

GOVT RBR NES PG COLLEGE ,JASHPUR
B NAAC
INSTITUTIONAL
CODE OF CONDUCT

(For Principal, Teaching Staff, Non-Teaching Staff and Students)

ISSUED BY

Internal Quality Assurance Cell (IQAC)






Code of conduct for principal

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.




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Code of Conduct for Teacher and non-teaching staff

1. Every teacher and staff employed by the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. It shall be the duty of a teacher or other person employed in a college to do any work in connection with an examination conducted by the University or any college, which he is required to do by the Vice-Chancellor or the Registrar of the University/ by the Principal of the College, as the case may be.
3. No teacher or other person employed in a college shall absent himself/herself from his/her duties without prior permission, in case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
4. No teacher or other person employed in a college shall engage directly or indirectly in any trade or business.
5. A teacher or other person employed in a college, when involved in criminal proceedings, shall inform the committee of such proceedings.
6. No teacher or other person employed in a college shall engage themselves in any political activity. He/she shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
7. No teacher or other person employed in a college shall contest or participate in or canvas for any election.
8. No teacher or other person employed in a college shall bring or attempt to bring any political or other influence on his superior authority in respect of his/her individual service interests.
9. No teacher or other person employed in a college shall engage himself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.
10. No teacher or other person employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the government.




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Code of Conduct and Professional Ethics for Teaching Staff

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.
2. Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. No teacher shall leave his head quarter except with the previous permission of proper authority even during leave or vacation.
4. Whenever leaving station, a teacher shall inform the Principal the address where he would be available during the period of his/her absence from station.
5. Every teacher shall devote themselves diligently to their work and utilize their time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
6. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His/her academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practical and assessment/examination/valuation work assigned to him by the College.
7. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
8. Every teacher shall help the College/University authorities in enforcing and maintaining discipline among students.
9. No teacher shall incite students against other students, teacher or College/University authorities. This does not interfere with the right of a teacher to express his/her opinion on principles in seminars or other places where students are present.
10. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical, project Etc.




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11. No teacher shall resort to unauthorized use of College/University resources or facilities for personal, commercial, political or other purpose not related to the College/University.
12. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College/university with the intention of interfering with the performance of his duties.
13. No teacher shall take active part in politics, so as to cause interference in the discharge of his duties nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
14. No teacher shall except in accordance with any general or special orders of the College/University or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.
15. No teacher shall be a signatory to any Joint representation addressed to the authorized for redressed of any grievance or any other matter, Office-Bearers shall not issue any press statement pertaining to college matters without the prior permission of the principal.
16. The Students' Development Council Office-Bearers shall not involve themselves in any kind offund-raising campaigns except with the specific approval of the principal,

Rules Regarding Attendance and Leave of Absence

1. It shall be the duty of every student to attend classes regularly and punctually.
2. No student shall absent himself herself from any class without proper application for leave. Application for leave must be made beforehand in the prescribed form. If absence is necessitated by unforeseen circumstances, an application for leave must be submitted not later than the first day of his/her return to the college. Leave applied for in time will ordinarily be granted when proper reasons are given. In case of sickness exceeding five days, the HOD/Principal may demand Medical Certificate in support thereof.
3. Leave applications should be countersigned by parent or guardian.
4. Leave applications should be submitted by students to their respective HODs.
5. A student must attend at least 75% of the working days to earn his/her term certificate.
6. A student's attendance, his/her academic progress and conduct as assessed by the staff and the principal will be the only consideration for promotion to the next academic year or selection for the University Examinations. The principal may at his discretion require a student who does not show adequate progression studies or who is irregular in attendance to withdraw from the college.
7. Students, who represent the college at debates/seminars/cultural meets/sports/games and other extra-curricular activities like NCC, NSS, YRC, and Rotaract, will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge




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General Code of Conduct for Students

Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to preserve the goodwill and reputation of the college.

1. Girls of the college should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
2. Students are expected to be punctual to classes. Late comers will be admitted only in exceptional cases and with the permission of the HODs.
3. Loitering on verandas, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, hostel blocks, playgrounds and other such places inside the college campus.
4. While moving from one class to another, strict silence must be observed.
5. Whenever students are free, they are expected to go to the library. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground.
6. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
7. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
8. Students shall not involve in any form of ragging inside or outside the College campus.
9. The college does not take donations/capitation fees for admissions. All instances of demand for donations must be reported to the principal.
10. Students should remit course fees in time. Names will be struck off the rolls and TC will be given to students who do not remit the fees even after the last date of payment of fees with fine.
11. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.
12. Students should not make any payments to anybody without the knowledge and consent of the principal.
13. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the principal.




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14. No student shall enter the College Office except on business and at the stipulated time.
15. Students are expected to hand over to the College Office any property found in any place inside the campus.
16. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.
17. Every student should possess identity Card with her photo affixed on it duly attested by the principal. Students are expected to wear their rope identity cards inside and outside the class. Identity Card shall be shown on demand while transacting business in the bank, college office, library, and while applying for railway/bus concession, and while participating in inter-collegiate events. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gates.
18. A grievance redressal mechanism exists in the college. Girls are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.




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Disciplinary Rules Governing Students

1. Students are strictly forbidden from participating in political agitations of all kinds.
2. If a student attends any political meeting or engages in political agitation and conducts herself in a way that is detrimental to the corporate life or functioning of the College, severe action will be taken. The principal is empowered to expel or suspend the student or refuse issuing all or some of the certificates due to her. Her case may also be reported to the University for punishment under the University regulations.
3. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the College precincts.
4. Organized absence from classes and soliciting absence from other students are serious breaches of discipline which may lead to expulsion of the student.
5. Students are not allowed to address any authority outside the College without the permission of the principal.
6. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal forgetting the grievances redressed.
7. Without the knowledge of the principal, students should not post any of the deemed problems on the social media, such as Facebook, nor to the press.
8. NCC is an organization that stands for discipline. Cadets are warned against involving in any act of indiscipline that may bring disrepute to NCC or the institution. The principal has the right to expel such cadets from the NCC, and if need be, from the institution.
9. Ragging in any form is a serious offence and those found indulging in it will be summarily expelled from the College as per the directions of the Government. Do not rag and get ragged.

All instances of ragging, including eve-teasing, whether inside or outside the campus, must be brought to the notice of the principal, either in writing or oral. Complaint boxes have been arranged outside the principal's Chamber.




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