



**Govt. Birla College, Bhawani Mandi,  
Jhalawar**

**HAND BOOK OF HUMAN VALUE, ETHIC  
& CODE OF CONDUCT**

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## Two words for the college

The college was established in 1975 for providing higher education to the students specially who were socially and economically deprived. The college is permanently affiliated to University of Kota, Kota. The college is included under the sections of 2(f) of UGC Act 1956. It is a college of co-education. In which about 1700 students are studying as regular students. Presently Arts, Commerce and Science streams are running. There is PG in Hindi, ABST and Chemistry.

The College is known for its strict discipline and regularity in holding lectures and has been maintaining excellent academic result. It also promotes sports and cultural activities aiming overall personality development of students. The College gives importance in inculcating the soft skills in its students to enhance their employment potential. It regularly organizes competitions in sports and cultural events every year.

### 1. Human Value: -

- ❖ According to **Radhakamal Mukherjee**, “Values may be defined as socially approved desires and goals that are internalized through the process of conditioning, learning or socialization.”
- ❖ According to **Allport**, “Value is a belief upon which a man acts by preferences.”
- ❖ According to **Hill**, Values are individual beliefs to which people attach significant worth and by which they organize their life.
- ❖ Value can also be defined as a principle that promotes well-being or prevents harm. Human beings have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person’s behaviour. Thus, values are principles before us that guide and direct our behaviour.

### Features of Values: -

- ❖ Value is an emotional attitude in a sense that it motivates a person directly or indirectly to act in the most desirable way preferred by him.
- ❖ Values are at the core of personality and are a powerful force affecting behaviour.
- ❖ Values give direction and firmness to life and bring joy, satisfaction and peace to life.
- ❖ Values regulate and guide human behaviour and action in our day to daily life.
- ❖ Values involve the processes of thinking, knowing and understanding the feelings and action.
- ❖ Values are essential constituents of civilisation. Our values given an indication of our character and determine our moral and ethical choices.
- ❖ Values shape behaviour of both individuals as well as of organizations. The behaviour of individuals affects the behaviour of organization if the individual is a part of organization.

- ❖ Acquisition of values begins at birth. Primarily values are learned at home but in due course they will change according to their experiences.
- ❖ Values changes over time within the same society which are influenced by the changing needs and present situations of the society.
- ❖ Many values are relatively stable and enduring and one's behaviour can be predicted by his upheld values.

### Types of Values: -

- ❖ **Personal Values** – It is personal to an individual both in terms of their possession and their use. It is a desire and cherished by the individual irrespective of his social relationship. These values make a person good for himself. Examples being ambition, cleanliness, discipline etc.
- ❖ **Family Values** – Family as a social institution is based on certain universally defined value system which are nurtured and cultivated within a family system. Mainly, these values comes from the lead of the family mostly father who transfer these values to their children, who further impart these values to future generation.
- ❖ **Social Values** – It refers to certain behaviours and beliefs that are shared within specific cultures and social groups. These values are good for the society and form the basis of the relationship of an individual with other people in society. Examples being courtesy, charity, civic duty etc.
- ❖ **Moral Values** – These values constitute **attitude and behaviour** that a society consider essential for co-existence, order and general well-being. It enables an individual in making a distinction between right and wrong and good and bad etc. Example being fairness, justice, human dignity etc.
- ❖ **Ethical Values** – Ethical values are a set of moral principles that apply to a specific group of people, professional field or form of human conduct. These values presuppose moral courage and the power to act according to one's moral convictions even at the risk of financial, emotional or social security. These relate to our personal behaviour with our fellow beings. All moral values are also covered under ethical values.
- ❖ **Spiritual Values** – it refers to the process of reflecting on non-material dimensions of life and acquiring insights into personal experiences. They affect the individual in his relations with himself and concerned with the realisation of the 'Self' and being one with 'Divinity'. Examples being truth, beauty, goodness etc.
- ❖ **Cultural Values** – Cultural values are the standards of what is acceptable or unacceptable, important or unimportant, right or wrong in a society. It gives importance to preserve cultural practices, ceremonies, traditions etc. which might be threatened by the materialistic culture of modern times. Examples being hospitality, social order, tolerance etc.
- ❖ **Trans-cultural values** – Values that are similar in practice among different cultures throughout the whole world. These can be categorized as universal values since these values are followed across the cultures.
- ❖ **Intrinsic Values** – They are the ends in themselves, not the means for achieving some other end. In the hierarchy of human values, these values stand at the highest place and

are superior to all other values of life. Examples being goodness, beauty, happiness, bliss etc.

- ❖ **Instrumental Values** – These are such values that are useful in deriving some other benefit through them such as economic gain or an increase in status. A subject is said to have instrumental value when it is pursued, not for its own sake but for some ends beyond itself. Example being education for success in life, political power to do public service etc.
- ❖ **Aesthetic Values** – It seeks to emulate the beauty of the Divine through the arts. Things and activities which gives joys of beauty are aesthetic values. Example being beauty, taste, architecture etc.
- ❖ **Democratic Values** – These values are characterized by the respect for individuality, equal treatment to all, ensuring equal social, political and religious rights to all, impartiality and social justice and respect for the democratic institutions.
- ❖ **Dis-Value** – Values which demoralize and undermine the human growth and development can be termed as dis-value. This includes jealousy, envy, revenge etc.

### **Education Values: -**

- ❖ Education without values, as useful as it is, seems rather to make man a cleverer devil. – **C.S. Lewis**.
- ❖ When educating the minds our youth, we must not forget to educate their hearts. – **Dalai Lama**.
- ❖ What we call knowledge is only belief that has gained acceptance, there is no value-free knowledge. – **Berciter**.
- ❖ If you want your children to be people of character, you need to be working on your own character on a regular basis. – **Gauld and Gauld**.

### **Superka, Ahrens and Hedstrom outlined five basic approaches to teaching values:-**

- **Inculcation** – Having students incorporate the standards and norms of his referent group or society primarily through modelling, rewards, and sanctions.
- **Moral Development** – Having students move through the stages of moral reasoning based on higher sets of values, using primarily discussions of moral dilemmas.
- **Analysis** – Helping students use a rational, scientific investigation to decide issues of values and ethics, often using case studies.
- **Values Clarification** – Helping students identify their own and others' values, often with role playing, games or simulations as well as discussions and self-analysis.
- **Action Learning** – Using values clarification and other approaches, providing students with opportunities to put values into practice with social action.

Values are to be learned through practices to form the foundation of strong human culture. Hence, the administrators and teachers in HEIs need to bear in mind that their peers and learners learn values from their conduct and behaviour. Institutions having better human values flourish and get recognition. The core values followed by Govt. Birla College, Bhawani Mandi, Jhalawar are mentioned below: -

- Quality Education.
- Striving for Excellence.
- Strong Professional Ethics.
- Student Centric Academic Environment.
- Social Well-being and Development.
- Respect for All.

## **2. Professional ethic: -**

- ❖ Professional ethics are principles that govern the behaviour of a person or group in a business environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment.
- ❖ Unlike values, professional ethics are often codified as a set of rules, which a particular group of people use.

### **Ethical principles: -**

- ❖ Ethical principles underpin all professional codes of conduct. Ethical principles may differ depending on the profession; for example, professional ethics that relate to medical practitioners will differ from those that relate to lawyers or real estate agents.
- ❖ However, there are some universal ethical principles that apply across all professions, including:
  - ❖ honesty
  - ❖ trustworthiness
  - ❖ loyalty
  - ❖ respect for others
  - ❖ adherence to the law
  - ❖ doing good and avoiding harm to others
  - ❖ accountability.

## **3. CODE OF PROFESSIONAL ETHICS (Source: UGC): -**

### **I.TEACHERS AND THEIR RESPONSIBILITIES: -**

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own

ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should: -**

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

**II. TEACHERS AND THE STUDENTS: -**

**Teachers should: -**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

5. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES: -**

#### **Teachers should: -**

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

### **IV. TEACHERS AND AUTHORITIES: -**

#### **Teachers should: -**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;



3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. TEACHING AND NON-TEACHING STAFF: -**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI. TEACHERS AND GUARDIANS: -**

**Teachers should: -**

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. TEACHERS AND SOCIETY: -**

**Teachers should: -**

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

#### **4. Code of Conduct: -**

A code of conduct is the foundational document for any ethics and compliance program. It communicates expected behaviours for faculty and staff, and points to additional resources when situations are complex, difficult, or sensitive. The College has designed Code of Conduct to provide fair procedures relevant to all the students, teachers, governing body, administration including principal/ Officials and support staff of the college.

##### **4.1. Code of conduct for Principal: -**

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Comply with laws, rules, and regulations of the government and university applicable to the college.
4. Keep the co-ordination in all college works.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government, / U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non-teaching staff of the college.
9. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.

10. To generate and maintain required alertness among all the stakeholders of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition, and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)

11. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

12. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

13. Maintain Assessment Reports of the teaching and non-teaching staff of the college.

14. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.

15. Assessing the academic syllabus/ course of the students.

16. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.

17. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.

18. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.

19. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.

20. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.

#### **4.2. Code of conduct for Teachers: -**

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Government from time to time.

2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The teacher should be sincere, dedicated and academically focused.
5. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
6. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
7. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
8. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
9. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
10. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
11. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
12. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.

13. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.

14. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.

15. The teacher should maintain the positive relationship with all colleagues & students of the college.

16. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.

17. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

18. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.

19. No teacher shall leave the college campus during in college duty hours after attending/joining the duty.

20. No teacher shall leave headquarter without permission of the Principal.

21. Teachers shall make use of all ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful.

22. A teacher shall not conduct /participate in private Coaching classes directly or indirectly. He /she shall also not accept private tuitions.

23. Mobile phones are strictly not permissible in the Classrooms and Labs.

24. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.

#### **4.3. Code of conduct for non-teaching staff: -**

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.

2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as an Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behaviour

inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.

17. Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

18. Avoid conflicts between their professional work and personal interest.

19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.

21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.

22. Should adopt a humane approach in dealing with students who are physically challenged.

23. Be punctual & careful in availing professional opportunities for career development.

24. Every employee should respect the functional superiority of those set in authority over him/her by the Principal.

25. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

#### **4.4. Code of conduct for administrative staff: -**

1. The administrator should provide the effective academic and administrative leadership to the institution.

2. The principle of decentralization and participative management should be followed in the institutional practices.

3. The administrators should look after the effective implementation of e-governance in the different areas of administration.

4. The administrator should give proper representation considering social inclusiveness.

5. The college administrators shall fulfil their lawful duties and obligations to the government and institution with integrity and loyalty.
6. The administrator should ensure welfare of staff and students.
7. The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
8. The college administrators should respect the rights of the colleagues and the students while performing his duties.
9. The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
10. The college administrators should perform his duties in non-discriminatory manner.
11. The college administrators should maintain financial transparency and delivery.
12. The college administrators should make the utmost efforts to develop the institution in versatile manner.
13. The college administrators shall take responsible action to maintain educational ambience.
14. The college administrators should keep the interest of institute above the personal

#### **4.5. Code of conduct for students: -**

1. Classes start from 9.00 a.m. and may continue up to 5.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the class timing without the prior permission of HOD/class teacher.
3. As per University of Kota, Kota rules 75% attendance is mandatory to appear in semester and examination.
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal.
5. Students should greet the lecturers when they see them.



6. Students remain punctual, disciplined and regular in attending class lectures and tutorials.
7. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
8. Students act as role models for junior students by attaining the highest level of values and morality.
9. Students maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
10. Every student help to keep college premises/campus/Class Room & desk-chairs clean and neat, everyone must use dust bin for garbage.
11. During class hours, students should not roam around in the college premises or make noise. Silence should be maintained in classrooms, library, laboratories and corridors.
12. Though there is no dress code, all students are expected to observe decorum with regard to clothing and behaviour.
13. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
14. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
15. For any kind of misbehaviour with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
16. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
17. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
18. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.

19. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.

20. Each student should park his/her vehicle at the parking of the college.

21. No function/program/ birth day in the college campus / class room without prior permission of the principal.

22. Consuming Alcohol, Guthkha And Smoking is strictly prohibited in the premises and out of the college.

23. No student spite in college premises/campus or in class room.

24. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.

25. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator.

**Are you being ragged...?????**

**Immediately call**

**UGC**

**Anti-Ragging Helpline at 1800-180-5522**

**(24 x 7 toll free) or**

**Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in).**

**Visit UGC Website [www.ugc.ac.in](http://www.ugc.ac.in)&&**

**[www.antiragging.in](http://www.antiragging.in) to see anti-ragging regulations.**

**26. In the Covid-19 pandemic, it is necessary for all students to wear masks and do sanitization.**

**“No Mask No Entry”**

**4.6. Code of conduct for college library: -**

1. Every staff / student of the college is eligible for membership of the Library.

2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 11.00 am to 4.00 pm on working days.
5. Misbehaviour in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, Library Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not.
11. The borrowed book should be returned on or before due date, if not, overdue charge of Rs.1 per day for students will be collected.
12. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books.
13. A student who has lost library token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-.
14. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.

**"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life." - Sidney Sheldon**