Games Facilities
- Sports equipments will be issued for use in the campus only
- An appropriate dress code (tee-shirt, tracks/shorts, etc.) should be maintained while using the sports' facilities.
- Accessing Gymnasium Facilities {designed for weight lifting/bodybuilding and other specific cardio-vascular training activities}

Timings to avail the Gymnasium Facilities:

- ◆ 6:00 AM to 9: 00 AM and 5:00 PM to 7:00 PM.

→ Students who need to use the Gymnasium facilities outside the above-mentioned timings, must get special written permission from the Director of Sports.

→ Students will be allowed to enter or use the Gymnasium facilities only against their personal College I-Card.

## 2. REPRESENTING COLLEGE IN TEAM SPORTS ORGANIZED BY THE UNIVERSITY

**Selection Trials Notice:** The notice regarding selection trials for each sport is on the Notice Boards and will also be circulated in the Class-. The notice states the dates, time and venue for Boys / Girls' selection trials respectively

**Process:** The selection trials will be conducted by the concerned authorities assigned and the decision will be final. The following points will be taken into consideration:

- Student's attendance at the Trials
- Skills displayed by the student
- **Final List of Selected Players Display of List of Probable Players:** In order to have a fair and clear selection process, the probable players are called for further selections/practice/training sessions after which the team is finalised. The list of probable players will be announced either at the end of the selection trials at the venue or will be displayed on the notice board.

**Display of List of Confirmed Players:** After further selection, the final list of players will be put up along with standbys (if any), on the notice board.

#### **Extenuating Circumstances**

**Absence from Selection Trials:** In case the student is not able to attend the Selection Trials due to a valid reason, he/she may be given a chance to prove their playing ability at the discretion of the authorities.

**Disqualification from the Team:** After their selection; students, who without informing the authorities or due to disciplinary reasons, miss training sessions conducted by the college, can be expelled from the team. In such cases, standbys (if any) will be taken into consideration.

3. For individuals of a particular category/event, the college authorities will decide the best way of proceeding as follows:

- First from the college point of view, then by analysing the expected result at the inter-college competition that will benefit the college with regard to scoring overall championship points or position
- Second from the individual point of view
- By considering the present form of the individual
- The number of years represented the college
- The number of years still left in the college
- The past performance and experience



#### **4. ATTENDANCE FOR PARTICIPATION AT VARIOUS LEVELS**

With prior permission from the Principal, who would be advised by the College Director of Sports, attendance is given to the students for practice/participation at various sports events.

Attendance Forms are available and it is the sole responsibility of the concerned students to fill up the form/s with correct details and submit these in time to the College Director of Sports.

Attendance can be given for lectures missed, due to:

- Team Selection Trials /Practice conducted by the College.
- Participation in tournaments at the Inter-College, District, State, and National Level.
- Selection trials/Coaching Camps for representing the University, District, State and Nationals Teams. The Sports Department is not liable for a student appearing on the College Attendance Defaulters' List

#### **5. EXTRA-CURRICULAR CREDIT (ECC) POINTS FOR SPORTS**

ECC points to students will be as per the rules and regulations of the admission policy as issued by Commissionerate of College Education during each session. Points Awarding Rules as in the Admission Policy (CCE): 6.7.1 & 6.7.2 (Annexure attached)

#### **8. MEDAL FOR OUTSTANDING SPORTSPERSONS :**

Gibson Medal and two Principal medals: for the Best Sports Person during the Session and Remarkable male & female player of the institute, respectively Criteria:

- Students who have played at the highest level of competition and his/her contribution to reaching that level.
- Several competitions participated in and the results of each competition.
- Contribution of the concerned student towards the college team and the results of those games.
- The contribution of the concerned student to the college team over the years he/she has been associated.

#### **NOTE:**

Wherever an issue has not been covered by the Sports Policies mentioned above, the Rules and Statutes of the Affiliating University (Maharshi

Dayanand Saraswati University, Ajmer) and the Commissionerate College Education, Jaipur would apply.