



GOVERNMENT DR. SHYAMA PRASAD MUKHERJEE SCIENCE & COMMERCE COLLEGE

Sector-H, Rajharsh Colony, Kolar, Bhopal (M.P.)- 462042

Affiliated to Barkatullah University, Bhopal (M.P.)

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Code of Conduct

Our college observes code of conduct to improve holistic development of the students and teachers by creating healthy teaching- learning atmosphere. It emphasizes upon the promotion of professional behaviour and academic integrity. The reputation of the college depends on its academic performance and behaviour of the students. The purpose of this code of conduct is to acquaint the students, teachers and staff with the rules and regulations of the college in order to achieve the desired goals.

Code of Conduct for Students

- ❖ The students are expected to follow all the ethical codes in the college campus.
- ❖ They should arrive on time to attend their regular classes.
- ❖ They should wear uniform and carry their I-cards every day.
- ❖ They should not get involved in any type of political activity and mal- practice in the campus.
- ❖ They should maintain discipline in the classroom and should not cause any harm to the belongings of the college.
- ❖ They should compulsorily adhere to 75% compulsory attendance.
- ❖ They should seek proper admission as per guidelines issued by the department of Higher Education, Madhya Pradesh, Bhopal.
- ❖ CCTV surveillance is for their safety and security, they are supposed to behave accordingly.
- ❖ They must conserve electricity and water by switching off lights, fans and closing taps in the campus.
- ❖ They should follow the rules and regulations at the library in the proper manner.
- ❖ They should read the notices and circulars put on the notice boards every day.
- ❖ They are expected to make use of academic co- curricular and extracurricular facility available in the optimum levels.
- ❖ Any type of ragging, mis-behaviour towards girls and other students, use of threat and violence against the members of the staff or fellow students will be considered as very serious cases of misconduct and strict disciplinary action will be taken against them.
- ❖ Violation of all the stated rules will be taken seriously.

Code of Conduct for the Principal

- ❖ The principal should exhibit the qualities of effective leadership in all academic and administrative activities of the college.
- ❖ Should chalk out a policy and plan to execute the mission and vision of the college.
- ❖ Should provide guidance, leadership, direction to all the stakeholders besides coordinating in all college works.
- ❖ Should monitor the overall administration and academic programmes
- ❖ Should adapt to new technology and implement it in the institute.
- ❖ Should also observe and implement the directives issued by the Government, UGC and Higher Education.
- ❖ Should assess reports, academic audit and adhere to the code of conduct of the college.
- ❖ Should also motivate teaching and non-teaching staff.

Code of Conduct for the Teachers

- ❖ The teachers should adhere to responsible pattern of conduct.
- ❖ They should seek to make professional growth through study and research.
- ❖ They should express free and frank opinion by participating at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- ❖ They should perform their duties (academic and non -academic) with integrity and impartiality.
- ❖ They should adhere to the code of conduct and advice and counsel the students and act according to the code of conduct.
- ❖ They should inculcate among students scientific Outlook, respect for physical labour and ideals of democracy, patriotism and peace.
- ❖ They should refrain themselves from any mal- practices which go against ethical standards.
- ❖ They should adhere to the code of conduct to bring laurels to the college.

Code of Conduct for the Non -Teaching Staff

- ❖ The staff of the college shall discharge their duties efficiently and diligently with the administrative standards and performance norms laid down by UGC, Higher Education and College from time to time.
- ❖ They should maintain the professional knowledge and skills updated for the proper discharge of their duties assigned to them.
- ❖ They should adhere to ethics and the code of conduct in performing their duties punctually.
- ❖ They should respect the rights and dignity of the principal, teachers and the students.
- ❖ They should cooperate with the authorities for the betterment of the institution.
- ❖ They should maintain the positive relationship with all colleagues, teachers and students in the college.
- ❖ Any staff should not indulge in any organized anti- institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.