



Government Commerce College, Kota

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 University Of Kota rules, 75% attendance is mandatory to appear in the University examination.
- ❖ Students must take care that his/her behavior 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 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 of and /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.
- ❖ All students are required to be vaccinated against covid-19 and also required to wear a face mask / covering, inside the campus.
- ❖ 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,

Govt. Commerce College, Kota



Government Commerce College, Kota

CODE OF CONDUCT FOR TEACHING FACULTY

- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ Teachers shall not involve themselves by writing, speech or deed or otherwise indulge in any activity, which is likely to insight and create feelings of hatred or ill-will between different communities in India.

By order

Principal,

Govt. Commerce College, Kota



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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).
- ❖ Should adhere strictly to the official resumption and closing time and must dress decently and appropriately .
- ❖ Make every effort to complete assigned work in a time bound manner .
- ❖ Must be punctual and disciplined toward his /her work.
- ❖ Maintain the confidentiality of the records and other sensitive matters.
- ❖ 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.
- ❖ Practise mutual respect, trust and confidentiality .
- ❖ Care for the institute properly.
- ❖ Promote work culture which inspires teamwork.
- ❖ Carry out official decisions and policies faithfully and impartially seeking to maintain the highest possible standards of performance.
- ❖ Act timely 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.
- ❖ Not accept bribes or indulged in any corrupt practises.

Violations of code of conduct by non teaching staff are subjected to disciplinary action, show cause notice, memo, enquiry committee as per guidelines of RSR.

By order

Principal,
Govt. Commerce College, Kota