



**OFFICE OF THE PRINCIPAL**  
**GOVT. COLLEGE JEWARTALA DISTT. BALOD [CG]**



(Affiliated by Hemchand Yadav Vishwavidyalaya)

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**POLICY DOCUMENT ON CODE OF ETHICS**

**CODE OF ETHICS FOR STUDENTS**

1. Treat Institute teachers, administrators, officers, employees, guests and visitors, and other students with respect, dignity, impartiality, courtesy, and sensitivity.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
3. Regularity to the college is a must and every student shall take responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically
6. Stealing, misusing, destroying, defacing, or damaging college property or personal property of others is prohibited.
7. Refrain from getting involved in or encouraging any sort of discrimination, harassment, or bullying of employees and other students. is
8. . Posting derogatory comments about individuals of the Institute on social media or indulging in any such related activities having grave ramifications on the reputation of the Institute prohibited
9. Possession, consumption, or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
10. Use of cell phones on the campus is prohibited for academic purposes is prohibited.
11. Audio or video recording in classrooms or actions of other students, faculty, or staff shall not be done without prior permission.

## **CODE OF CONDUCT FOR TEACHER, OFFICIAL AND OTHER STAFF**

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and be honest and impartial in his /her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students, and with members of the public.
2. . Unless otherwise stated specifically in the terms of appointment, every teacher is a whole time teacher of the Institute and may be called upon to perform such duties as may be assigned to him/her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. . A teacher shall be required to maintain the scheduled hours of work during which he /she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, a teacher should inform the Principal in writing.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid, or assist in any manner any political movement or activity
5. No teacher shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the Institute.
6. No teacher, except with the prior permission of the competent authority, engages, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
7. 7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof. Teachers and other staff will also provide information about their previous cases of misconduct/irregularity before joining the institution failing they will be liable for stringent action.
9. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or the press / media for/ against any official act of the Institute.
10. No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the competent authority, even if a subsequent marriage is permissible under the personal and religious law for the time applying to him /her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as an advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.

12. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. A teacher who commits any offense or dereliction of duty or does an act detrimental to the interests of the Institute, is subject to an inquiry and punishment by the competent authority. Any teacher who is aggrieved by the decision of the competent authority may appeal against such punishment or decision, within 15 days of receipt of the orders of the decision, to the Competent Authority and the decision of the Competent Authority thereon is final.
14. No teacher shall engage in strike or incitement thereto or similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
15. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension, or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal. Co-Ordinator, I.Q.A.C Govt College jewartala, Distt. Balod cg

  
Co-ordinator I.Q.A.C.  
Naveen Govt. College Jewartala  
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