



कार्यालय प्राचार्य, शासकीय स्वामी आत्मानंद स्नातकोत्तर  
महाविद्यालय नारायणपुर जिला- नारायणपुर (छ.ग.)

दूरभाष नं. 07781-252655, 252755,

Email - [narayanpurcollege@gmail.com](mailto:narayanpurcollege@gmail.com)

7.1.10. The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The code of conduct is displayed on the **website**
2. There is a committee to monitor adherence to the code of Conduct
3. Institution organizes professional ethics programmes for students, teacher, administrators and other staff
4. Annual awareness programmes on code of conduct are organized...

PRINCIPAL

Govt. Swami Atmanand PG College  
Narayanpur Dist Narayanpur  
Chhattisgarh



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## **HAND BOOK ON CODE OF CONDUCT** **CODE OF CONDUCT FOR STUDENTS**

The codes depicted underneath shall apply to all sorts of conduct of students within the college premises and their – camps mannerisms which may have serious consequences or adverse impact on the college's interests or reputation.

1. The student shall be regular in the classes and must complete his/her studies in the college.
2. Every student shall wear clean, neat and formal dress, suitable to our culture and tradition.
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
4. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
5. The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus.
6. During leisure hours students are advised to use the library.
7. Late comers are forbidden from entering the classroom.
8. Students shall move from the one classroom to another or get out of the classroom in an orderly manner, without making any noise.
9. Students should bring prescribed textbook to the classes every day.
10. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
11. Students should stay away from the any anti-social activities.
12. Students should wear their identity card inside the campus daily.
13. Without the permission of the principal, students are not permitted to circulate any printed materials or pamphlets.
14. Ragging in any form is a serious offense and it will be dealt with severely
15. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
16. Visitors are not allowed to meet the students in the classrooms.
17. Students should take care of their belongings; the institution will not be responsible for any loss.

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18. In the event, the student is forced to discontinue studies for any legitimate reason; he/she may be relieved from the Institution subject to the written consent of the College Authority.
19. In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.
20. The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons to their rights, to the college property and to the safety of others.
21. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off campus which may affect the Institute's interests and reputation substantially.
22. Any act of discrimination (physical or verbal) based on an individual's gender, identity, caste race religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc is strictly forbidden.
23. Intentionally damaging or destroying the Institute's property or property of other students and/or Faculty members & Support staffs is punishable act.
24. Possessing, consuming, distributing and selling of alcohol in the institute are a punishable offence.

  
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**CODE OF CONDUCT FOR TEACHING STAFF**

Being the cadres of Chhattisgarh State Higher Education, the teachers of this college should follow the code of conduct laid down in Chhattisgarh State Government Service Rules. They are also subject to the guidelines provided 'by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession.

The basic ethical values, underlying the code are care trust, integrity and respect, embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this institution encompasses the following;

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute nourish and enforce meeting equal treatment to all the stakeholders in the college so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the college.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity within the framework of Indian Constitution.
5. To create and maintain an unbiased gender free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among the stakeholder of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence among them.

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8. To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

9. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus serenity required for academics.

10. To promote and maintain the practice of extra-curricular activities among the students.

11. To Endeavour for the upkeep of tranquillity of the region surrounding the college so that academic practices comes to gradual prevalence and only prevail, eventually.

12. To promote and maintain harmonious relationships of the college with the adjoining society in order to ensure spontaneous and prosperity of all the students of the institution.

13. To Endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the college and should endeavour for its enrichment by encouraging research activities Thus the Principal should put best efforts to bring in adequate infrastructural and financial support for the college. The Principal should encourage the faculty members of the Institution to take up research projects publish research papers, organize regular seminars and participate in conferences, symposiums, workshops and seminars.

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**CODE OF CONDUCT FOR NON- TEACHING STAFF**

Being the employees of the Government of Chhattisgarh, all the Non - Teaching Staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the Non - Teaching Staff along the following lines.

**PROFESSIONAL CONDUCT**

1. The Non-Teaching Staff should acquaint themselves with the college policies.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information of their absence should be promptly forwarded to the college authority.
4. The non-teaching staff should not, on any account, undertake any other job within the stipulated office hours.
5. They should not engage in remarks or behaviour that might be considered disrespectful to their non- teaching colleagues, teaching staff or students.

**WORKPLACE CONDUCT**

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
2. They should also be responsible for the proper use and maintenance of college equipments and furniture.
3. Non-teaching staff should be under the influence of drugs or alcohol during office hours.
4. The 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.

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5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

6. The non-teaching Staff should show no discrimination on basis of gender, caste or religion.

### PROFESSIONAL RELATIONSHIP

Interactions between non-teaching staff and students are frequent as for example during admission, disbursement of financial aid and examinations and so on. On a regular basis the students come into contact with non-teaching staff in libraries and laboratories. It is expected that they behave in a helpful friendly and patient manner towards the students.

1. The non-teaching staff should respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour. As the progress of the college depends upon mutual goodwill and trust.

2. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. There should be harmonious environment.

3. The non-teaching staff is the first to come into contact with the guardians of the students during admission and examination time they must keep in mind the fact that their behaviour will be considered to reflect that of the institution.

  
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**7.1.10.** The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The code of conduct is displayed on the **website**

<https://www.gdcnarayanpur.com/#>

**A. Students code of conduct**

<https://www.gdcnarayanpur.com/College.aspx?PageName=STUDENTS>

**B. Teaching staff code of conduct**

<https://www.gdcnarayanpur.com/College.aspx?PageName=TEACHING%20STAFF>

**C. Non- teaching staff code of conduct**

<https://www.gdcnarayanpur.com/College.aspx?PageName=NON-TEACHING%20STAFF>

(Dr. S. R. Kunjam)  
Principal

Govt. Swami Atmanand Post Graduate  
College Narayanpur (C.G.)

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