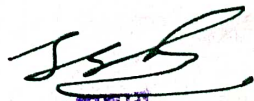


**HANDBOOK OF  
CODE OF CONDUCT  
FOR  
STUDENTS, TEACHERS, PRINCIPAL  
AND  
NON-TEACHING STAFF**

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प्राचार्य,  
डॉ. कबीर प्रसाद चौधरी शास. महाविद्यालय  
नावा. जि.- बेबेतरा (स. व.)



## Core Values of the Institute

- Students are of primary concern in our Institution.
- We religiously follow integrity, civility, chivalry and honesty.
- We Pursue excellence with righteousness.
- We appreciate and propagate equality and unity in diversity.
- We support and promote creativity, enquiry, critical and scientific thinking.
- We follow the best methods of interactive teaching for better academics.
- We aim at building a future generation of responsible citizens for a better India.

## संस्थान के आन्तरिक नैतिक मूल्य

- हमारी संस्था में छात्र प्राथमिक चिन्तन के पात्र हैं।
- हम धार्मिक रूप से अखंडता, सभ्यता, शिष्टता और सत्यता का पालन करते हैं।
- हम प्रामाणिकता से श्रेष्ठता का अनुसरण करते हैं।
- हम विविधता में समानता और एकता की सराहना और प्रचार करते हैं।
- हम रचनात्मकता, समालोचनात्मक तथा वैज्ञानिक सोच का प्रवर्तन और समर्थन करते हैं।
- हम संवादात्मक शिक्षण का पालन छात्रों के बेहतर शैक्षणिक प्रदर्शन के लिए करते हैं।
- हमारा उद्देश्य जिम्मेदार भावी पीढ़ी का निर्माण है एक बेहतर भारत के लिए।



# HANDBOOK OF CODE OF CONDUCT FOR STUDENTS, TEACHERS, PRINCIPAL & NON-TEACHING STAFF

## 1. PREAMBLE

This Handbook indicates the standard procedures and practices of Govt. Dr. Waman Wasudev Patankar Girls PG College (hereinafter referred to as the 'College') for all Students, Teachers, Principal, Officials & Support Staff associated with the College. All students must know that it is mandatory for them to abide by this Code of Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions attached to it. This College's endeavor of laying out this Code is to pioneer and administer a process that is democratic, meticulous, efficient and swift to facilitate a system which promotes student growth through individual and collective responsibility. All Students, Teachers, Principal & Non-Teaching Staff are requested to be well conversant with this Code, which can be also viewed on the official website of the College.

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## CODE OF CONDUCT FOR STUDENTS

### 2. JURISDICTION

**2.1.** The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which may take place on the College campus or in connection with the College related activities and functions.

**2.2.** College may also exercise jurisdiction over conduct which violates the ideal student conduct and discipline as laid down in this Policy, which shall include:

- a. Any violations of the Sexual Harassment Policy of the College against other students of the College;
- b. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;

- c. Possession or use of weapons, explosives, or destructive devices on-campus and off-campus;
- d. Manufacture, sale, or distribution of prohibited drugs, alcohol etc on-campus and off-campus;
- e. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The College, while determining whether or not to exercise such on-campus and off-campus jurisdiction in situations emerging hereinabove, the College shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

### 2.3. Academic Integrity

As a centre for scientific research and education, the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its research missions, and hence, violations of academic integrity constitute a serious offence.

### 2.4. Scope and Purpose

**A.** This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the College and are required to adhere to the said policy. The twin purposes of the Policy are:

- a. To clarify the principles of academic integrity.
- b. To provide examples of dishonest conduct and violations of academic integrity.

**B.** Failure to uphold these principles of academic integrity threatens both the reputation of the College and the value of the degrees awarded to its students.

**C.** Every member of the College community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. The principles of academic integrity require that a student;

- a. Properly acknowledges and cites use of the ideas, results, material or words of others.



b. Properly acknowledges all contributors to a given piece of work.

c. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

**2.5. Violations of this policy include, but are not limited to:**

I. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

b. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

d. Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

e. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

f. Paraphrasing or changing an author's words or style without citation.

II. Cheating includes, but is not limited to:

a. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

b. Allowing or facilitating copying, or writing a report or taking examination for someone else.

c. Using unauthorized material, copying, collaborating when not authorized and purchasing or borrowing papers or material from various sources.

d. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

e. Creating sources, or citations that do not exist.

f. Altering previously evaluated and re-submitting the work for re-evaluation.

g. Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

III. Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

IV. Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

a. Use proper methodology for experiments and computational work. Accurately describe and compile data.

b. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

c. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").

d. Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

e. Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts and thesis.

f. Give due credit to previous reports, methods, computer programs, etc. with appropriate citations.

g. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

**2.6. Individual and Collective Responsibility:**



**A. Student Roles:** Before submitting a thesis (M.Sc., or Ph.D.) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should give undertaking with regards to the academic guidelines of the College, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

**B. Faculty Roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the College's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

**C. College Roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the College, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or a disciplinary action.

### 3. ETHICS AND CONDUCT

**3.1.** This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

**3.2.** At the time of admission, each student must sign a statement accepting this Code and by giving undertaking that;

a. Student shall be regular and must complete her studies in the College.

b. In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the College subject to written consent of the HOD & the Principal.

c. As a result of such relieving, the student shall be required to clear pending hostel / mess / Library dues and if a student had joined the College on a scholarship, the said grant shall be revoked.

**3.3.** College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

**3.4.** All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of such misconducts include:

**A.** Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

**B.** Intentionally damaging or destroying College property or property of other students and/or faculty members.

**C.** Any disruptive activity in a class room or in an event sponsored by the College.

**D.** Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.

**E.** Participating in activities including:

**a.** Organizing meetings and processions without permission from the College.

**b.** Accepting membership of religious or terrorist groups banned by the Government of India.

**c.** Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

**d.** Unauthorized possession or use of harmful chemicals and banned drugs and Smoking on the campus of the College and possessing, consuming, distributing, selling of alcohol in the College.

**e.** Rash driving on the campus that may cause an inconvenience to others.



f. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress.

g. Theft or unauthorized access to College resources.

h. Misbehavior at the time of student body elections or during any activity of the College.

i. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.

**3.5.** Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.

**3.6.** Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

**3.7.** Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

**3.8.** Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.

**3.9.** Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

**3.10** Damage to, or destruction of, any property of the College, or any property of others on the College premises.

**3.11** Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

**3.12** Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, conduct that is motivated on the basis of a

person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

#### **4. BREACH OF CODE OF CONDUCT**

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

**4.1. WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

**4.2. RESTRICTIONS-** Reprimanding and restricting access to various facilities on the campus for a specified period of time.

**4.3. COMMUNITY SERVICE-** For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

**4.4. EXPULSION-** Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc.

**4.5. MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

**4.6. SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

**4.7 INELIGIBILITY-** Ineligibility to reapply for admission to the College for a period of three years, and withholding the grade card or certificate for the courses studied or work carried out.



## 5. ANTI-RAGGING

The College has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the College and the students.

### 5.1 Ragging constitutes one or more of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or

showing off power, authority or superiority by a student over any other student.

### 5.2 ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee, as constituted by the Principal and headed by Students Affairs Advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident

### 5.3 ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

5.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding / withdrawing scholarship / fellowship and other benefits.
- c. Debarring from appearing in any test / examination or other evaluation process.
- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f. Suspension / expulsion from the hostels and mess.
- g. Cancellation of admission.
- h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

5.4.1 In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.



in view of the intensity of the act of ragging committed, a First Information Report shall be filed by the College with the local police authorities.

The Ragging Committee of the College shall take appropriate decision, including imposition of punishment depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against the any of the modes of punishment enumerated hereinabove

shall be made to the Principal of an order of an institution affiliated to or part of the College to the Principal of the College.

### SEXUAL HARASSMENT

The College's Policy on prevention and redressal of sexual harassment at workplace, shall apply *mutatis mutandis* to the students of the College which can be accessed and viewed by the students at [spgcollege@gmail.com](mailto:spgcollege@gmail.com). Students should be aware that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or gestures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

### 7. STUDENT GRIEVANCE PROCEDURE

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redress cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

### 8. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the College campus, they have a substantial interest in the governance of the College. The Code, policies and the varied procedures laid down herein intends that the

principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

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## छ.ग. के शासकीय महाविद्यालयों में विद्यार्थियों के लिए आचरण संहिता

### सामान्य नियम -

छ.ग. के शासकीय महाविद्यालय में प्रवेश लेने वाले प्रत्येक विद्यार्थियों को महाविद्यालय के नियमों का अक्षरशः पालन करना होगा।

1. प्रत्येक 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 पूर्ण सहयोग प्रदान करेगा।
3. महाविद्यालय परिसर में वह शालीन व्यवहार करेगा, अभद्र व्यवहार, असंसदीय भाषा का प्रयोग, गाली-गलौज मारपीट या आग्नेय अस्त्रों का प्रयोग नहीं करेगा।
4. महाविद्यालय परिसर को स्वच्छ बनाए रखन प्रत्येक विद्यार्थी का नैतिक कर्तव्य है, वह सरल नित्यसन और मितव्ययी जीवन निर्वाह करेगा।
5. महाविद्यालय एवं छात्रावास सीमा में किसी भी प्रकार के मादक पदार्थों का सेवन सर्वथा वर्जित करेगा।
6. महाविद्यालय में इधर-उधर थूकना दीवारों को गंदा करना या गन्दी बाते लिखना सख्त मना है। विद्यार्थी को असामाजिक या गन्दी बाते लिखना सख्त मना है। विद्यार्थी को असामाजिक या अपराधिक गतिविधियों में लिप्त पाये जाने पर कठोर कार्यवाही की जावेगी।
7. वह अपनी मांगे प्रदर्शन आंदोलन तथा आतंक फैलाकर नहीं करेगा, विद्यार्थी अपने आपको दलगत राजनीति से दूर रखेगा तथा अपनी मांग मनवाने के लिए राजनीति दलों, कार्यकर्ताओं अथवा समाचार पत्रों का सहारा नहीं लेगा।
8. महाविद्यालय परिसर में मोबाईल एवं पॉलिथीन का प्रयोग पूर्णतः प्रतिबंधित रहेगा।

### अध्ययन संबंध नियम-

1. प्रत्येक विषय में विद्यार्थी की उपस्थिति 75 प्रतिशत अनिवार्य होगी, एन.सी.सी./एन.एस.एस. में भी लागू होगी।
2. अथवा उसे वार्षिक परीक्षा में बैठने की पात्रता नहीं होगी।
3. विद्यार्थी प्रयोगशाला में उपकरणों का प्रयोग सावधानी पूर्वक करेगा, उनको स्वच्छ रखेगा एवं प्रयोगशाला को साफ-सुथरा रखेगा।
4. ग्रंथालय द्वारा स्थापित नियमों का पूर्ण पालन करेगा। उसे निर्धारित संस्था में ही पुस्तक प्राप्त होगी तथा समय से न लेने पर निर्धारित आर्थिक दंड देना होगा।
5. व्याख्यान कक्षाओं, प्रयोगशालाओं या वाचनालय में पंखे, रेडियो, फर्नीचर, इलेक्ट्रिक फिटिंग की तोड़फोड़ करना सख्त मना जायेगा।

### परीक्षा संबंधी नियम -

1. विद्यार्थी को सत्र के दौरान होने वाली सभी इकाई परीक्षाओं, त्रैमासिक तथा अर्धवार्षिक परीक्षाओं में सम्मिलित होना अनिवार्य है।
2. अव्यवस्थावश आंतरिक परीक्षाओं में सम्मिलित न होने की स्थिति में विद्यार्थी शासकीय चिकित्सक से मेडिकल सर्टीफिकेट प्रस्तुत करेगा तथा स्वच्छ 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 अधिकार क्षेत्र -

1. यदि छात्र किसी अनैतिक मूलक या गंभीर अपराध में अभियुक्त पाया गया तो उसका प्रवेश तत्काल निरस्त कर दिया जायेगा।
  2. यदि छात्र रैगिंग में लिप्त पाया गया तो शैक्षणिक संस्थानों में प्रताड़ना अधिनियम 2001 के अनुसार रैगिंग किये जाने पर कारवास की सजा या 5000रु. जुर्माना अथवा दोनों से दण्डित किया जावेगा।
  3. यदि विद्यार्थी समय सीमा में भुगतान नहीं करता तो उसका नाम काट दिया जायेगा।
  4. यदि विद्यार्थी किसी भी प्रार्थना पत्र अथवा आवेदन में तथ्यों को छिपाएगा अथवा गलत प्रस्तुत करेगा तो उसका प्रवेश निरस्त कर उसे महाविद्यालय से पृथक कर दिया जायेगा।
- महाविद्यालय में प्रवेश लेने हेतु विद्यार्थी द्वारा प्रस्तुत किए गये आवेदन पत्र में उसका पालक/अभिभावक का घोषणा पत्र पर हस्ताक्षर करना अनिवार्य है और यह हस्ताक्षर प्रवेश समिति में सम्मुख करेंगे।

### रैगिंग क्या है

#### रैगिंग के अंतर्गत -

कोलाहलपूर्ण अनुचित व्यवहार करना, चिढ़ाना, भद्दे या अशिष्ट आचरण करना उपद्रवी एवं अनुशासनहीन क्रिया कलापों में संलग्न जिसमें नए छात्र को गुस्सा, अनावश्यक परेशानी, शारीरिक अथवा मानसिक क्षति हो अथवा उसमें आशंका या भय बढ़ाने वाला हो, अथवा छात्रों को कार्य करने के लिए कहना, जो छात्र/छात्रा सामान्यतया नहीं कर सकता/सकती और जिससे उसे शर्म या अपमान का अनुभव होता हो, अथवा जीवन के लिए खतरा हो।



**छत्तीसगढ़ राज्य की शैक्षणिक संस्थाओं में रैगिंग अधिनियम 2002**

कर्नाटक शिक्षा अधिनियम, 1983 (कर्नाटक अधिनियम नं. 1, 1995), अनुच्छेद 2(29) के अनुसार रैगिंग की परिभाषा इस प्रकार है- किसी छात्र को मजाक में या अन्य किसी प्रकार से ऐसा कार्य करने के लिए कहना, प्रेरित करना या बाध्य करना, जो मानव-मर्यादा के खिलाफ हो या जो उसके व्यक्तित्व के विपरीत हो या जिससे यह हास्यापद हो जाए या डरा-धमकाकर गलत ढंग से रोककर गलत ढंग से बंद करके चोट पहुंचाकर या उस पर अनुचित दबाव डालकर या उसे इस प्रकार की धमकी, गलत अवरोध, गलत ढंग से बंदी बनाने, चोट या अनुचित भय दिखाकार वैधानिक कार्य करने से मना करना।

**रैगिंग का स्वरूप :-** रैगिंग निम्नांकित रूपों (सूची केवल निर्देशात्मक है, संपूर्ण नहीं) में पाई जाती है - स्पष्ट आदेश

1. वरिष्ठ छात्रों को सर कहने के लिए।
2. सामूहिक कवायद करने के लिए।
3. वरिष्ठों के क्लास नोट्स उतारने के लिए।
4. अनेक सौंपे हुए कार्य करने के लिए।
5. वरिष्ठ के लिए भृत्योचित कार्य करने के लिए।
6. अश्लील प्रश्न पूछने या उनका उत्तर देने के लिए।
7. नये छात्रों को अपने सीधेपन के विपरीत आघात पहुंचाने हेतु अश्लील चित्रों को देखने के लिए।
8. शराब, उबलती हुई, आदि पीने के लिए बाध्य करना।
9. कामुक संकेतार्थ वाले कार्य- समलैंगिक कार्य सहित करने के लिए बाध्य करना।
10. ऐसे कार्य करने के लिए बाध्य करना, जिससे शारीरिक क्षति, मानसिक पीड़ा या मृत्यु तक हो सकती है।
11. नंगा करना, चुंबन लेना आदि।
12. अन्य अश्लीलताएं करना।

उपर्युक्त ये बिन्दुओं से यह विदित होता है कि प्रथम पांच को छोड़कर अधिकतर रैगिंग के विकृत रूपों से युक्त है।

**रैगिंग में लिप्त होने पर दिए जाने वाले दंड -**

1. प्रवेश निरस्त किया जाना।
2. कक्षा/ छात्रावास के निष्कासित किया जाना।
3. छात्रवृत्ति अथवा अन्य सुविधा रोकना।
4. परीक्षा परिणाम रोकना।

5. परीक्षाओं से वंचित करना।
6. राष्ट्रीय, अंतर्राष्ट्रीय तथा युवा उत्सव में भाग लेने पर प्रतिबंध।
7. संस्था से निष्कासित किया जाना।
8. आर्थिक दंड रु. 25000/तक।

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## CODE OF CONDUCT FOR TEACHERS

The Teachers of this College should follow the code of conduct laid down in Chhattisgarh Government Service Rules & Regulations as well as Guidelines provided by UGC for College Teachers. As per UGC guidelines, a person accepting teaching as a profession presumes the commitment to conduct himself/herself in accordance with the ideals of the profession. A Teacher is continually under the watch of students and the society at large. Therefore, every Teacher must see that there is no clash between his principles and doings. The national ethics of education must be his/her own morals. The vital moral values underlying the code are concern, belief, honesty and regard; exemplifying those characteristics related to the Teacher entrusted with social responsibility. A definitive code of conduct for Teachers of our College incorporates the following:

### A. Professional, Personal & Social Values

- i. Teacher should be careful and dedicated to the education of the students. This approach must be aimed at towards the particular requirements of each student. Teacher should be diligent and committed and should be even ready to help out the students past class hours without desiring any remuneration.
- ii. Teacher shall not thwart students from conveying their viewpoints even if it differs from Teacher's own views. The students should be encouraged. Teachers are supposed to recognize positive criticism from students.
- iii. Teacher must try to build up an educational environment. Equal treatment must be given out to all students irrespective of caste, creed, religion, gender or socio-economic status. There must not be any bias or malicious outlook towards any of them.
- iv. Teacher's aim is supposed to be to motivate students to breed more awareness and extend a sense of inquiry in the quest of knowledge.
- v. Teacher should inspire a scientific and democratic attitude among students, making them society oriented, loyal and open minded.
- vi. Teachers must abide by the philosophy of their profession and act in dignified manner.

Teachers must maintain in their minds that society has trusted them with their children.

### B. Professional Expertise Development

- i. Learning is a continuous process. It is essential that Teachers must always update themselves in their respective fields in order to upgrade themselves and their students. Teachers must also acquaint themselves with latest advancements, methodologies and relevant informations.
- ii. Teachers must apart from teaching, perform research & innovation for constant improvement and progress of subject knowledge. They should involve themselves in seminars and conferences and workshops for multi-disciplinary knowledge of academic topics.
- iii. Planning, developing, executing novel teaching techniques and strategies as well as curriculum improvement & planning for an advanced academic structure should be a essential part of Teachers' professional duties.
- iv. Teachers will have to carry out the College's educational responsibilities such as conducting admissions, College seminars and conferences and workshops etc. They should also participate in co-curricular activities of the College like sports, extension activities and cultural programmes. This shall help in creating a holistic development and an amiable relationship with the students.

### C. Professional & Educational Integrity

- i. Teachers must follow honesty in professional practices by truthfully representing the documents of their qualifications, experiences and other credentials.
- ii. Ethics must not be compromised in Research. Plagiarism is an immorality that cannot be accepted at any point. The aim of Teachers should be to develop the quality of research and not adultrate or contaminate it with plagiarism.
- iii. There must be no conflict of interest between professional assignments and private works. Private tuitions and tutoring should be evaded as they reflect poorly on the value of College teaching.



iv. Teachers must abide by the confidentiality of all informations regarding exam affairs as well as issues related with Colleagues and Students unless legally warranted.

#### **D. Professional Alliances, Collaborations & Teamwork**

i. Teachers should be polite and supportive towards their Colleagues while helping them and sharing the tasks in a mutual manner.

ii. Teachers should abstain from laying uncorroborated accusations against their Colleagues to suit their selfish interests.

iii. Teachers must fulfil their responsibilities according to the established rules described by the top authorities and also hold on to the terms & conditions of their contracts.

iv. Teachers should desist from reacting to avoidable political interferences as these damage the sanctity and improvement of an educational organization.

v. Teachers must extend respect to the non-teaching staff. The decisions regarding the College must be done with consensus of all.

vi. Teachers must hold periodical communications with the Parents of the Students for improving the progress of students.

vii. Teachers must abstain from taking unnecessary long leaves and keep up regularity for even functioning of the College.

#### **General Duties & Responsibilities**

1. Teachers should teach the subjects assigned by the Head of the Department.

2. Teachers should complete the syllabus in time.

3. Tutor - Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.

4. Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and

successful. Value based education must be their motto.

5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

7. Teachers must report in time to duty as per the working hours and should be available in the campus during the working hours.

8. Prior written permission is required from the Principal / atleast a day in advance while availing casual leave.

9. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.

10. Staff members are encouraged to take up Research projects.

11. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.

12. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry - Institute interaction.

13. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.

14. No teacher should involve himself or herself in any form of political activity inside or outside the campus.

15. Teachers should attend the College neatly and decently dressed.

16. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.



17. Heads of Departments must submit the Department's time table to the Principal. Any change must also be reported to the Principal.

18. Teachers are encouraged to conduct research on their topic of interest.

19. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations.

20. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.

21. HODs are responsible to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

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## CODE OF CONDUCT FOR PRINCIPAL

The Principal of a Government College has to perform versatile roles and has joint responsibilities of sustaining, protecting, guardianing, controlling, managing, adjudicating, defending, inspiring and motivating the Students, Teachers, Non-Teaching Staff in the College. Since Principal is the academic and administrative head of the College, certain codes of ethics in his conduct as decreed by the UGC in accordance with the guidelines by MHRD as well as the rules and regulations by the Government of Chhattisgarh. The salient and significant codes of conduct applicable to the Principal of Govt. Dr. W.W. Patankar Girls PG College are postulated below:

1. To encourage and conserve the culture of inclusiveness with regards to imparting education in the College.
2. To shield the combined concerns of all sections of the College in order to make them perform unreservedly and offer their maximum for the organization development.
3. To ensure equivalent treatment to all the sections of the College without any discrimination.
4. To keep up the spirit of societal integrity for all the sections of the College irrespective of their caste, creed, race, sex and religious identity.
5. To build and uphold an unprejudiced gender neutral environment in the College so that all genders enjoy equal opportunities.
6. To create and sustain requisite vigilance among all the sections of the College so that the probability of occurrence of sexual harassment becomes minimized and eventually eliminated.
7. To generate and promulgate the spirit of welfare within all the sections of human resources associated directly or indirectly with the College to develop mutual confidence amongst them.
8. To preserve and encourage scholarly activities in the College for exploration of new avenues of academic pursuits.
9. To build an atmosphere favorable for research oriented academic activities in the College to enhance its pool of knowledge.

10. To enforce discipline in the conduct and behaviour of all the sections of the College and to uphold campus-tranquillity essential for academics.
11. To encourage and continue the practice of extra-curricular activities amongst the students of the College for the promotion of social dynamism and cultural heritage.
12. To make an effort to maintain the serenity of the College surroundings so that educational values gradually and eventually prevail for best academic practices.
13. To promote and keep up amiable relationship of the College with the adjacent societies so as to ensure natural flourish of all the Students of the College.
14. To make efforts for preserving enthusiasm of all the sections of the College so as to nurture & augment their capabilities.

As the academic head of the College, the Principal should ensure the continuation of an academic atmosphere within the College and should put efforts for encouraging research activities. The Principal must endeavor his/her best to fetch in ample infrastructural and financial support for the College. The Principal should motivate and persuade the Teachers of the College to take up research projects, publish research papers, arrange for and participate in seminars / conferences / symposiums / workshops.

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## CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff functioning in the College office or departments should remain on Duty during working hours.
2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
3. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
4. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal and their signatures obtained.
5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Non-Teaching staff shall not leave the College premises without permission during the working hours.
7. Non-Teaching staff should acquaint themselves with the College policies and adhere to them to their best ability.
8. Every Non-Teaching staff should perform the duties assigned to them sincerely and diligently as well as with accountability.
9. Non-Teaching staff should avail of leave with prior intimation to their Reporting officer. In case of sudden emergency, information on their absence should be promptly forwarded to the College Authority.
10. Non-Teaching staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
11. Non-Teaching staff should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.
12. Non-Teaching staff should not engage in remarks or behaviour that might be considered disrespectful to their teaching colleagues or students.

### Workplace Conduct

13. Non-Teaching staff should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
14. Non-Teaching staff should also be responsible for the proper use and maintenance of college equipments and furniture.
15. Non-Teaching staff must not be under the influence of drugs or alcohol during office hours.
16. Non-Teaching staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
17. Non-Teaching staff should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
18. Non-Teaching staff should show no discrimination on basis of gender, caste or religion.

### Professional Relationship

19. Interactions between Non-Teaching staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with Non-Teaching staff in Offices, libraries, laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
20. Non-Teaching staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour.
21. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared



functioning that will generate a harmonious environment.

2. The Non-Teaching staff is the first to come into contact with the guardians of students as during examinations. They must

keep in mind that their behaviour will be considered to reflect that of the College. They should thus interact patiently and cooperate with the Students and their parents.

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