

GOVT. COLLEGE BICHHUA

DISTRICT-CHHINDWARA(M.P.)-480111

CODE OF CONDUCT & ETHICS POLICY

After consideration of the proposed draft of Code of Conduct & Ethics Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 14/1/IQAC, dated 22/11/2019 & after consideration of the suggestions given by the Staff Council of the College, the Code of Conduct & Ethics Policy of the college is hereby approved as under:-

There is a strong need to maintain discipline and certain code of conduct in behavior by all concerned in order to run an institute/organization not only smoothly but also effectively and efficiently. The following codes of conducts for students, teachers including Principal are hereby laid down as follows:

THE POLICY STATEMENT:

1. There shall be a Code of Conduct for Principal & Office Staff.
2. There shall be a Code of Conduct for Teaching Staff/Faculties.
3. There shall be a Code of Conduct for the Students.
4. A Code of Conduct & Ethics Committee shall be constituted to facilitate the implementation of Code of Conduct & Ethics Policy of the College.

5. The Code of Conduct & Ethics Committee shall organize various activities stated in this Policy & other activities as directed by the Principal from time to time.

FUNCTIONS OF CODE OF CONDUCT & ETHICS COMMITTEE

1. To monitor the implementation of the 'Code of Conduct & Ethics Policy' of the college & make suggestions to the Principal from time to time.
2. To organize programmes on Ethics & Moral Values for the Student, Teachers & Staff.
3. To organize Awareness Programmes on Code of Conduct.
4. To organize Awareness Programmes for the Students at the time of Admission to impart introductory knowledge about college like Know Your College, etc.

1. CODE OF CONDUCT FOR THE PRINCIPAL

The Principal of college has to play multi-faceted roles in an Educational Institution. He has to discharge a number of responsibilities for administration and management of the college. Being the head of the College, he plays the role of a patron, custodian, administrator and guide, etc. He is the academic and the administrative head of the institution. Hence, he is liable to follow certain code of conduct proclaimed by Department of Higher Education, Govt. of Madhya Pradesh. These codes, in general, are applicable for teachers also.

- (1) The Principal should be fair and reasonable to all the stake holder.
- (2) He should propagate the spirit of welfare with all sections of institution and build mutual support and co-operation among them.

- (3) He should work for the promotion of academic and research activities among teachers and scholars with focus on maximum active participation of students in extension activities going throughout the year.
- (4) Being the academic head of the college, the principal is supposed to uphold the ethos of inclusiveness in imparting and disseminating education.
- (5) He is responsible for maintaining discipline in the institution for healthy academic environment.
- (6) He should protect the collective interest of different sections of institutions to ensure their best performance in the interest of the college as a whole.
- (7) He should dispense with social justice for all the stake holders, regardless of their caste, creed, religion, sex, etc. within the frame work of national constitution.
- (8) As the Principal is entrusted with exercise of financial powers, he should discharge his duties with all integrity, judiciously and indiscriminately and ensure that financial record is well placed in order.
- (9) The Principal should ensure the equality of opportunity and responsibilities for each staff member to ensure non-discriminatory system.

2. CODE OF CONDUCT FOR TEACHING FACULTY

Teachers play a very significant role in imparting education to students. Like other stake holders, they too have professional obligations to follow a certain code of conduct laid down by the Government of Madhya Pradesh. Teachers of this college also are subject to guidelines prescribed by the UGC for college teachers. He/she has obligation to conduct himself/herself to adopt accordingly the guidelines of the profession. Every teacher has to ensure that there must not be any incompatibility between what is actually done or professed to be done.

The code of conduct for teachers of this institution is as follows:

- (1) A teachers should be dedicated and committed to his teaching profession.
- (2) A teacher's role is not confined to his classrooms only but beyond it to guide them in their real-life situation as much as possible.
- (3) A teacher's basic responsibilities lie in developing an academic environment.
- (4) A teacher should always encourage and inspire students to generate more and more interest in the pursuit of knowledge and wisdom.
- (5) A student should be encouraged to express his/her point of view on any subject of discussion, though it may be different from that of a teacher.
- (6) A teacher should believe in the principle of equality. He should have feeling of equal treatment for all students, irrespective of class, caste, creed and religion.
- (7) A teachers should be innovative and research-oriented which is essential for his/her professional development and academic pursuit.
- (8) A teacher should always respect students 'positive mindset.

- (9) A teacher should always remain update with the recent changing global scenario and new teaching methodology to upgrade his students simultaneously.
- (10) A teacher should instill a scientific and democratic outlook among his students, developing a sense of selfless service to the needy and social responsibility.
- (11) A teacher must maintain ethical behavior in academic career.
- (12) The aim of teacher should be to improve the quality of his work. He should take quality as a habit, not an act.
- (13) In addition to teaching and research activities, he should necessarily be a part of extension activities and extra-curricular programmes as they promote all-inclusive development of students and help building a bond of good will and mutual understanding with student community.
- (14) The teachers should not involve in a private practice/coaching which is not permitted.
- (15) The teacher should always take care to respect the spirit of confidentiality in all respects unless it is a legal obligation.
- (16) The teacher must maintain academic integrity at all cost which can't be compromised in any case. Plagiarism cannot be accepted.
- (17) Teachers should discharge their duties and responsibilities in accordance with the prescribed guidelines by the higher authorities.
- (18) Teachers are supposed to be respectful and co-operative towards their colleagues sharing their responsibilities in a supporting manner.
- (19) Teachers should not indulge in baseless allegation against their colleagues as it spoils the whole academic environment.

- (20) Teachers 'behavior towards his non-teaching faculty should be equally respectful and dignified. Respect is always commanded; it is never demanded.
- (21) Joint meetings of the staff should be held before coming to a final decision in relation to college matters.

3. CODE OF CONDUCT FOR NON- TEACHING STAFF

All non-teaching staff also should follow the code of conduct prescribed by the State Govt. of Madhya Pradesh. The following code of conduct is laid down by institution for non-teaching and support staff.

- (1) The non-teaching and support staff should have the knowledge of college policy and follow it strictly.
- (2) Each member should discharge his/her duties with a sense of service, honesty and accountability.
- (3) They should go on leave with prior permission of the head of the institution.
- (4) They should be well behaved and good mannered with respect to their colleagues.
- (5) The support staff should be punctual and regular. They should report early, at the time decided, for smooth functioning of college.
- (6) They should not undertake any other job while in service.
- (7) They should not associate themselves with any political party or such activities.
- (8) They have to respect the confidentiality of college matters.
- (9) They should be responsible for proper use and maintenance of college assets.
- (10) The college is a no smoking zone. No member of the staff should be under the influence of drug/alcoholic drinks. It is a punishable act.

- (11) There should be no case of discrimination on their part, on the basis of gender, caste or religion, etc.
- (12) The staff should behave with students in a gentle manner and patiently as there is a frequent interaction with students on daily basis.

4. CODE OF CONDUCT FOR STUDENTS IN CLASSROOMS AND COLLEGE PREMISES

- (1) Every student must carry his/her identity card to prove his/her identity.
- (2) Use of mobile is strictly prohibited within the college campus.
- (3) Students must park their vehicles locked at the parking place only.
- (4) Students are under CCTV surveillance 24x7 hours. Their every activity is recorded in CCTV.
- (5) A minimum of 75% attendance is compulsory for every student failing which he/she may not be allowed to appear at examination.
- (6) Every student is supposed to check the notice board before leaving college premises.
- (7) Students are also required to check messages on their WhatsApp group and be e-mail friendly.
- (8) Every student shall be accountable to the college authority for his/her activities and conduct while at college premises.
- (9) Students are allowed neither to write anything on the walls of the college building nor to circulate any printed material within the campus.
- (10) All students must be punctual and regular in attending classes for appearing at tests and CCEs or any extension activities at premises.
- (11) Any action which amounts to indiscipline is a punishable offence.

- (12) Use of any unfair means in any form and exchange of answer sheet is a punishable act under university ordinance.
- (13) Students are not allowed to invite their friends or students from other institutions.
- (14) Students must come to college properly dressed.
- (15) Every student must behave respectfully with teaching, non-teaching and fellow community.
- (16) Any damage to college property or college community is a punishable act which may lead to penalty or suspension from class/college.
- (17) Anti-social activities within the campus are strictly prohibited and punishable as well.
- (18) Ragging is a punishable offence. It is strongly prohibited within college campus. It is mandatory for all students to adhere to this.
- (19) Disciplinary action under rules shall be taken against the concerned student in case of violation code of conduct.
- (20) During the class hours, students are not allowed to play games even in a small group as it disturbs class-teaching.
- (21) Only girls have right to enter the Girl's Common Room. Violation of this instruction is a punishable act.
- (22) Smoking, chewing, and spitting tobacco products and consumption of alcoholic drinks/drugs are strictly prohibited within the campus failing which is a punishable offence under prevailing rules.
- (23) Students must maintain perfect silence in the reading room in library. Any act of theft, mishandling with teaching or non-teaching staff or

tempering with books in library or with computer system is punishable and attracts penalty.

- (24) Students must maintain academic integrity at all levels.
- (25) Repeated breach of code of conduct amounts to serious offence which shall lead to suspension from the college.
- (26) Students must follow the rules and regulations implemented from time to time by the Department of Higher Education Govt. of M.P. and the Head of the Institution.


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