



# Internal Quality Assurance Cell

**Government Arts and Science College  
Ratlam (M.P.) 457001**



**Code of conduct  
for  
Students, Teachers, Principal  
and  
Non-Teaching Staff**

## **A. For Students**

- ❖ Every student must carry his/her identity card while being present on the College Premises.
- ❖ Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- ❖ Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- ❖ Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- ❖ Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
- ❖ Playing cards, spitting and loitering are strictly prohibited inside the college and shall invite severe punishment/disciplinary action.
- ❖ Attempt or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- ❖ During leisure hours, students are advised to use the library as much as possible.
- ❖ Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
- ❖ Indulging in ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus are strongly prohibited as well as punishable.
- ❖ Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- ❖ Latecomers will not be entertained to enter into the classroom.
- ❖ A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.
- ❖ Students are required to check the Notice Board and also the website of the college for important announcements.

## **B. For Teachers**

### **Teachers should**

- ❖ Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession.
- ❖ Seek to make professional growth continuous through study and research.
- ❖ Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- ❖ Maintain active membership of professional organizations and strive to improve education and profession through them.
- ❖ Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- ❖ Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations with confidentiality and internal assessments with transparency including supervision, invigilation and evaluation and participate in extension, co-curricular and extra-curricular activities including community service.

### **(i) For Teachers and Students Teachers should**

- ❖ Respect the right and dignity of the student in expressing his/her opinion.
- ❖ Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- ❖ Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- ❖ Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- ❖ Inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

- ❖ Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- ❖ Pay attention to only the attainment of the student in the assessment of merit.
- ❖ Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ❖ Refrain from inciting students against other students, colleagues or administration.

**(ii) Teachers and colleagues Teachers should**

- ❖ Treat other members of the profession in the same manner as they themselves wish to be treated.
- ❖ Speak respectfully of other teachers and render assistance for professional betterment.
- ❖ Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**(iii) Teachers and authorities Teachers should**

- ❖ Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- ❖ Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- ❖ Co-operate in the formulation of policies of the college by accepting orders of authorities and discharge responsibilities which such authority may demand.
- ❖ Co-operate with the authorities for the betterment of the college keeping in view the interest and in conformity with dignity of the profession.
- ❖ Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**(iv) Teaching and non-teaching staff**

- ❖ Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

- ❖ Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**(v) Teachers and guardians Teachers should**

- ❖ Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**(vi) Teachers and society Teachers should**

- ❖ Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ❖ Work to improve education in the community and strengthen the community's moral and intellectual life.
- ❖ Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- ❖ Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- ❖ Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## **C. For Principal**

- ❖ Principal also abides by the rules and regulations of Madhya Pradesh government framed under Gazetted officer service rule 1965.
- ❖ The Principal should chalk out a policy and plan to execute the vision and mission of the college.
- ❖ The principal should remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- ❖ The Principal should always encourage all his staff and students to reach their maximum potential.
- ❖ The Principal should monitor and manage to take remedial measures/actions based on stakeholders' feedback.
- ❖ The Principal should ensure all his staff members and students remain aware of rules, policies, and procedures laid down by the college.
- ❖ The Principal should recommend and forward communication to the higher authority of the college (Governing Body/Administrator).
- ❖ The Principal should take necessary action to execute qualitative and quantitative work for the welfare of the institution.
- ❖ The Principal should listen to the ideas of the students and set up a supportive tone.

## **D. For Non-Teaching Staff**

- ❖ Every staff member has to obey the orders of the Principal of the College.
- ❖ Non-teaching staff must carry out their duties as instructed by the authorities to whom they are attached. ❖ Non-Teaching staff must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- ❖ The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- ❖ Non-Teaching staff should not leave the College premises without permission before 6.00p.m.
- ❖ Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipment properly and help the teacher during practical class.
- ❖ Every non-teaching staff should report to duty at least 30 minutes in advance.
- ❖ All non-teaching staff must maintain honesty, integrity, and fairness in all activities.
- ❖ All non-teaching staff should avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours.
- ❖ All non-teaching staff should respect and maintain the hierarchy in the Administration.
- ❖ All non-teaching staff should exercise self-discipline and restrain at all times and should deal positively with staff, students and the general public.
- ❖ Each staff member should remain on duty during college hours.
- ❖ All staff should adhere strictly to the laws and regulations of the college.
- ❖ Office commences at 10:30 a.m. for the clerical staff and closes at 6.00 p.m. Therefore, all the class 3 and 4 employees are to report to the institution before 10:30 a.m.
- ❖ The time recorder, daily attendance register, leave register , dispatch invoice register and account book must be properly maintained and kept up to date for supervision by the concerned authority.
- ❖ During internal, practical and university exams, no employee is allowed to take leave except under unavoidable circumstances.
- ❖ No employee shall discriminate against any student on the ground of caste, creed, language, and place of origin, social and cultural background.

- ❖ Treat other members of the profession in the same manner as they themselves wish to be treated; (ii) Speak respectfully to all the teachers and render assistance for professional betterment; (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- ❖ No employee shall knowingly or willfully neglect his/her duties.
- ❖ Remaining absent from the college without sanction of leave or without previous permission of the principal is not allowed. No employee can leave the country without prior sanction from the competent authority.
- ❖ Non-compliance or violation of any of the above mentioned rules can lead to appropriate action being taken against the concerned individual.