

Govt. Autonomous P.G.College, Chhindwara

CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Govt. Autonmous P.G.College, chhindwara
- The student should follow the academic calendar as per the instructions of Head of the Department/Principal/ Higher Education and affiliating University.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, garden, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler ie cars in the campus of the institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, anti religioncommunal, immoral or political expressions and activities within the Campus and hostels.
- (a)Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- (b)All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students' and with the written consent of the management
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.

- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
- All types of drugs abuse, smoking, chewing tobacco is strictly prohibited in the college premises
- Carrying and use of any type of weapon and sharp objects is strictly prohibited in the college premises

1.2 I-CARD

Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.

The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.

At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.

If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

1.3 HUMAN VALUES

Be scrupulously honest in all academic activities and with all the stakeholders of the institute.

Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.

1.4 DRESS CODE

We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.

Students are expected to wear prescribed college uniform regularly, even during examination.

1.5 MOBILE PHONE

The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.

Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.6 RAGGING

Action to be taken against students indulging and abetting in ragging as per the directions of hon'ble supreme court of india and section 13, ordinance 07 of MP University Act 1973.

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarred from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students is involved in the act of ragging.

1.7 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student must report about the sickness to the Institute.

- The students will not be allowed to remain absent for any mid-semester, CCE, Half yearly and Practical examination conducted by the Institute
- The student will be entirely responsible for absence in examination. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practicals and Term – work such as Internship, Assignments and Projects in stipulated time period.

1.8 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.
- Collection of money by student for any cause without permission of HOD/Principal is not allowed.

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

All the staff Members should follow the rules and regulations of the Govt. Autonomous
P.G.College, Chhindwara.
Staff will be allowed to present in college as per the Prinicipal order

All staff shall devote their time and their best efforts for the progress of the Institute.

Staff should contribute to the vision, mission and goals of Institute through engagement
of working hours.

Staff must report their duties in time.

Staff must be punctual, sincere and regular in their approach.

Staff must attend all functions of the college as per the instructions of Principal and Head
of the respective departments.

Staff must refrain from any form of harassment or unlawful discrimination based on
existing legislative requirements relating to:

Gender/sexuality/age/marital status

Pregnancy or likelihood of pregnancy

Physical features, disability or impairment(physical disability or medicalstatus)

Staff should work in cooperation and collaborative manner with others through academic and
administrative activities to achieve Institutional goals.

Every staff should maintain the confidentiality regarding the College's affairs and the affairs of
its constituents and should not to divulge, directly or indirectly, any information of confidential
nature either to a member of the public or of the College's staff, unless compelled to do so by a
judicial or other authority or unless instructed to do so by a superior officer in the discharge of
his/her duties.

Absence / leave without prior permission / Information will be treated as LWP. Staff must
submit leave application whenever it is required.

The Faculty Member should show no partiality to any segment / individual student.

All Faculty Members must sign on attendance register daily and put thumb impression in bio metric machine.

All staff of the Institute is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.

2.2LEAVE

Regular Staff shall get casual leave, medical leave, earned leave, study leave and vacations as per Rules of M.P. Higher Education.

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CODE OF CONDUCT FOR TEACHING STAFF

3.1 DISCIPLINE

- The Faculty Member should report to the college at least 15 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

3.2 LEAVE

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / laboratory / invigilation duty. In case of emergency, the HOD or the next senior faculty / Principal must be informed with appropriate alternate arrangements suggested. Absence in their duties without information may be treated as Leave WithoutPay.

3.3 CONTINUOUS ASSESSMENT

- Once the subject is allotted and time table is prepared the teacher should prepare lecture wise lesson plan / notes.
- The daily diary and student attendance register should be maintained as per the prescribed format.
- The teacher should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Teaching Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The teacher should get the feedback from students and act / adjust the teaching appropriately.

- The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- The teaching faculty is fully responsible for regular conduction of theory and practical classes as per the time table, online submission of marks in the portal of University in time.

3.3.1 CLASSROOM TEACHING

- The staff should engage the full 45 minutes lecture and should not leave the class early and should not use mobile phone during classes.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- maintaining records to manage, monitor, assess and improve student learning
- using research and student achievement data to inform professional practice
- engaging in reflective practice and developing their professional knowledge and
 - teaching skills
- supporting the personal and professional development of others
- providing constructive feedback to colleagues that is considered positively and
 - become helpful for further growth and development
- assisting in developing and mentoring less experienced staff members
- accepting responsibility for their own professional learning and development

3.3.2 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.

- The teaching and nonteaching staff should be present in the laboratory during experiment.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

3.3.3 TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- CCE, Quarterly & Half Yearly and practical examination must be conducted as per the academic calendar.

3.3.4 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

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CODE OF CONDUCT FOR NON TEACHING STAFF

4.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- All the administrative and other staff will come to the college as per scheduled time prescribed by the Principal
- Staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, cash book, financial statements, and other financial reports in hard copy as well as in software.
- Accountant should prepare salary and other payments, accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements, EPF deduction and deposition to EPFO.
- Accountant should maintain stock register and inventory records.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

4.3 STUDENT SECTION

Student section should:-

- Ensure the eligibility of the students at the time of admission and prepare related documents for enrollment and exam forms to submit them to University within prescribed time limit.
- Ensure the student document verification by affiliating University within time limit
- Ensure timely submission of examination forms and online submission of CCE, quarterly, half yearly and Practical marks to University
- Ensure caste certificate/caste validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

4.4 LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.
- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

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CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
- As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
- Meets or exceeds Institute standards and any weaknesses
- Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.

- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.