



Office of the Principal, Govt. Rajeev Lochan P.G. College,  
Rajim, Dist- Gariyaband (C.G.) Phone No.- 07701-296034

website – [www.grlcrajim.com](http://www.grlcrajim.com)

e-mail address– [govtrcollegrajim192@gmail.com](mailto:govtrcollegrajim192@gmail.com)



## GENERAL CODE OF CONDUCT

**Note: As employees of an institute that is governed by the State Government, all employees and students are bound by the code of conduct mandated by the Govt of Chhattisgarh. The employees are obliged to follow the Duty rules, leave rules and other rules as given in the hand book of Rules for Govt. employees (Civil Service Conduct Rules 1965).**

1. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the Govt. Rules (Refresher / Orientation Courses/FDP) from time to time.
2. Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission from higher authorities.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of Government policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Institution or that seeks to disrupt the academic/administrative activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

### CONCLUSION:

Teachers/ Professors recognize that they are bound by standards of conduct expected of caring, knowledgeable and reasonable adults who are entrusted with the custody, care or education of students or children. They recognize their actions are bound in moral, ethical and legal considerations regarding their obligations to students, parents, peers, administrators, school authorities, communities and society at large. They acknowledge these obligations and act accordingly.





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## ETHICS & CODE OF CONDUCT FOR TEACHING FACULTY

Teachers are entrusted with the responsibility of molding the minds of young people so that they become worthy citizens of a humane society. Such trust and responsibility call for the highest ideals of professional service and the highest degree of ethical conduct. Teachers must demonstrate, inspire and guide, through their own conduct, that learning is a character-building and nation- building noble activity.

A myriad of factors beyond teachers' control have a bearing on their work including engagement of parents and the wider community; commitment and engagement with pupils/ students; the availability of resources and supports, opportunities for teachers' professional development; accelerated degree of educational change and economic and societal factors. Hence teachers must integrate RESPECT, CARE, TRUST and INTEGRITY in their professional work.

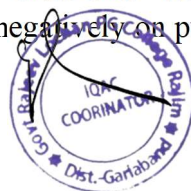
### 1. Professional Values and Relationships *Teachers/Professors should:*

- be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success
- acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development
- be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity and socio-economic status, and any further grounds as may be referenced in equality legislation in the future
- work to establish and maintain a culture of mutual trust and respect in their institutions.
- Teachers work with colleagues and other professionals to create learning environments in which students feel that they are physically, psychologically, socially and culturally secure.

### Professional Integrity

#### *Teachers/Professors should:*

- act with honesty and integrity in all aspects of their work
- respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
- avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.





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## 2. Professional Conduct

### *Teachers/Professors should:*

- ensure that any communication with pupils/ students, colleagues, parents, management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- ensure that they do not knowingly access, download or otherwise have in their possession while engaged in college activities, inappropriate materials/images in electronic or another format.

## 3. Professional Practice

### *Teachers/Professors should:*

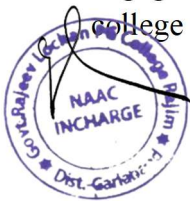
- maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- apply their knowledge and experience in facilitating pupils'/students' holistic development and in their best interest.
- plan and communicate clear, challenging and achievable expectations for pupils/students.
- create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/ students.
- inform their professional judgement and practice by engaging with, and reflecting on, pupil/ student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.

## 4. Professional Development *Teachers/Professors should:*

- take personal responsibility for sustaining and improving the quality of their professional practice by:
  - actively maintaining their professional knowledge and understanding to ensure it is current, reflecting on and critically evaluating their professional practice.
  - in light of their professional knowledge base availing of opportunities for career-long professional development.

## 5. Professional Collegiality and Collaboration *Teachers should:*

- work in a collaborative manner with pupils/ students, parents/guardians, school management, other members of staff, relevant professionals and the wider school community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- engage with the planning, implementation and evaluation of curriculum at classroom and college level.





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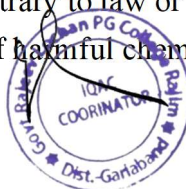
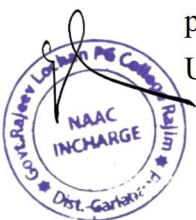
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## CODE OF CONDUCT FOR STUDENTS

1. This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in college 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 Institute's Interests or reputation.
2. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that:
  - a) He/she shall be regular and must complete his/her studies in the Institute.
  - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the HOD.
  - c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
3. Institute 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.
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 Institute's interests and reputation substantially. The various forms of misconduct include:
  5. 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.
  6. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
  7. Any disruptive activity in a class room or in an event sponsored by the Institute
  8. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
  9. Participating in activities including
    - Organizing meetings and processions without permission from the Institute.
    - Accepting membership of religious or terrorist groups banned by the Institute/Government of India
    - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

Unauthorized possession or use of harmful chemicals and banned drugs.





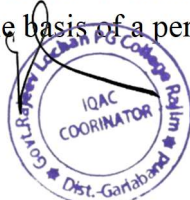
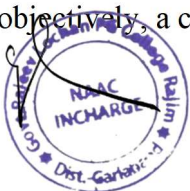
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- Smoking on the campus of the Institute
  - Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
  - Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
  - Rash driving on the campus that may cause any inconvenience to others
  - Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
  - Theft or unauthorized access to others resources
  - Misbehavior at the time of student body elections or during any activity of the Institute.
  - 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 Institute.
10. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
11. 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.
12. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
13. Students are expected to use the social media carefully and responsibly.  
They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
14. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute 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.
15. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
16. 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.
17. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic





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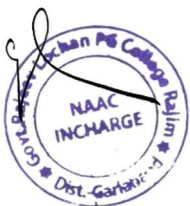
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origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

18. 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 who 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.

- 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.
- RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- 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.
- EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
- MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 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 Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties. Ineligibility to reapply for admission to the Institute for a period of three years, and withholding the grade card/ result or certificate for the courses studied or work carried out.





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## CODE OF CONDUCT FOR TEACHERS

- \* A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examinations conducted by the college.
- \* A teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration/Governing body of the College and the University.
- \* A teacher shall have a freedom of thought and expression. He shall not misuse the facilities or forum of the College/ University.
- \* A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
- \* A teacher shall not make use of resources and/or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
- \* A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
- \* A teacher shall not conduct /participate in private coaching classes directly or indirectly. He shall not accept private tuitions.
- \* A teacher shall not indulge in , directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.
- \* A teacher shall not furnish incorrect information regarding his qualifications, age, etc. in respect of his appointment/promotion.
- \* Your behavior and professional conduct must set a good example to all students.
- \* Avoid using inappropriate or offensive language
- \* Do not use Social Media such as Facebook and Twitter for inappropriate contact with children, and liking their pages etc. is not permitted. Please keep your own Social Media identity as locked down as possible, so that children at the college cannot find out inappropriate information about you and your family.
- \* You may not use your own car to transport students without the college being informed and the correct insurance being in place.
- \* Teacher may not engage in an inappropriate relationship with a student as this would be a clear breach of trust. Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable
- \* During examination duty, teachers should take rounds in the classroom. Mobile phones are not allowed during examination duties.
- \* A teacher should seek to make professional growth continuous through study and research
- \* A teacher should maintain active membership in professional organization and strive to improve education and profession through them.
- \* A teacher should discourage or not indulge in plagiarism or other non ethical behavior in teaching and research.
- \* A teacher should participate in extension, co curricular and extracurricular activities including the community services.





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## Declaration by Teachers on the Code of Conduct

### 1. I promise to be trustworthy by:

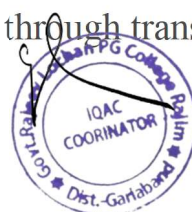
- Demonstrating professional competence to teach and learn.
- By demonstrating professional ethics and by being honest and encouraging honesty in all my academic and other human activities.
- By projecting my work honestly not by indulging in copyright/IPR violation.
- Making my services available at all times for the development of students, the institution and the Society I serve.

### 2. I shall earn my students respect by:

- Treating students, colleagues and management with respect.
- Respecting diversity and dealing peacefully with anger, protest or disagreement.
- Using respectful language within and outside the portals of the institution.
- Being considerate to the feelings of others and by not hurting or threatening to hurt anyone.
- Not indulging in activities that may hinder the progress of my colleagues.
- Learning from the students, and encouraging learning through my teachings.
- Taking actions after duly considering the possible outcomes.
- Setting a good example by being responsible for my own actions.

### 3. I shall be fair in my dealing by:

- Being objective in evaluation and interaction and showing no bias or preference on the basis of race, colour, creed, religion or gender.
- Maintaining relationships with students which will not interfere with fair evaluation.



Openly accepting my shortcomings through transparency of my actions.





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#### 4. I shall care for my students by:

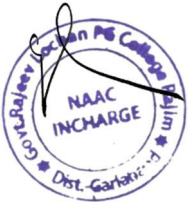
- Emotionally connecting with students, to understand their aspirations and anxieties and help them reach their highest potential.
- Maintaining confidentiality of student information unless there is legitimate ground for disclosure.
- Providing a safe and open environment for discussion and dealing with sensitive issues.

#### 6. I shall promote ethics and code of conduct by:

- Explaining that the knowledge gained is not merely for fulfilling materialistic ambitions but also to serve the society.
- Diligently working on the responsibilities given to me by my institution.
- Getting involved in community development by applying my knowledge through carefully and systematically planned activities.
- Complying with the laws of the land and respecting authority.
- Protecting the environment for posterity.

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Signature of the Faculty





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## CODE OF CONDUCT FOR OFFICE STAFF/EMPLOYEE

- \* Employees must treat each other with respect and dignity.
- \* Value the contributions of others does, and listen to their viewpoints.
- \* Maintain fairness in all relationships.
- \* Never discriminate against anyone — including fellow co employee, students, teachers, or any other person.
- \* All employees who believe that discrimination or harassment has occurred should report the incident, even if they are not the target of such discrimination or harassment.
- \* Our institute prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation relating to alleged discrimination or harassment pursuant to the applicable procedures.

### **Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

### **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

### **Communication**

All employees must be open for communication with their colleagues, supervisors or team members.

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## CODE OF ETHICS FOR RESEARCH

In our Institution we have specified Code of Ethics for Research following regulation of –

- I. Indian Council of Medical Research.
- II. Research Guidelines as per Ordinance 45 of Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.
- III. Institutional Guidelines passed by Research Council.

**I. Following the guidelines of Indian Council of Medical Research our college has constituted one Institutional Ethics Committee (IEC). The responsibilities of an IEC are as follows –**

- I. To protect the dignity, rights and well-being of the Potential Research Participants.
- II. To ensure the universal ethical values and International Scientific Standard are expressed in terms of local community values and customs.
- III. To assist in the development and the education of a research community responsive to local health care requirements.

The basic responsibility of an Institutional Ethics Committee (IEC) is to ensure a competent review to all ethical aspects of the project proposal received by it in an objective manner. IEC is supposed to provide advice to the researchers on all aspects of the welfare and safety of the research participants after ensuring the scientific soundness of the proposed research. For Biomedical Research, the IEC ensure adherence of guidelines mentioned in point a and b of 3 (full review) of Chapter-II of Ethical Guidelines for Biomedical Research of Human Participant of ICMR, New Delhi.

- II. **Our Institution ensures strict compliance of all articles mentioned in ordinance 45, of our affiliating University, i.e. Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.**
- III. **The Research Council of our College has already incepted the STANDARD OPERATING PROCEDURE (SOP) FOR Ph.D. PROGRAMME, which is a binding on all stake holders of Research activities. (SOP detail attached with as annexure - 4)**

Coordinator  
Research Council



Principal

