

# कार्यालय प्राचार्य

शासकीय नवीन महाविद्यालय-बोरी, जिला - दुर्ग (छ.ग.)

[www.govtcollegebori.com](http://www.govtcollegebori.com)  
Email-govtcollegebori@gmail.com  
College Code - 1609

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बोरी, दिनांक

## POLICY DOCUMENT FOR TEACHER'S ETHICS & CONDUCT

While all Govt. Servants of Chhattisgarh serve under the rules and regulation laid down by the CG Civil Services rules 1965, our Institution has framed its policy document for the benefit of the teachers, so that they may be aware of their responsibilities and conduct. This has been done primarily to facilitate a congenial teaching learning atmosphere in the institution as teachers play a pivotal role in society and are also closely observed and emulated by students.

### INSTITUTIONAL POLICY FOR TEACHERS' ETHICS AND CONDUCT

Teachers of this institution as already mentioned have to abide by the rules and regulations laid down by the CG Government Services rule 1965 and also by the Guidelines provided by the UGC. The Conduct of the teacher should be in accordance with the ideals of his profession. A Teachers remains almost a role model for many students. Society too has high regards for a teachers. Therefore it is expected of a teacher that he/she be ethical, moral, honest, dedicated and responsible in his profession. Our institutional policy document for a teacher charts out the following qualities.

#### (A) AT THE GENERAL FRONT

- 1) A teacher should be able to dedicate himself in the acquiring of knowledge, so that he can kindle its flame among his students and society.
- 2) He /She should be easily approachable and willing to help students with his studies and other co-curricular activities.
- 3) He/ she should be willing to act as a mentor to his students and should be able to counsel, provide guidance and advice to his students.
- 4) He/she should play a pro active role in shaping the personality of his /her students by sharing with them his extensive knowledge.
- 5) He/she should have the ability to appreciate diverse point of views even though the views may not match with his /her own.
- 6) He/she should be free from prejudice and shall provide equal treatment to all irrespective of castes /color / creed /religious belief/ gender, or socio-economic status.
- 7) He/she should have the ability to develop among students a scientific temper so that they may be able to perceive life in a methodical, scientific and rational manner.
- 8) Teachers are expected to live up to the expectation that society has bestowed upon them and therefore should lead a dignified life.

### (B) AT THE PROFESSIONAL FRONT

- 1) Teachers should keep themselves updated in diverse fields of knowledge
- 2) They should also upgrade themselves with newer skillset in teaching methodologies and techniques of teachings.
- 3) Apart from regular classroom teaching a teacher should play an innovative role in newer areas of research and must promote research and innovation in the institutional and outside.
- 4) He/she should be able to plan, develop and execute newer techniques in class.
- 5) He/she should be also able to contribute in the direction of curriculum planning and improvement.
- 6) He/she should be competent enough to handle all his institutional responsibilities which may range from admissions to the conduct of various academic and other co-curricular activities.


### ( C ) COLABORATION AND TEAM WORK

1. Teachers should be polite and supportive towards their colleague
2. They should abstained from taking part in political activities
3. They should be respectful to the colleagues and seniors and execute all institutional responsibilities in a professional manner.
4. They must be able to communicate with the parents of his students. Any information that pertains to his progress and studies.
5. They should desist from going on long leaves unless it becomes absolutely necessary, so that the general academic atmosphere and regularity in an institution is not disrupted.

### ( D ) GENERAL DUTIES AND RESPONSIBILITIES

1. Teachers should teach the topics mentioned in the syllabus or assigned to them and must teach the contents of the syllabus in a phased manner so that periodic assessment can be conducted as per the schedule mentioned in the academic calendar.
2. Teacher should take due care in implementing the Mentor- Mentee / Tutor – Ward system in the institution. They should be able to counsel and keep an eye on the progress of the student under his tutelage.
3. Teacher should be good counselors and facilitators.
4. They should be able to guide / assist students to make the teaching learning process more effective.
5. Their conduct both inside and outside the institution should be as such that behoves that of the members of his profession.
6. They are to take up research work in areas of their interest so that the dividends of his research may be harnessed for the benefit of society.
7. They should constantly keep themselves abreast with newer areas of knowledge by participating in seminars, conferences and workshops.
8. Teachers should feel encouraged in writing textbooks, articles in reputed journals and also take initiative to present papers in seminars and conferences

9. They should also take-up research projects for the benefit of students and society.
10. In order to improve the academic atmosphere in an institution and also to implement newer methodologies teachers should also take part in faculty development programs (FDP)
11. No teacher should involve himself /herself in any act of moral turpitude which may bring about discredit to him and the organization.
12. Teachers are not to be involved in any form of political activity inside or outside the campus.
13. Teacher should also preferably follow a certain dress code as best suited to his / her profession.

  
Principal  
Govt. Neveen College Bori  
Dist. Durg (C.G.)

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**ACADEMIC SESSION 2017-2018**

**CONSTITUTION OF COMMITTEE TO MONITOR ADHERENCE TO THE  
CODE OF CONDUCT**

The following members of the discipline committee are here by being nominated to be a part of the committee that will also monitor the adherence to the code of conduct for students, teachers and non-teaching staff members during the academic session. The code of ethics and conduct for the respective segments are available in the website.

1. Dr. Tapas Mukherjee
2. Smt. Vaidehi Sharma
3. Dr. Asha Dewan
4. Dr. Amarnath Sharma
5. Dr. Manjulata Sao
6. Dr. Meena Chakraborty
7. Dr. Hansraj Thakur
8. Dr. Sangeeta Sharma

*Jayisankar*  
Principal  
Principal  
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**ACADEMIC SESSION 2019-2020**

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*Yashveer Kumar*  
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**ACADEMIC SESSION 2020-2021**

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## GOVT. NAVEEN COLLEGE BORI

ACTIVITIES ORGANIZED UNDER THE METRIC FOR  
TEACHERS, STUDENTS, ADMINISTRATORS AND OTHER  
STAFFS.







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POLICY DOCUMENT IN ADMINSTRATIVE ETHICS AND CONDUCT  
FOR PRINCIPALS

The Principal's role in an educational institution is very important. He must be an efficient administrator and also accomplished academician. The code of conduct for principals and guidelines are provided by the Govt. of Chhattisgarh in **Pracharya Digdarshika**, however this institution has framed for the convenience of principals abroad outline highlighting certain codes and ethics so as to facilitate a system of efficient administration in the institution.

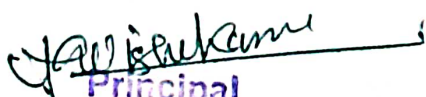
COLLEGE POLICY FOR PRINCIPLE'S ADMINISTRATIVE ETHICS AND CONDUCT

The Principal of any institution has to play a variety of roles for running an institution efficiently. His roles range from general administration to financial management, to efficient handling of resources, to facilitating an academic atmosphere and many others. A Principal has to abide by the code of ethics prepared by the decreed by the UGC and the Govt. of Chhattisgarh. Mentioned herein are a few significant codes as applicable to the Principal .

1. To facilitate and preserve the culture of inclusiveness regarding imparting education in the institution.
2. To develop the organization to the fullest of its potential by properly managing all human resources available in the institution.
3. To ensure equivalent treatment to all the sections of the college without any discrimination.
4. To keep up the spirit of societal integrity for all the sections of the college irrespective of caste , creed , race, sex and religious identity .
5. To facilitate a gender neutral environment in the institution so as to provide equal opportunities to all genders.

6. To maintain administrative control which will prevent any occurrence of sexual harassment in the institution.
7. To motivate all staff and students so as to encourage scholarly activities in the college.
8. To create an atmosphere favorable for research in a institution.
9. To enforce discipline in the institution.
10. To encourage extra-curricular activities among students so as to develop leadership skills among them.
11. To promote and nurture the love and pride of one's own culture in the institution.
12. To nature the love for the environment among the students and faculty.
13. To uphold such educational values that would be instrumental in the building up of character of students.
14. To initiate and encourage better academic practices including research in the institution.

As an academic head the principal should promote an academic atmosphere by encouraging innovative teaching practices in the institution. The Principal should help in augmenting the existing infrastructural facilities available in the institution. He / she also motivate teachers to take up research projects, publish research papers and make suitable arrangement for the conduct of seminars/ conferences / symposiums/ workshops.

  
Principal  
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बोरी, दिनांक 05.02.2019

**POLICY DOCUMENTS FOR STUDENT'S ETHICS AND CONDUCT**

Govt. Naveen college Bori, situated in Durg district of the state of Chhattisgarh is about 36 km away from the district headquarters. The Institution is situated in a rural belt .Although unaffected by many of the issues that are prevalent in urban areas the college administration has designed a certain code of conduct which shall not only promote the individual growth of students but also inculcate collective responsibility among them. The policies designed for the student's ethics and conduct are as follows:

1. Students are required to attend their classes regularly, any short fall of attendance below 75% may render them ineligible to appear in the University Examination.
2. At the time of leaving the institution students are required to clear any pending fees / library dues applicable to them at that time.
3. Students are to maintain the academic atmosphere in the institution by upholding academic integrity. They are to pay due respect to all and also ensure the safety of all including the property of institution.
4. Students are prohibited from taking part in any unlawful activities and indulging in any such activities that goes against the interest and reputation of the institution.
5. Any misconduct from the students will be punishable as per the decisions by the discipline committee.
6. The Term misconduct includes:
  - a) Any act of discrimination based on an individual's caste, Gender, race, religion, language, disability or sexual orientation.
  - b) Intentional damage to institutional property or that of other students or faculty members.

- c) Any disruptive activity in the college that may result in issues of law and order.
- d) Participation in activities also includes the organizing of meetings and processions without the permission of the college authorities.
- e) Possession of any weapon, arms or ammunition within the campus. Such issues will be strictly dealt and cases forwarded to the appropriate authorities.
- f) Accepting membership of any such organizations or institution that is banned by the Govt. of India.
- g) Possession of Drugs, Narcotics, or chemicals that are banned.
- h) The Possession of such materials will be considered a crime and cases will be reported to the rightful quarters.
- i) Rash driving in the college campus is strictly prohibited
- j) Not disclosing pre-existing health conditions, both mental and physical that could hinder the academic atmosphere of the institution. Such an act would be considered a lapse on the part of the student.
- k) Pilferage and unauthorized excess to college resources would be considered an offence.
- l) The abuse of college computers and electronic resources is strictly prohibited.

### BREACH OF COLLEGE POLICY AND SUBSEQUENT DISCIPLINARY ACTION

1. Any breach of college policy in the area of students' ethics and conduct will be assessed by a committee that will be formed by the principal which shall enquire into the alleged violations and suggests specific disciplinary action for the same.
2. Disciplinary actions may be of the following nature.

#### WARNING:

1. A warning will be issued to the delinquent student if his conduct is found to be inappropriate to the situation .
2. Repeated warnings can lead finally to expulsion of the student from the institution.

#### RESTRICTIONS :

1. Breach of discipline may result in the imposition of restriction to the students for a specific period of time .



**FINES:**

Students may also be fined for causing damages to the institutional property or for any violation of the code of conduct.

**SUSPENSION:**

A student may be suspended for a specific period of time from class or activities if the disciplinary committee advises so

*Yashwantrao*  
Principal  
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POLICY DOCUMENT IN PROFESSIONAL ETHICS AND CONDUCT FOR  
NON-TEACHING STAFF

The general code of conduct of all non-teaching staff of Govt. Naveen College Bori should be in accordance to the code of conduct as enunciated in the CG Civil Services Rules and Regulation 1965, but for the convenience of all non-teaching staff of this institution, this policy document is being framed for highlighting their general duties and responsibilities so as to facilitate better administration in the institution.

COLLEGE POLICY FOR NON-TEACHING STAFF: PROFESSIONAL  
ETHICS AND CONDUCT

1. All non-teaching staff are to be present during the office hours in the institution.
2. All non-teaching staff working in the laboratories shall maintain stock registers for articles, equipment's, chemicals , purchased for the laboratories .
3. Laboratories, offices and other areas of the institution are to be kept clean and duties assigned by the Principal has to be executed in the time frame stipulated.
4. Any loss or damage to any institutional property has to be reported to the principal.
5. They are not to leave the college premises without the written permission of the principal.
6. They should only avail their leaves after prior intimation to the authorities.
7. Non-Teaching staff should not be involved in any other profit or undertake any job while they are in service .
8. They should desist from taking part in any political activity.

9. They should be punctual and must complete their daily assigned activities prior to the commencement of everyday classes in order to facilitate smooth functioning of the institution.
10. They should be discrete with institutional information and not expected to share information with others especially that pertaining to the conduct of examination.
11. They are expected to be student friendly in their behavior and should be willing to help student during counselling, disbursement of financial aid and others .

  
Principal  
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