

Shyamlal Pandviya Govt. P.G. College Morar



Criteria: 6

Governance, Leadership and Management

CODE OF CONDUCT- NO DISCRIMINATION



SHYAMLAL PANDVIYA GOVT. P. G. COLLEGE
MORAR, GWALIOR (M.P.)

(Accredited by NAAC with B⁺ Grade)



CODE OF CONDUCT

STAKEHOLDERS OF THE INSTITUTION

(Principal, Faculty, Staff and Student)

PREPARED BY: **INTERNAL QUALITY ASSURANCE CELL**

 C. P. Colony, Near 7 No. Chouraha Morar, Gwalior-474006 (M.P.)

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OFFICE OF THE PRINCIPAL, SHYAMLAL PANDVIYA GOVERNMENT COLLEGE

Morar, Gwalior-474006 (M.P.)

(Accredited by NAAC With B+ Grade)

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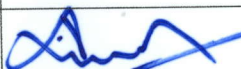
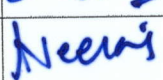

Order No.: 373

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CIRCULAR

The following code of conduct committee has been constituted in the college and the members of the committee are hereby informed to prepare a code of conduct for all the stakeholder which is to be implemented by the college.


Principal

Sr. No.	Name of members	Position	Signature
1.	Dr. R. K. S. Sengar	Principal	
2.	Dr. Sadhana Srivastava	IQAC Coordinator	
3.	Dr. A. K. Tirpathi	Member	
4.	Dr. Sanjeev Gupta	Member	
5.	Dr. D. k. Mishra	Member	
6.	Dr. Rajeev Kumar Bhadkariya	Member	
7.	Neeraj Barar, B. Com IInd year	Student member	
8.	Varsha, M.Sc. IV sem Chemistry	Student member	

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Our code of conduct is definitive;
it is not negotiable

Thomas S. Monson

Code of conducts

Shyamlal Pandivya Govt. P. G. College is pleased to declare its policy of Code of Conduct and Ethics to be abided by the faculty Members, Students and administrative staff. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Employee and all the Students who have enrolled in this Institute to study different Programs.

Academic integrity

This institute should uphold academic integrity by avoiding plagiarism, cheating, and other forms of academic dishonesty. This includes promoting academic honesty and educating students on the importance of academic integrity. Research and teaching shall be carried out in an environment of academic freedom and honesty.

Respect for diversity

This institute should respect and value the diversity of students , Faculties and office staff, including differences in race, ethnicity, gender, sexual orientation, religion, and other characteristics. This includes avoiding discrimination, harassment, and other forms of mistreatment.

Responsibility

Everybody in the Institute is expected to discharge his/her duties with due responsibility.

Confidentiality

College should maintain confidentiality when dealing with sensitive information regarding student records, personal information, and other confidential materials.

Professionalism

College professionals should behave in a professional manner, demonstrating a commitment to their field of expertise and to the mission of the institution. This includes maintaining appropriate boundaries with students, avoiding conflicts of interest, and promoting a positive learning environment.

Accountability

College should be accountable for their actions and decisions, accepting responsibility for mistakes and taking steps to rectify them. We also feel our liability towards the society and our actions add values to the Institute.

Service to Nation

Institute is committed to developing the skilled manpower to serve the Nation.

Environmental stewardship

College is practicing green technologies, and maintain Green and Clean campus. The institute must aware their students for environmental challenges and committed for sustainable development.

By adhering to these ethical principles, college faculty, staff, and students can create a positive and productive learning environment for everyone, and promote the values of integrity, respect, and professionalism in their institution.

Code of conduct for the students

The college expect that students must adopt a target-oriented, mature and professional approach to their studies and their general conduct in the college campus. We expect the students to abide by the Code of conduct as given below:

- Students must display courteous and respectful behaviour towards teachers, staff and fellow students
- Maintain regularity and punctuality in the classes. The students not fulfilling the minimum attendance criteria will not be allowed for the college/university examinations.
- Ragging is strictly prohibited in the college premises . Students indulging in ragging will be punished as per “UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India, order No. F.1-16/2007(CPP-II) dated 17th June , 2009.
- Maintain academic honesty and integrity.
- Smoking, chewing tobacco, consuming drugs or alcohol are strictly prohibited in the College campus.

Refrain from carrying any weapons or illegal substances on campus.

- Refrain from stealing, misusing, destroying damaging or defacing college property.
- The students carrying vehicles and bicycle have to park them in the allotted vehicle parking and bicycle stand.
- Students are expected to keep the campus neat and clean. Do not drop or leave litter around the college campus and put it into the dust bins.
- Students should not participate in any anti-social or criminal activity within or outside college, which may tarnish the image of the college
- Students should read the college notice boards daily on entering and before leaving the college and also read their email, college website and whatsapp group daily to get information regarding important instructions/orders issued by the faculty member and Principal.
- Every student must carry his/her identity card issued by college.
- Use of Mobile phones during the lectures, library and academic activities are strictly prohibited. Any violation of this will lead to disciplinary action against them.
- 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.
- students are expected to be environment and eco-friendly and always try to conserve the greenery of the college campus.
- Students must Participate in co-curricular activities of the college and contribute to society
- Seek help and guidance from teachers and staff whenever needed.
- 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.

Code of conduct for the principal

Principal as the head of the Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of academic and the administrative head of the college. Hence, he is liable to follow certain code of conduct proclaimed by UGC, and Department of Higher Education, Govt. of Madhya Pradesh .The principal should be committed to the vision and mission of the college, and work towards achieving its goals and objectives.

- The principal should lead by example and set a high standard of professional conduct and ethics.
- Maintain transparency and accountability in all activities related to the college, including financial management, admission procedures, recruitment of faculty and staff, and academic policies.
- The principal should keep Observing of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued by Ministry of higher education, Madhya Pradesh, the Jiwaji University, Gwalior, other authorities and bodies, from time to time. Ensure compliance with all relevant laws, regulations, and guidelines issued by the government and governing bodies.
- Establish and maintain effective communication with all stakeholders of the college, including students, faculty, staff, alumni, and governing bodies.
- The principal should foster a positive and inclusive college culture that promotes academic excellence, diversity, and student well-being.
- Provide leadership and guidance to the faculty and staff of the college, and promote their professional development and growth.
- Promote innovation and creativity in teaching and learning, and encourage the use of technology to enhance the quality of education.
- Establish and maintain effective partnerships and collaborations with other institutions, industry, and community organizations to enhance the reputation and standing of the college.
- take appropriate measures to address any issues or concerns raised by the stakeholders of the college, and ensure that a fair and transparent mechanism is in place for grievance redressal.

Code of conduct for the teachers

The code of conduct for faculty members normally addresses the matters to be related with duties , responsibilities moral & professional ethics, human values, external services, devotion, dedication and integrity towards the college as well as teaching, learning, evaluation ,and relationship with the students, faculties , associated staff, and parents . In general, the college teachers adhere to the guidelines by the University Grants Commission

and the Department of Higher Education, Government of Madhya Pradesh 's code of behaviour.

- Faculty member should follow institutional rules and regulations to achieve mission and goals of the college.
Faculty members should prepare a lesson/teaching plan, well in advance of the commencement of the classes.
- College faculty should respect and value the diversity of their students, including differences in race, ethnicity, gender, sexual orientation, religion, and other characteristics. This includes avoiding discrimination, harassment, and other forms of mistreatment.
- College faculty should treat their students fairly and impartially, providing equal opportunities for learning and growth. This includes avoiding favoritism or bias towards any particular student or group.
- faculty members should behave in a professional manner, demonstrating a commitment to their field of expertise and to the mission of the institution. This includes maintaining appropriate boundaries with students, avoiding conflicts of interest, and promoting a positive learning environment.
- Encourage students to improve their academic performance and also contribute towards the community.
- Treat students with kindness and compassion.
- Teachers should conduct themselves with absolute dignity and decorum in their dealings with senior and junior colleagues and students.
- Speak respectfully of other teachers and render assistance for professional betterment
- Teachers should treat the non-teaching staff as colleagues and equal partners.
- The teaching staff should make use of ICT tools for healthy and effective teaching-learning process.
- Teachers should encourage to undertake activities which could enhance their promotion and growth such as conducting seminars, organizing workshops and conferences etc.
- Teachers should help in the functioning of committees and cells comprising both teachers and the non-teaching staff.

- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups.
- Every teacher should be assessment practices for finding out slow and fast learners.
- Teachers should assist all of examination and evaluation work with fairly.
- The Teachers should not force and compel any student for his /her personal work, inside and outside of the college
- Teachers' behaviour towards his non-teaching faculty should be equally respectful and dignified. Respect is always commanded; it is never demanded

Code of conduct for the non-teaching staff

All the non-teaching faculty and supporting 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 faculty and supporting staff.

For Sports -Officer

- Sports officer should discourage all instances of unsporting behaviour, illegal play and act of violence both on the field and off the field.
- Sports officer has a responsibility towards promoting the correct values among all the players.
- Sport officer should respect the rights of every player regardless of their age, gender, ethnic origin, religion and social background
- Sport officer must ensure that every student who attend the matches does so with permission of college administration.

For Librarian

- A Librarian of the college should respect the confidentiality of each library users.
- A librarian should honour the Freedom of libraries in collecting, preserving, and proffering materials.
- A librarian should not discriminate or against library users.
- A librarian should make it their aim to develop, maintain and update the library with all facilities including e-library.
- A librarian should make necessary efforts in association with faculties for development of cultural environments for students.

For Laboratory Staff

- Report to duty at least 30 minutes in advance, so as to set up the tone for day's work.
- Remain on duty during college hours as well as extended hours as directed by the Principal.
- Support in all laboratory related work such as cleaning, maintenance of equipment/ instruments and report non- functioning of equipment/ instruments to the respective Head of the Department.
- Disburse proper material at the time of practical and ensure that every student is provided with the experimental material/ chemicals for the experiments.
- Maintain and update Dead Stock registers and other lab manuals and ensure updated entries in them and verify it with the Head of Department/ Principal.
- Laboratory Assistants should proactively participate in other administrative work as assigned by the Head of Department/ Principal and ensure timely completion /submission of assigned administrative work by the principal.
- Do not venture out of the laboratory at the time of practical and assist teachers in conducting practical.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not be absent from duty without official approval or approved leave by the Head of the Department.
- Avoid discrimination of students and teaching staff based on their religion, caste, gender and nationality.
- Strictly avoid social networking sites such as Facebook, Whatsapp etc., during the working hours.

Code of conduct for office Staff

- All the office staff should deal in professional manner , with students and colleagues
- All the office staff must be punctual both in their dealings and their respective work.
- All the office staff should show respect to each other and to all individuals who interact with the college.
- All office staff should maintain confidentiality in all college matters, including student records, employee record, personnel files, and financial records.

- All office staff should arrive at work on time and be prepared to work during their assigned hours.
- All office staff should take responsibility for their work and their actions, and be accountable for the results.
- All office staff should work cooperatively with colleagues to achieve the goals and objectives of the college.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleague
- All office staff should communicate clearly and professionally, both verbally and in writing.
- All office staff should maintain a safe and secure work environment, and take appropriate steps to prevent accidents and injuries.
- All office staff should comply with all college policies and procedures, as well as local, state, and others laws.
- All office staff should strive for continuous improvement in their work, and seek out opportunities for professional development and training.

By following this code of conduct, the office staff of the college can create a positive and productive work environment that benefits all members of the college community.



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