



Code of Conduct for Non – Teaching Staff

Being the employees of the Government of Chhattisgarh, all the Non – Teaching Staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the Non-Teaching Staff along the following lines.

Professional Conduct

1. The Non-Teaching Staff should acquaint themselves with the college policies.
2. Each of them should perform the duties he has been assigned sincerely as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information of their absence should be promptly forwarded to the college authority.
4. They non-teaching staff should not on any account, undertake any other job within the stipulated office hours.
5. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
2. they should also be responsible for the proper use and maintenance of college equipments and furniture.
3. No non-teaching staff should be under the influence of drugs or alcohol during office hours.
4. The non-teaching staff often has access to confidential information regarding examination matter and other matter relating to other staff, through official records. It is expected that they respect the confidentiality of such matter.
5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
6. The Non-teaching Staff should not discriminate on basis of gender, caste or religion.

Professional Relationship

Interactions between non-teaching staff and students are frequent as for example during admission, disbursement of financial aid and examinations and so on. On a regular basis the students come into contact with non- teaching staff in libraries and laboratories.

PRINCIPAL

Prof. Dr. S.S. Mishra College, Deobhog
Distt. Garhyaaband (C.G.)



कार्यालय प्राचार्य, शासकीय पं. श्याम शंकर मिश्र महाविद्यालय-देवभोग
जिला-गोरियाबंद (छ.ग.)

Phone No : 07704292229, website : www.govtcollege.deobhog.com, e-mail: govtcollege.deobhog@yahoo.com

**Handbook on code of
Conduct Code of Conduct
for students**

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 Institutions Interests or reputation.

1. The student shall be regular in the classes and must complete his/her studies in the Institute.
2. Every student shall wear clean neat and formal dress, suitable to our culture and tradition.
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
4. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
5. The college expects student of both sexes to foster a healthy and decent relationship both on campus and off campus.
6. During leisure hours student are advised to use the library.
7. Late comers are forbidden from entering the classrooms.
8. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
9. Students should bring prescribed textbooks to the classes every day.
10. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
11. Student should stay away from any anti-social activities.
12. Student should stay wear their identity cards inside the campus daily.
13. Without the permission of the principle, Students are not permitted any printed materials or pamphlets.
14. Ragging in any form is a serious offense and it will be dealt with severely.
15. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
16. Visitors are not allowed to meet the student in the classroom.
17. Students should take care of their belongings. The institution will not be responsible for any loss.
18. In the event, the student is forced to discontinue studies for any legitimate reason; he/she may be relieved from the Institution subject to the written consent of the college Authority.
19. In case of reliving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.
20. The college believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons to theirs, to the college property and to the safety of other.

PRINICIPAL

Govt P.L. S.S. Mishra College, Deobhog



Code of conduct for teaching staff

Being the cadres of chhattisgarh State Higher Education, the teachers of this college should follow the code of conduct laid down in chhattisgarh state Government Services Rules. They are also subject to the guidelines provided by UCG for college teacher. As per UCG guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession

The basic ethical values, underlying the code are care trust integrity and respect, embodying those aspect relevant to the teacher, who is entrusted with social responsibility, A definitive code for this institution encompasses the following.

1. To uphold and upkeep the ethos 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 meeting equal treatment to all stakeholders in the college so that there remains no scope of any discriminatory and disparate practice at any level within the stretch 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 periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among the stakeholder of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
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 among them.
8. To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To uphold upkeep and enforce discipline in the behavioral manifestation of the stakeholders of the institution and thus maintain campus serenity required for academics.
10. To promote and maintain the practice of extra-curricular activities among the student.
11. To Endeavor for the upkeep of tranquility of the region surrounding the college so that academic practices comes to gradual prevalence and only prevail, eventually.
12. To promote and maintain harmonious relationship of the college with the adjoining society in order to ensure spontaneous and prosperity of all the student

PRINCIPAL

Govt. Pt. S.S. Mishra College, Deobhog
Distt. Garjanshand (C.G.)