



GOVT. RAJMATA VIJAYA RAJE SINDHIYA KANYA MAHAVIDYALAYA, KAWARDHA

Kawardha, Dist:- Kabirdham, Chhattisgarh

Registered Under Section 2(F) of UGC Act

Affiliated to Hemchand Yadav University, Durg (C.G.)

CODE OF CONDUCT

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1. General Rules Every student is required to wear an Identity Card when in college premises.
2. Students are expected to take proper care of the College property and to co-operate in keeping the premises neat and clean. Any damage to the College property is a breach of discipline and will be strictly dealt with.
3. Ragging is strictly prohibited in and around the College premises. Students are advised not to get involved in any ragging activities. Any complaint of ragging against any student will extract strict disciplinary action, which depending upon the severity of case, may amount to expulsion of the defaulting individual from the college.
4. Students are not permitted to carry mobile phones within the College premises.
5. Students must not do anything inside or outside the College that will in any way interfere with its orderly administration, discipline and smooth functioning.
6. No Notice or Article pertaining to the College must be given by the students in any newspaper or magazine.
7. Students will be responsible for their belongings.
8. College will not be accountable for any loss of personal belongings of the students. All unclaimed books, bags, etc. must be deposited in the College Office.
9. To ensure strict compliance the College has an 'Anti Ragging Committee'.

To Contact: - Dr. Mrs. K. Tigga – 9752509505. (In charge Anti ragging Committee)


Principal
Govt. Rajmata Vijaya Raje
Sindhya Kanya Mahavidyalaya,
Kawardha, Kabirdham (C.G.)
Principal

INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF

1. All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets.
2. All staff shall devote their time and their best efforts for the progress of the Institute.
3. Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
4. Proper and polite use of language as means of verbal expression, communication and exchange. Use of abusive and slang words is strictly forbidden.
5. Mentor – Mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them. Teachers should be good counsellors and Facilitators.
6. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Teachers should carry out other academic, co-curricular and organizational activities— that may be assigned to them from time to time.
8. 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.
9. Teachers should punch bio metric and also sign the attendance register while reporting for duty and also while leaving the college.
10. Prior written permission is required from the Principal / at least a day in advance while availing CL or DL.
11. Teachers are barred from using cell phones while taking classes.
12. The staff should encourage students asking doubts / questions. The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
13. All the staff members are required to submit their Self Evaluation Report to IQAC at the end of every term of the academic year in the prescribed format.


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