**GOVERNMENT LOHIA COLLEGE, CHURU**

**RAJASTHAN**

**HANDBOOK**

**Code of Conduct for Students and all categories of Employees**

**Preamble**

Govt. Lohia College has formulated a Code of Conduct for the overall development of students, teachers and other employees, and the institution as a whole to create an effective teaching–learning atmosphere. It promotes the professional ethics and academic integrity. The reputation of an institution depends on the academic performance as well as on behavior of the students. Our Motto is to emerge as a Centre of Academic Excellence in creating and disseminating knowledge. Our aim is to provide students a unique learning experience in educationin the light of Seth KanhaiyaLalLohia’s vision, the founder of the college. Our goal isto provide the students a holistic and academic environment, and to nurture them for a successful career as well as to contribute to the betterment of the society.

The purpose of this code of conduct is to make the students and teachers imbibe the rules and regulations of the institution and to step forward to achievethe mission, vision and goal of the institution.

**STUDENTS**

1. Students have to enter their class at right time and to stay for the wholeteaching period.Students who will fail to get 75% attendance will not be allowed to appear in annual examinations.
2. Every admitted student must wear the identity card with photowhenever he/she is in the college campus and present it for inspection on demand.
3. Students shall respect all the staff members and the fellow students in the campus.
4. Students should shall respect the National Flag, the National Anthem and all the National Symbols.
5. Students should exhibit and promote patriotism, nationalism, social harmonyand fellow feelings.
6. Ragging is strictly banned in the campus. Anyone found guilty of ragging and/or abetting ragging is liable to be punished as per the directives of the UGC and the State Government.
7. Political activities are strictly prohibited in the campus.
8. Students shall wear neat, clean, andsober clothes in the campus.
9. Students are expected to spend their free time in the reading room or library. Strict silence must be observed in reading room and Library.
10. When the girls are present in the common room, they are expected to maintain proper discipline.
11. All the students have to maintain the proper discipline and obey the instructions given by higher authority time to time. If any student is found guilty of doing any unwanted activity in the campus, he/she shall be punished with disciplinary action.
12. Students should not loiter in the corridor or crowd along the passages of the college campus.
13. Students shall keeptheir cell phones in the silent mode or switched offin the college campus.
14. Internet/Wi-Fifacility available inthe campus isto be used for academic purposes only.
15. Noise making and other disruptive activities are not allowedin the college campus.
16. Food and beverages are not allowed in corridor, reading room, library, labs or classrooms.
17. Use dustbins to drop useless papers and other articles
18. Smoking, chewing of tobacco and consumption of alcohol is strictly prohibited in the campus.
19. If the teacher is absent, the class representative should inform the Head of the Department or the Principalfor the alternative arrangements.
20. No Society or Association shall be formed in the Institution and no person will be invited to address a meeting without the prior permission of the Principal.
21. No student shall collect any money or contribution for picnic, trip, tour, get-together or any other activity without prior permission of theHead of the Department or the Principal.
22. No student shall communicate any information and write anythingto the press or any agency about the matters concerned to the administration of the institution.
23. Students are expected to take proper care of institute’s property and help the authorities in keeping the premises neat and clean.
24. Damaging institute’s property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of water etc., is breach of discipline, and the guilty will be duly punished.
25. Students should switch off lights and fans whenever they are not required or before leaving the class room.
26. Students should not leave their books, valuables and other belongings anywhere in the campus.
27. Insubordination and unbecoming language or any kind of misconduct on the part of a student is sufficient reason for his/her rustication from the Institution.
28. All activities in the institution are to be organized under the guidance and supervision of the Principal and the Professor In-Charge.
29. Students found guilty of using unfair means in the examinations will not be re-admitted to the Institution. Actions will be initiated against such students as per the norms and procedure prescribed by the university and state government.
30. studentsare expected to read the notice boards regularly for important information and notices displayed by the college office. They will not be excused or given any concession on the ground of ignorance or not reading notices displayed on the notice board.
31. Limited parking space is provided for students.It can be utilized on first come first basis.
32. Students must ride/drive their vehicles into the campus at slow speed only.
33. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
34. The Principal is the ultimate disciplinary and regulatory authority in the institution.

**EMPLOYEES**

1. Every employee shall, at all times, maintain professional integrity and be fully devoted to his/herduty.
2. Every employee shallbe honest, punctual and impartial in his/her official dealings.
3. Every employee shall, at all times, be polite and well-mannered in his/her dealings with the college administration and other members of the staff.
4. Every employee will work within the frame-work of organizational structure and hierarchy conforming to the policies and directions as may be given by the college administration from time to time apart from teaching and other assignments.
5. Employees should strictly follow the schedule of working hours in the institution. But if it is needed, they shall stay beyond working hours for some definite purposes.
6. Every employee is a whole-time employee of the Government; and may be called upon to perform someresponsibilities/duties, as may be, assigned to him/her by the competent authority extra/beyond the scheduled working hours or on holidays and Sundays.
7. No employee shall be absent from duty without the prior permission of the competent authority i. e. the Principal.
8. All Employees, especially teaching faculty, are expected to improve their knowledge base through continuous learning, execution of industry projects, conductingand attending seminar, workshop etc.
9. No employee shall take part in active politics, or be associated with any political party.
10. An employeeagainst whom criminal proceedings are initiated in a court of law shall immediately inform the office regarding the details thereof.
11. No employee shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press/ media for/against any official act of the Institution.
12. Smoking, chewing of tobacco and consumption of alcohol is strictly prohibited in the campus.
13. Whenever any employee wishes to put forth any claim or seeksredressal of any grievance, he/she must forward his/her case through the proper channel to the competent authority only.
14. An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the institution, will be subjected to an enquiry and punishment by the competent authority as per rule.
15. The institutiongives utmost priority to discipline; and therefore every employee is expected to maintain strict discipline and bound to abide by the service rules and regulations of the Government of Rajasthan.
16. The institution takes a serious note of misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable as per the rules of state government.
17. Respect the mission and goals of the institution,and strive to achieve them.
18. Employees shall follow the directions and instructions properly given by the Principal.
19. Use Internet in labs and classrooms only for the academic purpose. Internet/Wi-Fi facility available in the campus is to be used for academic purposes only.
20. The parking space is limited. It can be utilized on first come first basis.
21. Every employee is expected to maintain proper etiquettes required in an academic institution.
22. Every employee shall abide by these rules of Institution, and shall be liable for consequences in the caseof any breach of the rules by him/her.

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