

**GOVT. RANI DURGAWATI COLLEGE WADRAFNAGAR,
DIST.- BALRAMPUR (C.G.)**



HANDBOOK
OF
CODE OF CONDUCT

INTRODUCTION

*A code of conduct is **the foundational document for any ethics and compliance program**. It communicates expected behaviors for faculty, staff, students and points to additional resources when situations are complex, difficult, or sensitive. Code of Conduct is very important for the smooth functioning of any educational institution. To maintain discipline and quality academic environment in the college, the code of conduct for the students issued by the Chhattisgarh government, the civil service rules issued by the Chhattisgarh government for all the officers and employees in the college and the standards and rules set by the UGC. it is very important to do. To maintain discipline and quality academic environment in the college, on the demand of the students, the dress code was implemented in the college from the session 2019-20, due to which there is equality and unity among the students studying in the college. To maintain discipline and quality academic environment, efforts have been made by the college from time to time and to maintain discipline among the students, various programs and posters and rules of the Code of Conduct were pasted in the college premises, so that the college has Maintain discipline.*

A CODE OF CONDUCT AND DISCIPLINE OF STUDENTS

- 1. Every student shall attend classes regularly and punctually and shall refrain from any disturbance in the smooth functioning of college should be avoided.*
- 2. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They will strictly follow the rule & regulation of college.*
- 3. Students shall be clean and decorous in dress including their language behavior.*
- 4. Smoking, alcohols and drugs are strictly prohibited in college campus. Student will not allow into college to drunk.*
- 5. Silent should be maintain during entire class hours Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher does not allowed to sit.*
- 6. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.*
- 7. Misbehavior towards girl students, use of threat or violence against college staff and this will be considered as very serious cases of misconduct.*
- 8. Students shall not allow encouraging outsiders to inter the campus.*
- 9. If any student have any grievance of any kind what so ever it is brought to attention of grievance cell.*
- 10. Students are not permitted to take either audio or video record without permission of teacher.*
- 11. Students are prohibited to take part in anti-national, anti-social, political activities, anticastism, communal and other illegal activities in college campus.*

DRESS CODE

- *There is specific uniform for all student including girls are compulsory require to wear Shalwar-Kameez (Black and White) with coat while boys are required compulsory to wear pant (Black) and Shirt(Sky Blue).*
- *Students are expected to be properly dress and well groomed.*
- *Students are expected to maintain dignity and well behavior in college.*
- *Students of college are not allowed wear jeans and other uncomfortable dress.*

IDENTITY CARD

- *Student who got admission in college must receive an id card with photo.*
- *Whenever required by college administration, student should submit their id card.*
- *ID card is compulsory for each student when they enter into college campus.*
- *Every student should wear their ID card during entire session of college.*
- *Student should have ID card otherwise they will not be borrowing any book from library*

Code of Conduct for Teacher

- 1. Teachers should teach such a manner that respects the dignity and right of all people without prejudice of cost, creed, gender and religion.*
- 2. A teacher always should act their work with honesty and integrity.*
- 3. Teachers should maintain high moral value and setup example for their students.*
- 4. Teachers should perform their duties inform of teaching practical and seminar conscientiously and with dedication.*
- 5. Teacher should take class according to the time table.*

Code of Conduct for staff

- 1. Treat students and other employees and college users with courtesy and respect.*
- 2. Carry out their duties with integrity, care and diligence.*
- 3. Be punctual to demonstrate respect for others and to make best use of working time.*
- 4. Refrain from using offensive language.*
- 5. Maintain independence and be impartial in the discharge of official duties.*
- 6. They must not be absent without sanctioned leave.*