

# GOVERNMENT EKLAVYA COLLEGE

DONDI LOHARA, BALOD (C.G.)



## A Handbook of Code of Conduct

HEAD OF THE INSTITUTE / PRINCIPAL, TEACHERS, NON-TEACHING/SUPPORT STAFFS, STUDENTS

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## Code of Conduct for the Head of Institute/ Principal

The head of institute/principal of a college has many roles to play and to be ready for multilateral responsibilities of an administrator, custodian, supervisor, mediator, defender, motivator. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as declared by the University Grants Commission (UGC) in coalition with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of rules and regulations prescribed by the **Government of Chhattisgarh** as in the Chhattisgarh Government Service Rules. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by **Government Eklavya College Dondilohara**, are as follows:

1. To maintain and keep the spirit of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there is no scope of discriminatory and unequal practice at any level within the working area of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the campus of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that there are no chances of incidents of sexual harassment. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 now UGC regulation 2015 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence and healthy practices among all staff.
8. To maintain and promote academic activities in the College in all possible direction and thus encourage exploration of newer areas for further academic pursuit in launch of courses.
9. To create an environment conduciveness for research oriented academic discussions and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold & keep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-tranquility required for academics.
11. To promote and maintain the practices of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism expression to essence-of-life.

12. To promote and maintain harmonious relationships of the college with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institute.
13. To strive for maintaining enthusiasm of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars, and participate in conference/symposium/workshop/seminars.

## **Code of conduct for Teachers/Faculties**

As the employees of Chhattisgarh Higher Education Department, the teachers at this College must follow the code of conduct laid down in Chhattisgarh Government Service Rules/Chhattisgarh civil service Act. they are also subjected to the guidelines provided by UGC for college teachers. As per UGC guidelines 30th june2010 those who take teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scanner of students and the society. Therefore, every teacher should see that there is no mismatch between teachings and practice. The national ideals of higher education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity, and respect; expressing the aspects relevant to the teacher, who is entrusted with social responsibility, calm, patient and communicative by temperament and cordial in displaying personality. A definitive code for the Institute includes the following:

1. Professional Values: The priority of teachers is to take concern and committed to the interests of the students and to impart teaching. This attitude should be directed towards the specific needs of each student. They should be dedicated and if necessary, should help the students even out of classrooms.
2. Teacher should allow students to express their viewpoint although it may differ from the convention.
3. Teacher should develop an educational environment. Equal treatment should be given to all students irrespective of caste, creed, religion, gender or socio-economic status. They should be impartial to every student.
4. His/her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
5. The teacher should instill a scientific and democratic outlook among his students, making them community oriented, patriotic, and broad minded. This is a part of his social responsibility. (vi) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.
6. Professional Development and Practices: It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
7. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject.

8. He should involve himself in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
9. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
10. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programs. This will generate a holistic development and a congenial relationship with the students.
11. Professional Integrity
12. Teachers must maintain ethical behavior in professional practice by accurately representing certifications, licenses, and other qualifications.
13. Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
14. There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
15. The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
16. Professional Collaboration
17. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
18. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
19. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
20. Teachers should refrain from responding to unnecessary political motivations as this ruin the sanctity and smooth progress of an educational institution.
21. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College
22. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
23. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

### **Code of Conduct for Support Staff**

The employees of the Government of Chhattisgarh, as the support staff of this College should follow the code of conduct as given by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

#### **Professional Conduct**

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties that has been assigned sincerely and carefully and show accountability.
3. No support staff should be under the influence of drugs or alcohol during office hours.
4. They should avail leaves with prior intimation. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
5. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall be engaged in any trade or business within college premises.
6. They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
7. They should not engage in remarks or behavior that might be considered disrespectful to their nonteaching colleagues, teaching staff or students.
8. Workplace Conduct: They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
9. They should also be responsible for the proper use and maintenance of college equipments and furniture and infrastructure.
10. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. They must respect the confidentiality of such matters.
11. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
12. The support staff should show no discrimination on basis of gender, caste, or religion.
13. Professional Relationship Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories.
14. It is expected that they behave in a helpful, friendly, and patient manner towards the students.
15. The support staff should give due respect to the decisions made by the college authorities.

## **Code of Conduct for Students**

Conduct the codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

1. The student shall be regular in the classes and must complete their studies in the college. If the student is to discontinue studies for any reason, they have to be relieved from the institute with the written consent of the College Authority.

2. In case of relieving the student, he/she shall have to clear all pending dues and if the student has joined the Institute on a scholarship, the said grant shall be revoked.
3. The college ensures in promoting a safe and efficient climate by enforcing behavioral standards. All students must maintain academic integrity, be respectful to all persons, to the college property and to the safety of others. All students must prevent from indulging in all forms of misconduct including participating in any activity off-campus which may affect the Institute's interests and reputation substantially.
4. All the girl students and boy students are expected to come in college with decent dressings and no exposure gesture in dressing will be allowed in campus.
5. The various forms of Misconduct, the Students should refrain from, include: Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability etc.
6. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
7. Any disruptive activity in a classroom or in an event sponsored by the College. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
8. stealing or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
9. Discipline committee of college will be taking action: Participating in activities including the following:
  - Organizing meetings and processions without permission from the Institution.
  - Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India
  - Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
  - Unauthorized possession or use of harmful chemicals and banned drugs.
  - Smoking within the College campus.
  - Possessing, consuming, distributing, selling of alcohol, in the Institute.
  - Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
  - Misdemeanor and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
  - Engaging in disorderly, vulgar, or indecent conduct
  - Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.

**Anti-Ragging Policy:** The college has a clear and an effective anti-ragging policy as per ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the ‘UGC Regulations’). The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute. Ragging constitutes one or more of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student
- indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student
- exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students
- Any act of financial extortion or forceful expenditure burden put on a student by other students
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student
- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

**Anti-Ragging Committee:** The Anti-Ragging Committee of the college shall examine all complaints of anti-ragging and take action against students after come out with recommendation based on the nature of the incident. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.

- Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

**Gender Discrimination and Allied Harassment:** The college is committed to zero tolerance in prevention and prohibition of gender discrimination and sexual harassment at workplace and shall apply mutatis mutandis to the students, staffs of any rank of the Institute which can be accessed and reviewed by all as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013/UGC 2015 guidelines. Girl students & women staff should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

**Statutory College Committees/cell:** To look into the cases of serious nature following committees are formulated which are liable to take strict action and shall apply mutatis mutandis to all staffs, students at college.

**Grievance Redressal Committee  
Women Harassment Cell**

PRINCIPAL