



## Code of conduct for student

Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus. They shall be abiding by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the college.

The College reserves the right to withdraw from any student the privilege of attending the college for any lawful reason that the college deems appropriate. All learners attend the college are bound the code of conduct which states that-

### Timings:

The college timing is from 10.00am to 4.00 pm during summer and 10.30 am to 4.00 p.m. during winter.

### Uniform:

A student should enter the college premises in complete prescribed uniform.

### Academic Misconduct:

Any student involved in academic misconduct is liable to punishment as per college rules .Academic misconduct is defined as a violation of the standards of academic integrity of the College whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, use of power and position, for achieving academic excellence.

**Cell Phones:** Use of cell phones during the classes is prohibited.

**I-Cards:** Students are required to carry their I-Cards with them.

**Ragging:** Ragging is strictly prohibited in the college campus.

**Attendance/punctuality:** 75 % attendance is compulsory. Students have to ensure punctuality in attending their classes. A continuous unauthorized absence of ten days from any classmates a student liable for discharge from the college.

Assault/physical harm Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Any reckless or intentional misconduct, places oneself for another at risk of bodily harm is subject to disciplinary action.

### **Theft/Unauthorized Entry:**

Theft and damage to property of the college whether due to negligence, intentional or unintentional is prohibited. Unauthorized entry or presence within enclosed college buildings or areas including athletic facilities, construction sites is prohibited.

**Carrying of prohibited items:** Any student in possession of prohibited items (Knives, chemicals, etc.) may be referred to the student conduct process. The College expects student held responsible for Student Code of Conduct violations to fully comply with all disciplinary actions imposed by the College. The College may address student academic and social misconduct through its own process.

### **Code of conduct for Teachers**

A teacher shall –


1. Perform his academic duties such as lectures, demonstrations, assessment, guidance and invigilation conscientiously and with devotion;
2. Be impartial in the assessment of students;
3. Refrain from exploiting official facilities and staff or personal ends and misuse of privileges;
4. Refrain from inciting students against other students, colleagues or administration on grounds of caste, creed, religion, race, sex, region or language;

Refrain from raising questions of caste, creed, religion, race, sex, region or language in his relationship with his colleagues and using the above considerations for improvement of his prospects;

5. Carry out the decision of the appropriate administrative authorities/bodies and academic bodies of the institute pertaining to his normal duties. (This will not inhibit his right to express his difference with their policies or decisions; provided that the expression of opinion is made at a proper time and place and in a dignified manner);
6. Not divulge any confidential information relating to the affairs of the college to any person not authorized in respect thereof.

  
**HOD**  
(All Department)

  
**IQAC Coordinator**

  
**Principal**  
**Govt Degree College**  
**TIMARNI (HARDA) M.P.**