



## *Government Bilasa Girls P. G. College Bilaspur (C. G.)*

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### **Code of Ethical Conduct:**

Value education is the process of "learning about self and wisdom of life" in a self exploratory, systematic and scientific way through formal education. Morals as socio-legal-religious norms are supposed to help people behave responsibly. However, not all morals lead to responsible behaviour. Values education can show which morals are "bad" morals and which are "good". American psychologist Lawrence Kohlberg who specialized in research on moral education and reasoning, and was best known for his theory of stages of moral development, believed children needed to be in an environment that allowed for open and public discussion of day-to-day conflicts and problems to develop their moral reasoning ability. For this Ethical education is an umbrella –the term generally used to describe the teaching of students in a manner that will help them develop as personal and good social beings.

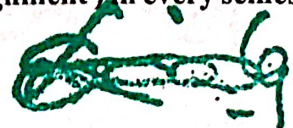
As an institution dedicated to the search for truth through teaching-learning and research, Govt Bilasa Girl's College is committed to excellence and integrity in all its endeavors. In this way, the college tries to maintain the trust and confidence of both the College fraternity and the community. The good reputation in community and fraternity of higher education is one of its most valuable assets.

The College has upheld and will continue to uphold the highest levels of ethics and integrity in all its affairs. To this end, this Code of Ethical Conduct serves (1) to emphasize the College's commitment to ethical conduct and compliance with the law in all related aspects (2) to set forth basic standards of ethical and legal behavior for all related persons and community in general (3) to provide reporting mechanisms for known / suspected ethical or violations of law (4) to help prevent and detect wrongdoing.

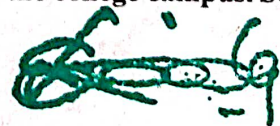
## A: Students Handbook

The institution lays primary emphasis on the maintenance of discipline. The students are advised to strictly follow the following code of discipline:

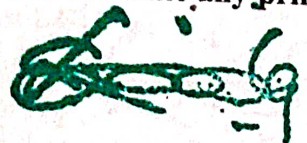
1. Students must carry the Identity Card with them on all days and should produce the same as and when asked for.
2. As it is one of the biggest girls college of the state thus entry of outsiders in the college without proper permission from the Principal is strictly prohibited for the security of our students.
3. Covering of face within campus is strictly prohibited.
4. Smoking/alcohol carrying /drinking inside the college campus is strictly prohibited.
5. Students shall not be allowed to enter the college campus after 5:30 pm without any justified purpose.
6. It is mandatory for every student to maintain proper discipline in the college campus. Any kind of act by the student that amounts to indiscipline will make her liable to imposition of heavy fine or even expulsion from the college.
6. According to rules framed by the UGC and the Higher Education Department, Govt of Chhattisgarh ragging in the educational institutions has been banned under law and, therefore, any student in the college if found involved in ragging in the College will be dealt with under rules which can include even expulsion from the institution.
7. A student shall be allowed to appear in the examination only if she has obtained at least 75% attendance in all the subjects.
8. As being autonomous college every student has to appear at least one Internal Assessment exam in every semester and has to essentially submit home project ( home assignment ) in every semester timely .



9. Every student shall come to the college in proper sober uniform.
10. Students are not allowed to roam around in college corridors and campus unnecessarily.
11. Students are not allowed to bring their relatives / friends in campus.
12. The students staying in hostel are allowed to meet with only those friends/ relatives whom their parents introduced at the time of entry, even the local guardians are always strictly monitored before taking the student with them .
13. In hostel at least three/four times attendance is taken routinely and every time every hostler has to be present mandatory.
14. The students have to limit the number of books barrowing in the Library up to two and have to return the issued books strictly within 15 days .
15. The students have to pay the semester fees by following the payment rules as by flowing queue payment process.
16. In every student gathering singing and honouring national anthem is must.
17. Use of one-time use plastic carry bag is prohibited for every student .
18. Closing taps properly after use to stop wastage of water is must for the students.
19. Students are asked to switch off fans and tube lights before leaving the classrooms , electricity consumption monitors of classes are responsible for the same.
20. Students are asked to make one day –cycle -day in a week preferable.
21. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.



22. The college expects students of to foster a healthy and decent relationship both on campus and of campus. The very spirit of girl's education lies in facilitating such a relationship. Any behaviour contrary to this sprit is deemed unlawful and punishable.
23. During leisure hours, students are advised to use the library and internet browsing centre (Nodal Centre).
24. Playing music loudly is not allowed during fresher / farewell parties in the campus.
25. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
26. Late comers are forbidden from entering the classrooms.
27. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
28. Students should bring prescribed textbooks to the classes every day in language classes. Failing which they will be sent out of the classroom.
29. Defacing the blackboards and walls will be severely dealt with.
30. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
31. Students should stay away from any anti social activities.
32. Students should stay wear their identity cards inside the campus daily.
33. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.

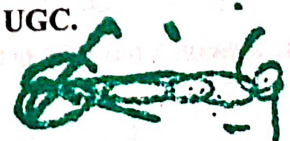


34. Ragging in any form is a serious offence and it will be dealt with severely.
35. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
36. Visitors are not allowed to meet the students in the classrooms.
37. Students should take care of their belongings. The institution will not be responsible for any loss.

### **B: Teachers Handbook**

#### **(Punctuality and Accountability)**

1. Uphold the honour and dignity of the teaching profession.
2. Provide an innovative and quality education to pupils.
3. Be impartial and discriminative against students.
4. Interact with the students in a friendly manner.
5. Abide by the rules and regulations of the institution.
6. Abide by the procedures to ensure student's safety.
7. Collaborate with fellow teachers.
8. Be responsible and interact positively with parents and other stakeholders in educating the students.
9. Be good counselors and facilitators.
10. Help, guide, encourage and assist students in their learning.
11. Teachers should handle the subjects assigned by the Head of the Department with accountability towards students, institute and community seriously and with full devotion.
12. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same as mentioned in performance analysis Performa designed by the deptt of Higher education and UGC.



13. Tutor-Ward system( Shikshak –Abhivavak Yogina ) must be effectively implemented.  
Teachers shall monitor the respective group of students who are attached to them.
14. Assignment topics for each course are to be given to the students within a month of the beginning of the semester for the proper implication of the quality of the work .
15. 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.
16. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
17. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
18. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
19. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. Permission for going out of the College shall not be given during the class hours.
20. Teachers should sign the attendance register while reporting for duty.
21. Teachers must be aware that their workload is 30 hours a week even though their maximum class hours are 36 per week.
22. Teachers are expected to be present in the college campus at least 15 minutes before the beginning time of their classes.
23. Teachers should remain in the campus till the end of the College duty hours.
24. Teachers should not take private tuitions even in home .

#### Academic Activities-

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



2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
5. Absence from duty in the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students

#### General Rules-

1. 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.
2. Teachers Associations should not be formed without the permission of the Principal.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
7. Teachers are barred from using cell phones while taking classes.
8. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing



9. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
10. Each Department Association must conduct at least three special meetings in each semester.
11. 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 without fail.
12. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
13. Teachers shall not directly involve in Viva Voice, internal Examination or exam duty any member of their immediate family. All employees are required to disclose immediate family members studying in the College.
14. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
15. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

**C: Non-Teaching Staff's Handbook**

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (10.30 a.m. to 5.30 p.m.). They should report for duty at least 30 minutes in advance (10.00 a.m.)
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 at the end of each semester 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 before 5.30 p.m.
7. Non teaching staff (class four) should wear the dress allotted them to wear in duty hours.
8. Adhere strictly to the laws and regulations of the college.
9. Respect and maintain the hierarchy in the Administration.
10. Maintain honesty, integrity, fairness in all activities.
11. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
12. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
13. Must not intercept or misappropriate college money.
14. Must not be absent from duty without official approval or approved sick leave.
15. Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

Besides Above-mentioned code of conduct, the employees of the college are governed by service rules of Chhattisgarh CIVIL SERVICE RULES.

The recruitment, promotion and superannuation of teaching and non-teaching staff members, are governed by the service rules of Dept. of Higher Education Govt. of CG and The Atal Bihari University, Bilaspur Act 1969 .

**D. Code of Ethics for Principal-**

1. The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal.
2. Chalk out a policy and plan to execute the vision and mission.
3. Promote industry institution interaction and inculcate research development activities.
4. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
5. Recommend and forward communication to the authorities.
6. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
7. Execute any other qualitative and quantitative work for the welfare of the institution.
8. Listen to the student's ideas and set a supportive tone.



9. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
10. Empower all his staff and students to reach their maximum potential.
11. Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

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