



**कार्यालय प्राचार्य, शासकीय बृजलाल वर्मा महाविद्यालय, पलारी**  
**जिला-बलौदाबाजार-भाटापारा (छ.ग.)**

College Code- 1205 | E-mail- govt.blvcollegepallari@gmail.com | Website- blvcollegepallari.in | Phone No. - 07727-201324

### **CODE OF CONDUCT FOR STUDENTS**

Government Brijlal Verma College Pallari is committed to maintain, culture of conduct that showcases intellectual openness, justice, integrity, fairness, respect, equity and accountability. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

#### **RESPONSIBILITIES OF STUDENTS**

1. Students should maintain discipline of campus, non-violence, respect the teachers and also maintain self discipline.
2. Avoid any type of miss conduct in the campus and at any where also.

#### **STUDENT COMMITMENT**

3. Shall be in time to the institution.
4. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
5. Follow the instructions of the teacher carefully in the classrooms.
6. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
7. Meet all deadlines of assignments, submission of projects, records and posters.
8. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
9. Maintain silence in the library and utilize its resources and space without causing damage.

#### **ACADEMIC MISCONDUCT**

8. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.

#### **DISCIPLINARY MISCONDUCT**

9. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.
10. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.

11. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
12. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

### CODE OF CONDUCT FOR TEACHERS

**This Code of Conduct applies to the teaching members of the institute.**

#### **Introduction:**

Government Brijlal Verma College Pallari is striving for academic excellence, and progress of educational excellence. Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

#### **THE CODE OF CONDUCT TEACHERS**

- a. Shall be regular and punctual to the classes.
- b. Must conduct one hour class and take attendance in the beginning of class.
- c. Daily lesson should be planned ahead and taught in the most effective and innovative way.
- d. Class should be well structured, interactive and involving student cohort.
- e. Notes of units should be included in the course file.

#### **TEACHERS AND THE STUDENTS**

- f. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the affiliated university.
- g. Syllabus completion should be according to academic calendar.
- h. Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
- i. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
- j. Mentorship shall be fulfilled in order to enhance student's academic performance.
- k. Do not show partiality or hold grudges towards students/colleagues.
- l. The teacher is in-charge of students during the class.
- m. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
- n. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of unsurity of the behavior if it is against the code then the matter should be discussed with Deans, Heads of Departments, Principal or Vice Principal.
- o. Shall be a springboard for the student's academic success, personal growth and placement in the national and global arena.

#### **TEACHERS AND THE PARENT**

- p. Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.



## CODE OF CONDUCT FOR EMPLOYEES

The term employee includes non-teaching staff and other staff which come under this preview. The following code of conduct applies to all of the employees mentioned below:

### **1. General Rules:**

- a. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
- b. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- c. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflect good values.
- d. Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- e. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f. The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
- g. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

### **2. Confidentiality:**

- a. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.

### **5. Attendance at Meeting:**

- a. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.
- b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

### **7. Misconduct:**

- a. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- b. Acting in a manner prejudicial to the interests of the Institution.
- c. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
- d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- f. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- g. Damage to any property of the Institution.

**Note:** The above instances of misconduct are illustrative in nature, and not an exhaustive.

### **9. Representations:**

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel.

### **10. Interpretation:**

The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.

### **FUNCTIONS:**

Code of conduct of Sri Indu Institute of Engineering and Technology clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees and, in doing so, defines desired behavior.

### **Functions of the cell**

- To built self esteem and dignity among girl students and ladies faculty members.
- To offer service such as counseling, legal aid in case of atrocities against women.
- To create awareness regarding women rights.
- To avoid and prohibit sexual harassment at workplace.
- To arrange programs regarding health, personality development etc.

### **FACILITY:**

Any noncompliance with the code of conduct should be reported to Internal Compliant Committee

*for*   
I/c PRINCIPAL  
Govt. BrijLal Verma College Pallari  
Distt. Baloda Bazar-Bhatapara (C.G.)