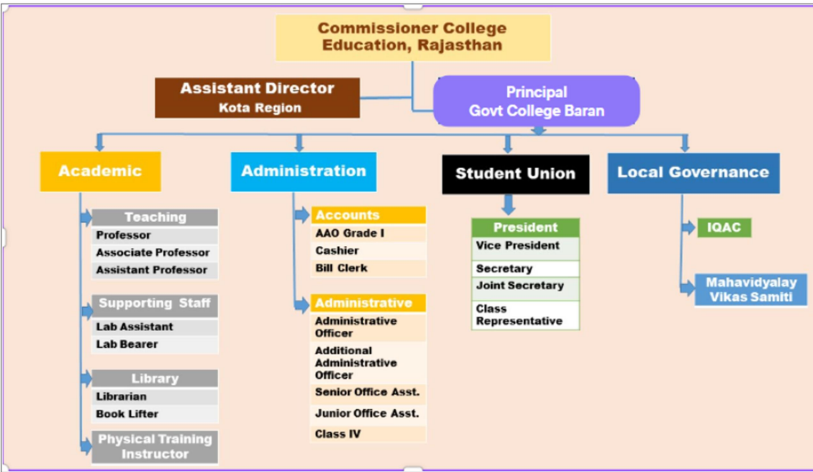


Organisation Structure



## **CODE OF CONDUCT – STAFF**

- It is expected of the staff to uphold the honour and dignity of the Profession and of Institution.
- Exercise self-discipline, honesty and integrity.
- Staff must provide quality services to Students.
- Be impartial, friendly, help, guide, encourage and assist the students.
- Be good counsellors and facilitators to Students.
- Everyone must essentially require to observe the scheduled working hours and must perform their duties especially related to students mentoring.
- Prior permission is to be sought in case of taking leave.
- Must report to duty on time and remain present during college hours.
- Follow strictly the rules and regulation laid down under 'Rajasthan Service Rules'.
- Take utmost care and maintain secrecy pertaining to official documents and must not divulge, alter or forge them.



## **Government College, Baran**

### **Code of Conduct for Students**

*Co-operation of the students is always required in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and in upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest to ensure enforcement of the rules regarding discipline.*

*To maintain the discipline and academic environment in the college, the student should follow certain rules and code of conduct:*

#### **[A] CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES (BEHAVIOURAL DISCIPLINE)**

- *Students must be punctual and regular in attending classes, tutorials, class tests examinations. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.*
- *Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.*
- *Students are expected to come to College dressed suitably maintaining decency.*
- *Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.*
- *Impersonation during roll call is a punishable offence.*
- *Use of Mobile Phone during class hours is prohibited and is liable for punishment.*
- *Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will be dealt with severely.*

- *Students should carefully follow the Notices put up on the Notice Board and visit college website for circulars and updates. No excuse will be considered if Notices on the Board are ignored.*
- *Students should maintain a strict order among themselves in case teacher is not present in the classroom and should not disturb the adjoining classes.*
- *Students shall not, by their act or conduct, cause damage to the reputation of the institution. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College.*
- *Students are not allowed to collect or stand about the verandas or corridors of the College during class hours.*
- *Students are forbidden from inviting friends from other institutions and outsiders to the College.*
- *No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.*
- *Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.*
- *Students must refrain from mishandling and tampering with library books or college computer systems.*
- *A student shall not commit or cause breach of peace inside and around the College campus.*
- *Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.*
- *Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.*

## **[B] ACADEMIC INTEGRITY**

*The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Every student should be responsible to ensure the highest quality of the academic integrity.*

➤ ***The principles of academic integrity require that a student should:***

- *Properly acknowledge and cite use of ideas, results, and material onwards of others.*
- *Properly acknowledge all contributions to a given piece of work.*
- *All assignments should be submitted in original.*
- *Perform academic activities without the aid of impermissible materials or collaboration and by obtaining all data or results through ethical means.*

***Violation of academic integrity includes but not limited to:***

**(a) *Plagiarism:*** *Plagiarism is the unethical use of data, idea, materials, figures or codes as one's own without properly acknowledging the original source.*

***Plagiarism includes:***

- (i) *Reproducing fully or partially, verbatim or paraphrased, texts/ sentences from a report, book, thesis, publication of others without proper citation.*
- (ii) *Reproducing one's, previously published data, figure, material, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programme or those published by other persons without citing the original source into one's class reports, presentations, manuscripts, research paper or thesis.*
- (iii) *Submitting a purchased or downloaded term paper or other material to satisfy a course requirement.*

**(b) *Cheating:*** *Cheating includes but not limited to*

- (i) *Copying or facilitating copying during examinations and copying of homework assignments term papers, these or manuscript or making proxy in examination or writing assignment for someone else.*
- (ii) *Using unfair means or collaborating unethically during examination or in assignment.*
- (iii) *Fabricating or falsifying data and reporting them in thesis and publication.*
- (iv) *Creating sources or citation that does not exist.*
- (v) *Altering previously submitted work for new submission.*
- (vi) *Signing with another student's name on exam paper, assignment, thesis, attendance sheet or manuscript.*

**(c) Conflict of Interest:** *Clash of personal interest with professional activity can lead to potential clash of interest in diverse activities such as teaching, research, publication, working on committees, research, funding and consultancy. It is necessary to protect professional objectivity and transparency to avoid class of interest not only in financial matter but also in the professional activity related to academia.*

### **[C] ANTI-RAGGING**

*The Institution maintains ragging-free environment. Students are motivated to fill online affidavit/undertaking regarding the same.*

*Anti-ragging and discipline committee is functional and takes care throughout the year.*

## **CODE OF CONDUCT – VISITORS**

- Once someone is in the campus, he/she should be polite, respectful and well mannered.
- Once entered the premises, one should not pose any harm to any physical property of the institution including Building, Plantation and equipments.
- Anti-social activities would be liable to report to nearest Police Station.
- Consumption of tobacco in any form, drug etc. is completely prohibited.
- The campus must be kept clean. One should refrain from scribing on walls or to litter anywhere in the campus but in the dustbins.