



**INDIRA GANDHI GOVT. COLLEGE PANDARIYA,
DISTT. - KABIRDHAM (C.G.)**

Affiliated to HEMCHAND YADAV UNIVERSITY, DURG (C.G.)

CODE OF CONDUCT FOR STAFF

1. A staff shall carry out the legitimate academic and administrative decisions taken by the authorities of the college pertaining to his/her sphere of responsibility/duties.
2. A staff shall not discriminate against a student or another working staff on political grounds, race, religion, caste, language or gender or for other reason of an arbitrary or personal nature and shall not incite students/ staffs against other students or other staffs, colleagues or administration/Governing body of the College.
3. A staff shall not remain absent from duty without proper sanction of leave except in case of emergency.
4. A staff shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the college.
5. A staff is not allowed to give any private tuition to students of the college.
6. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
7. Co-operate in the formulation of policies of the institution and discharge responsibilities which college may demand.
8. Co-operating with the authorities is highly required for the betterment of the college keeping in view the interest and in conformity with dignity of the profession.
9. Should adhere to the conditions of contract.
10. Must follow the HR Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the college and College authorities from time to time.


Principal

Indira Gandhi Govt. College
Pandaria Distt. Kabirdham
(C.G.)



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INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
3. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
4. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the Institute campus.
5. Students shall compulsorily wear the prescribed formal dress.
6. Strict silence must be observed in a reading room, classroom, corridors and Library.
7. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
8. Students must not wait on the Institute premises while the classes are going on.
9. Talking and other disruptive behaviors are not permitted while classes are in session.
10. Students must not attend classes other than their own, without the permission of the parent teacher or HOD.
11. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
12. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
13. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
14. Students should address faculty as "Professor" or "Dr." Calling faculty by their first names is not appropriate.
15. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
16. Be polite and respectful towards others, instructor and other students.
17. If the teacher is absent, the class representative should inform the Head of the Department alternative arrangements.
18. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the HOD's or Principal's prior permission.
19. No student shall collect any money or contribution for picnic, trip and educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal.
20. No student will be allowed to take active part in current politics.

21. Prior permission from the Principal is essential to take part in inter - collegiate competitions.
22. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
23. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furnitures, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
24. Students should not leave their books, valuables and other belongings in the classroom.
25. The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
26. Students applying for certificates, testimonials, etc. which requires the Principal's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Principal for his/her signature.
27. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
28. All Institute activities are organized under the guidance and supervision of the Principal and Professor In-Charge.
29. Students must not associate themselves with any activity not authorized by the Institute Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities
30. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
31. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
32. Disciplinary action will be taken against students found carrying and/or using cell phones, pagers Walkman, Discmans, iPods etc. on the institute premises.
33. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
34. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
35. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited.
36. No type of vehicles shall be used during celebrations inside the institute campus.
37. Students joining the Institute are bound by the rules and regulations of the Institute.
38. The Principal is the ultimate disciplinary authority in the institute.


Principal

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छत्तीसगढ़ के शासकीय महाविद्यालयों में विद्यार्थियों के लिए आचरण संहिता

सामान्य नियम :-

छत्तीसगढ़ के शासकीय महाविद्यालयों में प्रवेश लेने वाले प्रत्येक विद्यार्थी को महाविद्यालय के नियमों का अक्षरशः पालन करना होगा। इनका पालन न करने पर वह शासन द्वारा निर्धारित दण्डात्मक कार्यवाही का भारीदार होगा।

1. विद्यार्थी शालीन वेशभूषा में महाविद्यालय में आयेगा। किसी भी स्थिति में उसकी वेशभूषा उत्तेजक नहीं होना चाहिए।
2. प्रत्येक विद्यार्थी अपना पूर्ण ध्यान अध्ययन में लगायेगा, साथ ही महाविद्यालय द्वारा आयोजित पाठ्येत्तर गतिविधियों को भी पूरा सहयोग प्रदान करेगा।
3. महाविद्यालय परिसर में वह शालीन व्यवहार करेगा, अभद्र व्यवहार असंसदीय भाषा का प्रयोग गाली-गलौच, मारपीट या आग्नेय अस्त्रों का प्रयोग नहीं करेगा।
4. प्रत्येक विद्यार्थी अपने शिक्षकों, अधिकारियों एवं कर्मचारियों से नम्रता एवं भद्रता का व्यवहार करेगा।
5. महाविद्यालय के परिसर को स्वच्छ बनाये रखना प्रत्येक विद्यार्थी का नैतिक कर्तव्य है, वह सरल निर्व्यसन और मितव्ययी जीवन निर्वाह करेगा।
6. महाविद्यालय की सीमाओं में किसी भी प्रकार के मादक पदार्थ का सेवन सर्वथा वर्जित रहेगा।
7. महाविद्यालय में इधर-उधर थूकना, दीवारों को गन्दा करना या गंदी बातें लिखना सख्त मना है। असामाजिक तथा आपराधिक गतिविधियों में संलिप्त पाये जाने पर कठोर कार्यवाही की जायेगी।
8. वह अपनी मांगों का प्रदर्शन आंदोलन, हिंसा या आतंक फैलाकर नहीं करेगा। विद्यार्थी अपने आप को दलगत राजनीति से दूर रखेगा तथा अपनी मांगों को मनवाने के लिए राजनीतिक दलों, कार्यकर्ताओं अथवा समाचार पत्रों को सहारा नहीं लेगा।

अध्ययन संबंधी नियम :-

1. प्रत्येक विषय में विद्यार्थी की 75 प्रतिशत उपस्थिति अनिवार्य होगी।
2. विद्यार्थी प्रयोगशाला में उपकरणों का प्रयोग सावधानी पूर्वक करेगा। उनको स्वच्छ रखेगा एवं प्रयोगशाला को साफ-सुथरा रखेगा।

3. ग्रन्थालय द्वारा स्थापित नियमों को पूर्ण पालन करेगा, उरो निर्धारित संख्या में ही पुरतके प्राप्त होगी तथा समय से न लौटाने पर निर्धारित आर्थिक दण्ड देना होगा ।
4. अध्ययन से संबंधित किसी भी कठिनाई के लिए वह गुरुजनों के समक्ष अथवा प्राचार्य के समक्ष शांतिपूर्वक ढंग से अभ्यावेदन प्रस्तुत करेगा ।
5. व्याख्यान कक्षों, प्रयोग शालाओं या वाचनालय में पंखे, लाईट, फर्नीचर, इलेक्ट्रिक फिटिंग आदि की तोड़फोड़ करना दण्डात्मक आचरण माना जायेगा ।

परीक्षा संबंधी नियम :-

1. विद्यार्थी को सत्र के दौरान होने वाली सभी इकाई परीक्षाओं त्रैमासिक तथा अर्द्धवार्षिक परीक्षाओं में सम्मिलित होना अनिवार्य है ।
2. अस्वस्थतावश आंतरिक परीक्षाओं में सम्मिलित न होने की स्थिति में विद्यार्थी शासकीय चिकित्सक से मेडिकल सर्टिफिकेट प्रस्तुत करेगा तथा स्वस्थ होने के उपरांत परीक्षा देगा ।
3. परीक्षा में या उसके संबंध में किसी प्रकार के अनुचित लाभ लेने या अनुचित साधनों का प्रयोग करने का प्रयत्न गंभीर दुराचरण माना जायेगा ।

महाविद्यालय प्रशासन का अधिकारी क्षेत्र :-

1. यदि छात्र किसी अनैतिकतामूलक या गंभीर अपराध में अभियुक्त पाया गया तो उसका प्रवेश तत्काल निरस्त कर दिया जायेगा ।
2. यदि छात्र रैगिंग में लिप्त पाया गया तो छत्तीसगढ़ शैक्षणिक संस्थाओं में प्रताड़ना प्रतिषेध अधिनियम, 2001 के अनुसार रैगिंग किये जाने पर अथवा रैगिंग के लिए प्रेरित करने पर पांच साल तक कारावास की सजा या पांच हजार रुपये जुर्माना अथवा दोनों से दण्डित किया जा सकता है ।
3. यदि विद्यार्थी समय सीमा में शुल्क का भुगतान नहीं करता तो उसका नाम काट दिया जायेगा ।
4. यदि विद्यार्थी किसी भी प्रार्थना पत्र अथवा आवेदन में तथ्यों को छिपायेगा अथवा गलत तथ्य प्रस्तुत करेगा तो उसका प्रवेश निरस्त कर उसे महाविद्यालय से पृथक कर दिया जायेगा ।

महाविद्यालय में प्रवेश लेने हेतु विद्यार्थी द्वारा प्रस्तुत किये गये आवेदन पत्र में उसके पालन अथवा अभिभावक का घोषणा पत्र पर हस्ताक्षर करना अनिवार्य है और यह हस्ताक्षर प्रवेश समिति के सम्मुख करेंगे ।