



**GOVT KAMLA DEVI RATHI MAHILA PG MAHAVIDYALAYA,  
RAJNANDGAON (C.G.)**



# **INSTITUTIONAL CODE OF CONDUCT**

**(For Principal, Teaching Staff, Non-Teaching Staff and Students)**

**ISSUED BY  
Internal Quality Assurance Cell (IQAC)**

Web site – [www.govtkdmcollegerjn.com](http://www.govtkdmcollegerjn.com)

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**Code of conduct for principal –**

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.

  
**Principal**  
**Govt. Kamla Devi Rathi Mahila PG**  
**Mahavidyalaya, Rajnandgaon (C.G.)**

## **Code of Conduct for Teacher and non-teaching staff**

(1) Every teacher and staff employed by the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

It shall be the duty of a teacher or other person employed in a college to do any work in connection with an examination conducted by the University or any college, which he is required to do by the Vice-Chancellor or the Registrar of the University / by the Principal of the College, as the case may be.

(2) No teacher or other person employed in a college shall absent himself/herself from his/her duties without prior permission, in case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.

(3) No teacher or other person employed in a college shall engage directly or indirectly in any trade or business.

(4) A teacher or other person employed in a college, when involved in criminal proceedings, shall inform the committee of such proceedings.

(5) No teacher or other person employed in a college shall engage themselves in any political activity. He/she shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

(6) No teacher or other person employed in a college shall contest or participate in or canvas for any election.

(9) No teacher or other person employed in a college shall bring or attempt to bring any political or other influence on his superior authority in respect of his/her individual service interests.

(10) No teacher or other person employed in a college shall engage himself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.

(11) No teacher or other person employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the Government.



**Principal**

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## Code of Conduct and Professional Ethics for Teaching Staff

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.
2. Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. No teacher shall leave his head quarter except with the previous permission of proper authority even during leave or vacation.
4. Whenever leaving station, a teacher shall inform the Principal the address where he would be available during the period of his/her absence from station.
5. Every teacher shall devote themselves diligently to their work and utilize their time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
6. Every teacher shall engage classes regularly and punctually and import lessons so as to maintain and strengthen standards of academic excellence. His/her academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practical and assessment/examination./valuation work assigned to him by the College.
7. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
8. Every teacher shall help the College/University authorities in enforcing and maintaining discipline among students.
9. No teacher shall incite students against other students, teacher or College/University authorities. This does not interfere with the right of a teacher to express his/her opinion on principles in seminars or other places where students are present.
10. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical, project Etc.
11. No teacher shall resort to unauthorized use of College/University resources or facilities for personal, commercial, political or other purpose not related to the College/University.
12. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College/university with the intention of interfering with the performance of his duties.
13. No teacher shall take active part in politics, so as to cause interference in the discharge of his duties nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
14. No teacher shall except in accordance with any general or special orders of the College/University or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.
15. No teacher shall be a signatory to any joint representation addressed to the authorized for redressed of any grievance or any other matter.  
Office-Bearers shall not issue any press statement pertaining to college matters without the prior permission of the principal.
16. The Students' Development Council Office-Bearers shall not involve themselves in any kind of

  
**Principal**  
**Govt. Kamla Devi Rathi Mahila PG**  
**Mahavidyalaya, Rajnandgaon (C.G.)**

fund raising campaigns except with the specific approval of the principal.

### **Rules Regarding Attendance and Leave of Absence**

1. It shall be the duty of every student to attend classes regularly and punctually.
2. No student shall absent himself/herself from any class without proper application for leave. Application for leave must be made beforehand in the prescribed form. If absence is necessitated by unforeseen circumstances, an application for leave must be submitted not later than the first day of his/her return to the college. Leave applied for in time will ordinarily be granted when proper reasons are given. In case of sickness exceeding five days, the HOD/Principal may demand Medical Certificate in support thereof.
3. Leave applications should be countersigned by parent or guardian.
4. Leave applications should be submitted by students to their respective HODs.
6. A student must attend at least 75% of the working days to earn his/her term certificate.
7. A student's attendance, his/her academic progress and conduct as assessed by the staff and the principal will be the only consideration for promotion to the next academic year or selection for the University Examinations. The principal may at his discretion require a student who does not show adequate progression studies or who is irregular in attendance to withdraw from the college.
8. Students, who represent the college at debates/seminars/cultural meets/sports/games and other extra-curricular activities like NCC, NSS, YRC, and Rotaract, will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge.

  
**Principal**  
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**Mahavidyalaya, Rajnandgaon (C.G.)**



## General Code of Conduct for Students

Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to preserve the goodwill and reputation of the college.

1. Girls of the college should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
2. Students are expected to be punctual to classes. Late comers will be admitted only in exceptional cases and with the permission of the HODs.
3. Loitering on verandas, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, hostel blocks, playgrounds and other such places inside the college campus.
4. While moving from one class to another, strict silence must be observed.
5. Whenever students are free, they are expected to go to the library. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground.
6. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
7. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
8. Students shall not involve in any form of ragging inside or outside the College campus.
9. The college does not take donations/capitation fees for admissions. All instances of demand for donations must be reported to the principal.
10. Students should remit course fees in time. Names will be struck off the rolls and TC will be given to students who do not remit the fees even after the last date of payment of fees with fine.
11. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.
12. Students should not make any payments to anybody without the knowledge and consent of the principal.
13. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the principal.
14. No student shall enter the College Office except on business and at the stipulated time.
15. Students are expected to hand over to the College Office any property found in any place inside the campus.
16. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.
17. Every student should possess Identity Card with her photo affixed on it duly attested by the principal. Students are expected to wear their rope identity cards inside and outside the class. Identity Card shall be shown on demand while transacting business in the bank, college office, library, and while applying for railway/bus concession, and while participating in inter-collegiate events. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gates.

  
Principal

Govt. Kamla Devi Rathi Mahila PG  
Mahavidyalaya, Rajnandgaon (C.G.)

18. A grievance redressal mechanism exists in the college. Girls are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.

### **Disciplinary Rules Governing Students**

1. Students are strictly forbidden from participating in political agitations of all kinds.
2. If a student attends any political meeting or engages in political agitation and conducts herself in a way that is detrimental to the corporate life or functioning of the College, severe action will be taken. The principal is empowered to expel or suspend the student or refuse issuing all or some of the certificates due to her. Her case may also be reported to the University for punishment under the University regulations.
3. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the College precincts.
5. Organized absence from classes and soliciting absence from other students are serious breaches of discipline which may lead to expulsion of the student.
6. Students are not allowed to address any authority outside the College without the permission of the principal.
7. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
8. Without the knowledge of the principal, students should not post any of the deemed problems on the social media, such as Facebook, nor to the press.
9. NCC is an organization that stands for discipline. Cadets are warned against involving in any act of indiscipline that may bring disrepute to NCC or the institution. The principal has the right to expel such cadets from the NCC, and if need be, from the institution.
10. Ragging in any form is a serious offence and those found indulging in it will be summarily expelled from the College as per the directions of the Government. Do not rag and get ragged. All instances of ragging, including eve-teasing, whether inside or outside the campus, must be brought to the notice of the principal, either in writing or oral. Complain boxes have been arranged outside the principal's Chamber.

  
**Principal**  
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**Mahavidyalaya, Rajnandgaon (C.G.)**





Govt. Kamla Devi Rathi P.G. Mahila  
Mahavidalaya, Rajnandgaon

**अनुशासन समिति**  
**CODE OF CONDUCT**

सत्र 2016-17 से 2021-22







# सूचना

मार्च 2016 - 17

अनुशासन समिति की बैठक दिनांक 07-9-2016 के दोपहर 12.00 बजे प्राचार्य कक्षा में रखी गई है।  
कक्षा समिति के सदस्यों से अनुरोध है कि इस बैठक में उपस्थित होने का कष्ट करें।

  
**Principal**  
Govt. K. D. Girls College  
RAJNANDGAON (C.G.)

## अनुशासन समिति

- ① संयोजक - डॉ. एच. के. शर्मा -   
② सदस्य - डॉ. उषा मोहंते   
डॉ. नीता एम. नाथर   
श्रीमती रामकुमारी लुंके   
श्रीमती सोमलता  
कु. मनीषा हंसराज

## वैठक

आज दिनांक 07-9-2016 को अनुशासन समिति

की आवश्यक बैठक आयोजित की गई जिसे  
न्याय के उपरांत मुख्य रूप से  
निम्न निर्णय लिये गए :-

- ① छात्रों महाविद्यालय परिसर में महाविद्यालय द्वारा जारी किये गये परिचय पत्र सँव करने साथ लगे
- ② छात्रों महाविद्यालय में शालीन वेप भूषा में जाये।
- ③ छात्रों चेहरे पर मसाल ठककर परिसर में प्रवेश एवं विचरण न करें।
- ④ छात्रों ऐसा कोई व्यवहार न करें जो अन्य छात्रों को बुरा लगे।
- ⑤ अतिरिक्त कथवा खाली समय में छात्रों क्रामन रूप एवं शीडिंग रूम कथवा स्पोर्ट्स हॉल का प्रयोग करें आवश्यक रूप से इधर दधर न हूँगे।

अपरिचित किसी भी नियमों का उल्लंघन करने पर संबंधित छात्रा के विरुद्ध अनुशासनात्मक कार्यवाही की जायेगी।

① डॉ. हर्षिता कौर गहना

② डॉ. कृष्ण मोहं

③ डॉ. नीला एन नायर

④ श्रीमती. सुशमा...

⑤ श्रीमती. मोहना

⑥ श्रीमती. रंजना...

मनीषा

Principal

Govt. K. D. Girls College



सूचना






अनुशासन समिति की बैठक दिनांक 7.9.2017 से दोपहर 12:00 बजे प्राचार्य कक्ष में रखी गयी है।

अतः समिति के सदस्यों से अनुरोध है, कि उक्त बैठक में उपस्थित होने का कष्ट करें।

  
**Principal**

Govt. K. D. Girls College  
RAJNANDRAPORE (C.G.)

अनुशासन समिति

- ① संयोजक - डॉ. एच. के. गरचा   
② सदस्य - डॉ. उषा मोहले   
                  डॉ. नीता एस. नायर   
                  श्रीमती शमकुमारी धुर्वी   
                  डॉ. जयसिंह साहू 

## बैठक

आज दिनांक 7.9.2017 की अनुशासन समिति की आवश्यक बैठक आयोजित की गई।

समिति के सदस्यों की उपस्थिति में सर्वसम्मति से अधोलिखित निर्णय लिए गये।

1. छात्राये महाविद्यालय के प्रवेश द्वार, बरामदे, अध्ययन कक्षा क्लास रूम, के सामने अनावश्यक खड़े न हो, और शोर न करें। अनुशासन एवं शालीनता का परिचय दें।
2. सभागार में आयोजित होने वाले कार्यक्रमों में छात्राएँ अनिवार्यता के साथ उपस्थित होकर लाभान्वित हों।
3. छात्राएँ अपनी निर्धारित कक्षा प्रारंभ होने के कुछ मिनट पूर्व ही कक्षा के सामने आये।
4. छात्राएँ बहुमूल्य वस्तुएँ एवं अधिक नगद राशि न रखें, खो जाने पर स्वयं जिम्मेदार होंगी।
5. छात्राएँ बाहरी छात्राओं की अनावश्यक रूप से अपने साथ न लावे। छात्राएँ गॉर्डन में कुचरा न करें।
6. महाविद्यालय परिसर में मोबाइल का प्रयोग वर्जित है।

- ① डॉ. एन के शर्मा
- ② डॉ. कृष्ण मेहता
- ③ डॉ. नीता एन. गामट
- ④ श्रीमती जयप्रिया नाई
- ⑤ श्रीमती राजकुमारी बुकी

  
Principal  
Govt. K. D. Girls College  
RAJNANDGAON (C.G.)




# सूचना

सत्र 2019-20


दिनांक 18.08.2018 को अनुशासन समिति की बैठक रोपड़ 2.00 बजे प्राचार्य कक्षा में रखी गई है। अतः समिति के सदस्यों से अनुरोध है कि उक्त बैठक में उपस्थित होने का फलटन करें।

  
**Principal**  
Govt. K. D. Girls College  
RAJNANDGARH (C.G.)

## अनुशासन समिति


① संयोजक - डॉ. एच. के. शर्मा 

सदस्य -

1. डॉ. कृष्ण मोहंते 

2. डॉ. जयकिंग साहू 

3. डॉ. नील एम. नायर 

4. श्रीमती रामकुमारी धुर्वी 

5. कु. रेणु डिपठी 

## वैठक

आज दिनांक 18.8.2018 को अनुशासन समिति की आवश्यक बैठक आयोजित की गई। समिति के सदस्यों की उपस्थिति में सर्वसम्मति से निम्नलिखित निर्णय लिए गये :-

- ① छात्राएँ महाविद्यालय के प्रवेश द्वार, प्राचार्य-कक्ष के सामने, स्टाफ कम, बरामदे एवं क्लब हाउस के सामने अनुवश्यक स्वेड ने उन्हें फॉर बोर्ड न करें।
- ② महाविद्यालय के किसी भी अधिकारी, कर्मचारी के साथ छात्राएँ सम्मानपूर्वक व्यवहार करें अन्यथा इसे अनुशासनहीनता माना जायेगा।
- ③ सभागार में आयोजित होने वाले कार्यक्रमों में छात्राएँ अनिवार्य रूप से उपस्थित होकर भागन्वित हों।
- ④ क्लब हाउस, क्लब कम एवं बरामदे में कचरा न फैलाये।
- ⑤ रेडिंग गैर कानूनी है जूनियर या सपने-कक्षा के अन्य छात्रियों को अनुवश्यक रूप से प्रेरणा न दें। ऐसा करने पर अनुशासनात्मक कार्यवाही की जायेगी।  
अतः बैठक में तत्काल के निम्नलिखित प्रावधानों को उपस्थापित करें।

- ① डॉ. एम. के. गहगार - *Principal*
- ② डॉ. केशव मोहोपा - *Principal*
- ③ डॉ. जयदीप साहू - *Principal*
- ④ सुनील शर्मा - *Principal*
- ⑤ डॉ. नीला एम. गहगार - *Principal*
- ⑥ डॉ. एम. के. गहगार - *Principal*





### Minutes of the Meeting 2018-19

Type of Meeting: Disciplinary Action  
Date & Time: 18/08/2018, 03:00PM  
Meeting Facilitators: Principal/Convener  
Invitees: Members of Disciplinary Committee Members  
Venue: Room No.

#### Meeting Agenda.

- General Review on Discipline
- Uniform
- Timing of Hours
- Discipline During the Annual Function(Prize Distribution Function)

#### Discussion:

- It was that NCC cadets help would taken to maintain discipline during the Annual Function.
- The Disciplinary Committee will prepare a report for any person who lodges a complaint against students.
- The report will then be reviewed by the disciplinary committee.
- The report will then be forwarded to the principal.

#### Adjournment:

- Special Attention to be given to the students who tries to bunk during college hours.
- Strict action should be taken against attendance defaulters and those who bunk class hours. Students are expected to pay attention to their use of language too.

Principal

Principal

Govt. Kamla Devi Rathi Mahila PG  
Mahavidyalaya, Rajnandgaon (C.G.)

  
Convener

## Constitution of the Disciplinary Committee

Academic Year- 2018-19

### Vision-

Creating Safe and motivating environment in our institution and to bring professionalism among students by inculcating best practices.

### Mission-

To have optimistic approach in imparting discipline among students. Framing rules and regulations to maintain discipline in the college premises.

### Functions

1. To frame the rules and regulations of the committee.
2. To make sure that all the students are aware of the discipline of the college and campus.
3. To encourage the students to maintain discipline wherever necessary.
4. If any indiscipline found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulation of the committee, if found with indiscipline behavior by the same students repeatedly.

S. No.	Name	Designation	Position
1.	Dr.(Smt) H.K. Garcha	Asst. Prof.	Convener
2.	Dr.(Smt) Usha Mohabe	Asst. Prof.	Member ✓
3.	Dr. Jaisingh Sahu	Asst. Prof.	Member
4.	Dr. (Smt.) Neeta S. Nair	Sports Officer	Member
5.	Smt. Ramkumari Dhurwa	Asst. Prof.	Member
6.	Ms. Re nu Tripathi	Asst. Prof.	Member

Signature

*[Signatures of members]*

*[Signature]*  
Principal

Govt. Kamla Devi Rathi Mahila PG  
Mahavidyalaya, Rajnandgaon (C.G.)

*[Signature]*  
Dr.(Smt) H.K. Garcha  
Convener  
Disciplinary Committee





## Minutes of the Meeting students of Disciplinary Committee held on

Venue - Tagore Hall

Time - 03:00 PM

Date: 14/10/2020

### CIRCULAR

As per the advice of the chairman/Principal/Convener, Meeting of students Disciplinary committee is organized on 15/10/20 at 03:00 PM in conference hall to discuss various issues pertaining to students discipline.

All members are requested to be present for the meeting

#### Agenda for the Meeting

5. Discipline to be maintained by the students in the college campus with respect to Covid-19 pandemic.
6. Awareness for the students of First year on discipline to be maintained in the college campus.
7. Discussion on disciplinary action to be taken on Students on the misconduct.
8. Any other points for discussions with the permission of principal.

  
Principal

**Principal**  
**Govt. Kamla Devi Rathi Mahila PG**  
**Mahavidyalaya, Rajnandgaon (C.G.)**

  
Convener



## Minutes of The Meeting

Minutes of the meeting of students disciplinary committee held on  
15/10/2020 at 03:00 PM in Tagore Hall. The following members were  
present for the meeting

S. No.	Name	Designation	Position	Signature
1.	Dr.(Smt) H.K. Garcha	Asst. Prof.	Convener	
2.	Dr.(Smt) Usha Mohabe	Asst. Prof.	Member	
3.	Dr. Jaisingh Sahu	Asst. Prof.	Member	
4.	Dr. (Smt.) Neeta S. Nair	Sports Officer	Member	
5.	Smt. Ramkumari Dhurwa	Asst. Prof.	Member	
6.	Ms. Re nu Tripathi	Asst. Prof.	Member	

### Agenda for The Meeting

- Discipline to be maintained by the students in the college campus with respect to Covid-19 pandemic.
- Awareness for the students of First year on discipline to be maintained in the college campus.
- Discussion on disciplinary action to be taken on Students on the misconduct.
- Any other points for discussions with the permission of principal.

Principal/ Convener welcomed the members of the students Disciplinary committee she requested convener to brief on the agenda.

### Agenda

- Discipline to be maintained by the students in the college campus with respect to Covid-19 pandemic.

Convener informed that due To Covid-19 pandemic prevailing in the country as per the guidelines of the Govt. students discipline with respective Covid-19 has to be inculcated in the students by conducting some awareness programs regarding things to be followed to fight against Covid-19 and break the chain.

The matter was discussed in depth and committee has taken a decision to conduct awareness programs for students and staff and display boards all over the campus regarding Do's and Don'ts.

### Agenda

- Awareness for the students of First year on discipline to be maintained in the college campus.



The discipline to be maintained by the students of First year was discussed by the committee and it was decided to give awareness program during the Induction program for first year Students. All the member have agreed for the same

#### Agenda

6. Discussion on disciplinary action to be taken on Students on the misconduct.

The committee discussed in-depth on the type of disciplinary action to be taken on the students in case of misconduct.

During discussion it was opined that initially if a student's commit any in disciplinary action she should be warned. If the same mistake is committed by student again then disciplinary action to be taken on the student depending on the misconduct. The disciplinary action should be such that it does not affect the career of the students.

#### Vote of Thanks

As there were no other points for discussion. Convener than thanked all the members for attending the meeting and suggesting their valuable inputs.

With this the meeting was formally concluded

Principal

**Principal**

**Govt. Kamla Devi Rathi Mahila PG  
Mahavidyalaya, Rajnandgaon (C.G.)**

Convener





## Minutes of the Meeting students of Disciplinary Committee held on

Venue - Tagore Hall

Time - 03:00 PM

Date: 10/10/2021

### CIRCULAR

As per the advice of the chairman/Principal/Convener, Meeting of students Disciplinary committee is organized on 12/10/21 at 03:00 PM in conference hall to discuss various issues pertaining to students discipline.

All members are requested to be present for the meeting

#### Agenda for the Meeting

1. Discipline to be maintained by the students in the college campus with respect to Covid-19 pandemic.
2. Awareness for the students of First year on discipline to be maintained in the college campus.
3. Discussion on disciplinary action to be taken on Students on the misconduct.
4. Any other points for discussions with the permission of principal.

  
Principal

Principal  
Govt. Kamla Devi Rathi Mahila PG  
Mahavidyalaya, Rajnandgaon (C.G.)

  
Convener

## Minutes of The Meeting

Minutes of the meeting of students disciplinary committee held on

12 Oct 2021 at 03:00 PM in Tagore Hall. The following members were present for the meeting

S. No.	Name	Designation	Position
1.	Dr.(Smt) H.K. Garcha	Asst. Prof.	Convener
2.	Dr. Jaisingh Sahu	Asst. Prof.	Member
3.	Dr. (Smt.) Neeta S. Nair	Sports Officer	Member
4.	Smt. Ramkumari Dhurwa	Asst. Prof.	Member
5.	Mr. Alok Kumar Joshi	Asst. Prof.	Member
6.	Ms. Re nu Tripathi	Asst. Prof.	Member

Signature

*(Handwritten signatures of the members)*

### Agenda for The Meeting

1. Discipline to be maintained by the students in the college campus with respect to Covid-19 pandemic.
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3. Discussion on disciplinary action to be taken on Students on the misconduct.
4. Any other points for discussions with the permission of principal.

Principal/ Convener welcomed the members of the students Disciplinary committee she requested convener to brief on the agenda.

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The matter was discussed in depth and committee has taken a decision to conduct awareness programs for students and staff and display boards all over the campus regarding Do's and Don'ts.



## Agenda

2. Awareness for the students of First year on discipline to be maintained in the college campus.

The discipline to be maintained by the students of First year was discussed by the committee and it was decided to give awareness program during the Induction program for first year Students. All the member have agreed for the same.

## Agenda

3. Discussion on disciplinary action to be taken on Students on the misconduct.

The committee discussed in-depth on the type of disciplinary action to be taken on the students in case of misconduct.

During discussion it was opined that initially if a student's commit any in disciplinary action she should be warned. If the same mistake is committed by student again then disciplinary action to be taken on the student depending on the misconduct. The disciplinary action should be such that it does not affect the career of the students.

## Vote of Thanks

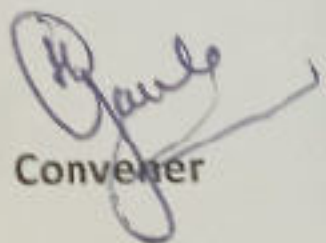
As there were no other points for discussion, Convener than thanked all the members for attending the meeting and suggesting their valuable inputs.

With this the meeting was formally concluded

  
Principal

Principal

Govt. Kamla Devi Rathi Mahila PG  
Vidyalaya, Rajnandgaon (C.G.)

  
Convener





**GOVT KAMLA DEVI RATHI MAHILA PG MAHAVIDYALAYA,  
RAJNANDGAON (C.G.)**



# **HUMAN VALUES & PROFESSIONAL ETHICS**

**(For Principal, Teaching Staff, Non-Teaching Staff and Students)**

**ISSUED BY  
Internal Quality Assurance Cell (IQAC)**

Web site – [www.govtkdmcollegerjn.com](http://www.govtkdmcollegerjn.com)  
Email – [kamlacollege.rjn@gmail.com](mailto:kamlacollege.rjn@gmail.com)

☎ Phone No. – 07744-225171  
☎ Fax No. – 07744-225171

## **INTRODUCTION**

Govt. Kamladevi Rathi Mahila PG Mahavidyalaya, Rajnandgaon is a pioneer educational institution imparting higher education to women in whole of Rajnandgaon district. Established in 1963 by Nari Shiksha Samiti in the fond memory of Late (Smt) Kamla Devi Rathi, it was taken over by the State Govt in 1981. Bestowed with the legacy of spreading education it has almost reached the Milestone of 50th Year celebrating its Golden Jubilee in 2013. Starting with merely 13 students in Arts, the college has now enrolled strength of about 2540 students offering an array of U.G. and P.G. programmes ranging from B.A, B.Sc., B.Com, B.Sc.(Home Science) to P.G. in eight subjects viz Political Science, Economics, Geography, Sociology, Psychology and M.Sc. Chemistry, Botany and Zoology. Being located in the tribal and backward class dominated belt, the college is striving hard to cater to the needs of the Students. Rajnandgaon is an important district head quarter of Chhattisgarh State.

Women Empowerment and Nari Shiksha being high on the agenda, the Institution offers ample opportunities to create and nurture an environment that kindles learning and inspires to build a career and personality through participation in NSS, NCC, Co-Curricular and extracurricular-activities.

All educational activities organized in the college are student centric. The students are nurtured to excel professionally, get empowered with multi skills to emerge as Autonomous learners and to be morally sound and socially responsible citizens.

## **Vision**

Aspiration to emerge as an institute of excellence for all round development with ethical and entrepreneurial values in students.

Imparting a higher learning and value based education of global standards for betterment and up enlistment of society.

Increasing collaborations and linkages to fill up the gap between higher education and employment.

## **Mission**

- To provide quality higher education and value based learning to female students at minimal cost.
- To maintain excellent academic standards through research and innovation by utilizing modern teaching aids and technologies.
- To encourage and promote faculty members for advanced research and teaching methods.
- To inspire and prepare students to compete at national and international platforms of academics, arts and sports.
- To inculcate the Indian heritage and culture and to instill moral values of life.
- To extend the services of the institution for the betterment of the society.

## **HUMAN VALUES AND PROFESSIONAL ETHICS FOR**

## **TEACHERS AND STUDENTS**

Teachers should :

1. Respect the right and dignity of the student in expressing her opinion.
2. Deal justly and impartially, with students regardless of their religion ,caste ,political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage the students to improve their attainments develop their personalities and at same time contribute to community welfare.
5. Inculcate among student scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make themselves available to the student even beyond their class hours and help and guide the student without remuneration are reward.
9. Aid studens to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students agains other student colleagues administration



## **TEACHERS & COLLEAGUES**

1. Treat other member of the profession in the same manner as they themselves wish to be treated .
2. Speak respectfully to other teachers.
3. Refrain from lodging unsubstantiated allegation against colleagues higher authorities.
4. Refrain from allowing consideration of caste ,creed religion, race or sex in their professional endeavor.

## **TEACHERS & AUTHORITIES**

1. Discharges their responsibilities according to existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and professional organization for change of any such rule detrimental to the professional interest.
2. Refrain from taking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities .
3. Cooperate in formation of policies of the institution by accepting various offices and discharges. Responsibilities which offices may demand.
4. Cooperate through their organization in the formulation of polities of other institution and accept offices.
5. Cooperate with authorities in betterment of the institution keeping in view the interest and in conformity with dignity of profession.
6. Should adhere to conditions of contract.
7. Give and expect due notice before change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping view their particular responsibility for completion of academic schedule.

## **TEACHERS & NON TEACHING STAFF**

1. Teachers should treat non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
2. Teachers should help in the function of joint staff councils covering both teachers and non-teaching.

## **TEACHERS AND GUARDIAN**

1. Try to see through teachers' bodies and organization that institution maintain contact with guardians, their students, send reports of their performances to the guardian whenever necessary and meet the guardians in meeting convened for the purpose of mutual exchange of idea and for the benefit of institution.

## **TEACHERS AND SOCIETY**

1. recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to progress of society and country as a whole.
4. Perform duties of citizenship participate in community activities and shoulder responsibilities of public officers.
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity, among different communities, religion or linguistic group but actively work for national integration.

## HUMAN VALUES

Human values are the virtues that guide us to take into account human element when we interact with other human being. They are our feeling for human essence of others .they give an effect of bonding comforting and reassuring . Kamla college seeks to nurture certain human values among the staff and students for promoting wellbeing of institution and society at large .

**INTEGRITY**- Is define as unity of third word and deed (honesty) it includes the capacity to communicate factual information so that others can make well informed decision. It yields the person peace of mind and hence adds strength and consistency in character. Decisions and actions .this paves way to ones success. It enthuses people not only to execute a job well but to achieve excellence in performance. It has them to our responsibility and earns self-respect and recognition by doing a job. Integrity exists in many forms but honesty and dependability are two traits that are expected most in work place situation. Without integrity, distrust can make work environment tense and uncomfortable.

Integrity at work place can be assured by

- Focusing on work responsibilities when at work station and showcasing strong work habits.
- Abiding by institutional policies.

**CIVIC VIRTUES** – Civic virtues are moral duties and rights which an individual can exhibits by voting, volunteering and organizing welfare groups they include payment of taxes. Keeping surrounding clean and green, saying no to corruption, avoiding pollution and following safety rules.

**RESPECT FOR OTHERS**- This is basic in gradient for nurturing team work and synergy it promote. The principal enunciated in this regard are-

- Recognize and accept the existence of other person as human being because they have a right to live just as you.
- Respect other ideas and decisions, words and action .
- Show goodwill to others.
- Appreciate colleagues and sub ordinates on there positive action and criticize constructively.



**EMPATHY** – Empathy is the social radar it begins with showing concern and then understanding feeling of other from point of view. It is essential ingredient of good human relation.

**CARING**- It is process which exhibits the interest in and support for others.

**COMMITMENT**-Commitment means alignment to goal and adherence to ethical principles during action. It implies one should have a conviction without and iota of doubt that one will succeed.

**LIVING PEACEFULLY**- To live peacefully one should install peace with in self .then only one can spread peace in family , organization and world. One should nurture order in ones life, pure thoughts is ones soul, creating creativity in oneshead, beauty in ones heart and maintain a good healthy body. To live peacefully one should not heart or torture anybody.

**PROFESIONAL ETHICS**-Professional ethics that govern behavior with the context of particular profession. As prescribed by UGC the professional ethic for teaching profession is as follows.

## **TEACHER AND THEIR RESPONSIBILITIES-**

Whoever adopts teaching as a profession assumes the obligation to conduct the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. There fore every teacher should see that there is no incapability between his precepts and practice. The national ideals of education which have already been set fourth and which he/she has should seek to inculcate among the students must be his/her own ideals. The professions further requires that the teacher should be calm. Patient and communicative by temperament amiable in disposition.

## Teacher should :

1. Adhere to responsible pattern of conduct and demeanor expected of them by community.
2. Manage their private affair in manner consistence which dignity of profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation in professional meeting, seminars, conferences towards contribution of knowledge .
5. Maintain active membership of professional, Organization and strive to improve education and professions through them .
6. Perform their duties in form of teaching ,tutorial, practical, seminar and research work conscientiously and with dedication.
7. Cooperate and assist in carrying out function relating to educational responsibilities of the college and the university such as assisting in appraising application for admission ,advising and counseling student as well as assisting the conduct of university and college examination including supervision, invigilation and evaluation.
8. Participate in extension ,co circular and extra circular activities including community service.



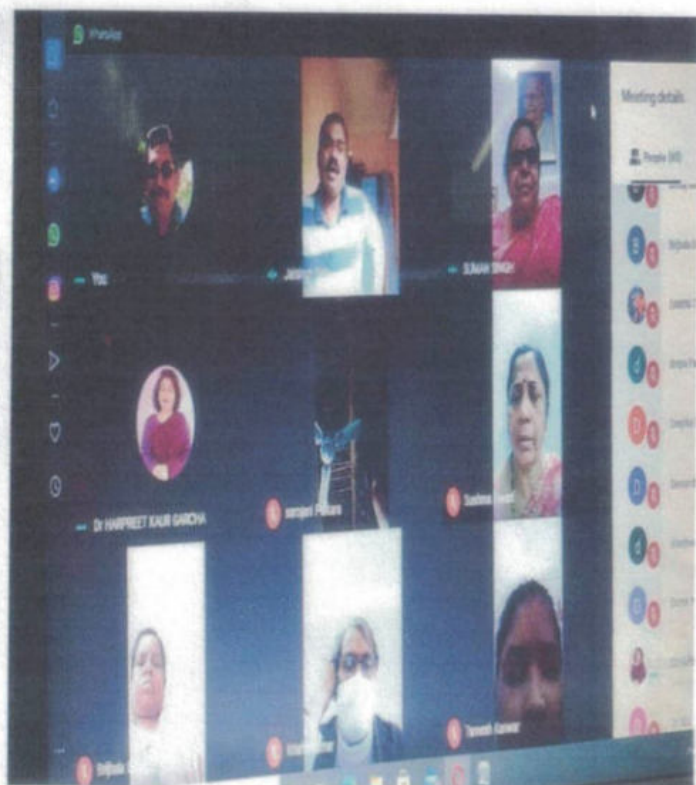
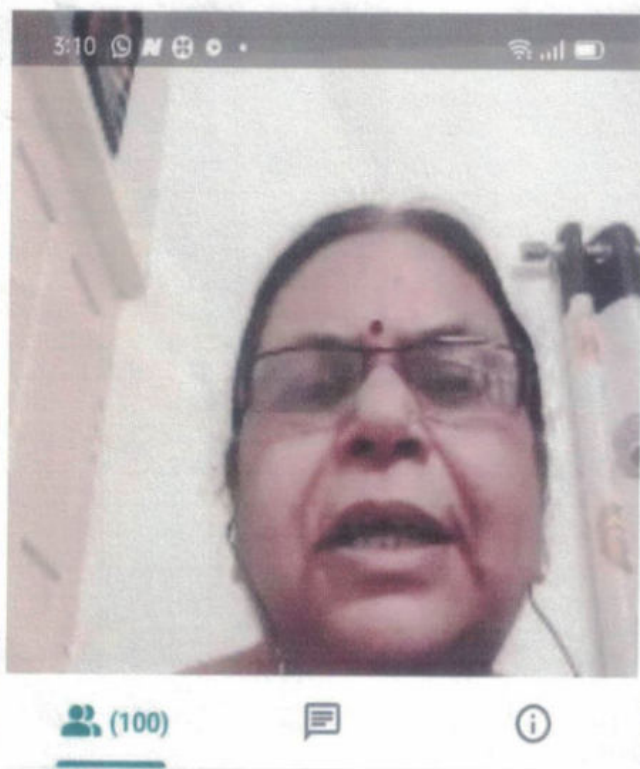
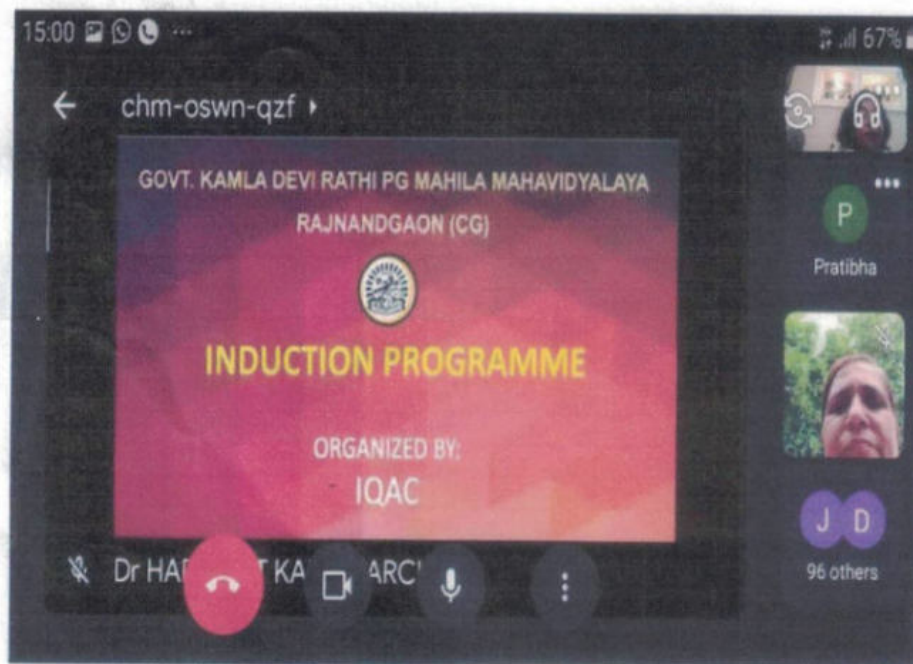
प्राचार्य

शासकीय कमला देवी राठी महिला स्नातकोत्तर  
महाविद्यालय, राजनांदगांव (उ.प्र.)

## INDUCTION PROGRAMME/ ORIENTATION FOR NEW ENTRANCE

Year 2020 - 2021

Virtual Induction Programme adhering to COVID-19 protocol during session 2020-2021.



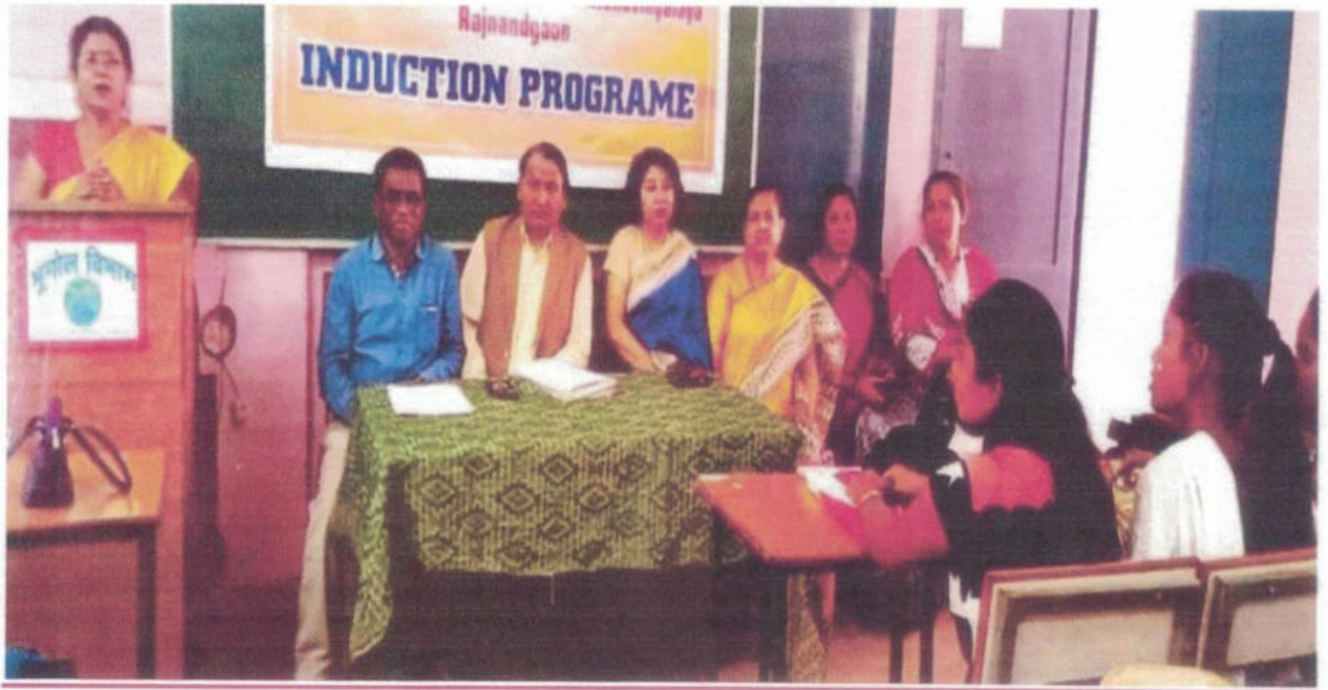
*Sanu*  
Principal  
Govt. Kamla Devi Rathi'  
Mahila Mahav dyalaya,  
Rajnandgaon (C.G.)



## INDUCTION PROGRAMME/ ORIENTATION FOR NEW ENTRANCE

Year 2016 - 2021

Principal Dr. B.N. Meshram addressing new comers during Induction Programme 2016-2017.



New Comers listning to the principal at the Induction Programme 2017-2018.



*[Signature]*  
Principal  
Govt. Karmia Dayi Bathi  
Mahila Mahavidyalaya,  
Rajnandgaon (C.S.)



**Induction Programme for new comers during 2019-2020.**



  
**Principal**  
**Govt. Kamla Devi Rathi**  
**Mahila Mahavidyalaya,**  
**Rajnandgaon (C.G.)**



## Induction Programme for new comers during 2021-2022

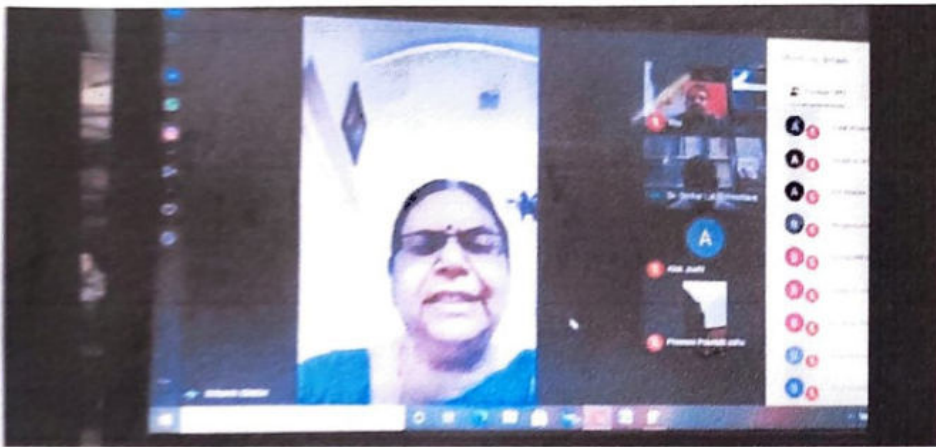


*Govt. Kamla Devi Rathil*  
Principal  
Govt. Kamla Devi Rathil  
Mahila Mahavidyalaya,  
Rajnandgaon (C.G.)



## INDUCTION PROGRAM

SESSION 2020-2021



*Abhinav Singh*  
**Principal**  
Govt. Kamla Devi Ratil Mahila PG  
Mahavidyalaya, Raigarh (C.G.)



## CERTIFICATE

Annual awareness programmes on **Code Of Conduct** are organized in the beginning of each academic session known as “**Induction Programme**” for the fresher’s of all the faculties. In which the students are given brief introduction of the college, the facilities available in the college, the committees formed to help the students and also do’s and don’ts for the students and detail information of code of conduct is also given to the students. Which is available in the college website as well as displayed in the corridors.

Human Values and Profession Ethics are also highlighted during the **Induction Programme**.

  
Principal  
Govt. Kamla Devi Rathi Mahila PG  
Mahavidyalaya, Rajnandgaon (C.G.)