



GOVERNMENT DEGREE COLLEGE BUDAUN

*(Affiliated by Mahatma Jyotiba Phule Rohilkhand
University, Bareilly)*

NAAC Accredited B with CGPA 2.14 (2013-2018)

AISHE Code: C-13446

Internal Quality Assurance Cell (IQAC) Code of Conduct (Handbooks) For Various Stakeholders

College Website: www.gdcbudaun.org

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Contact No. : 05832-268113

Smt. Shashi Prabha
IQAC, Coordinator

Dr. Parvez Shamim
Principal

Code of Conducts

Code of Conduct for Faculty Members

1. Faculty members should organize and promote all activities which foster a feeling of universal brotherhood and tolerance for all religions amongst the students.
2. They should take a stand against unhealthy and bad customs and practices in modern society and must strive their best to instill in the minds of students the principles of co- operation and social service.
3. They should co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well-being of students.
4. Faculty members should be temperate and sober in their habits. They should scrupulously avoid smoking, chewing of betel leaves, consumptions of Intoxicants (alcohol, tobacco, drugs etc.) and such other undesirable habits in the presence of students and within the precincts of the college.
5. They should have an exemplary moral character. Their dealing with the members of the opposite sex in the college or outside, should be decorous and dignified.
6. Faculty members should be the supporter of freedom of thought and expression and the development of scientific temper in themselves and their students.
7. Faculty members are usually required to avoid all forms of discrimination based on ethnicity, gender, age, religion, sexual orientation and disability. They should make sure that all students have equal access to learning and that a non-hostile environment is created to facilitate learning.

Code of conduct for officials and support staff

1. Demonstrate courtesy and respect in dealing with students, academic employees and supporting staff.

2. Have an obligation to obey national, state and local laws.
3. Be familiar with all aspects of the college's policies and criteria and be prepared to implement them.
4. Give faculty assignment according to their interest and potential and to provide adequate time to successfully perform them.
5. Be precise and clear in conversing with faculty and staff so that they may understand what is expected from them.
6. Establish and maintain healthy and friendly relations with other administrative staff while observing due limitations.
7. Ensure that faculty and staff members are provided with the tools needed to do their jobs.
8. Be cautious in the expenditure of the college funds and observe fair bidding practice.
9. Avoid activities showing partiality.
10. Refrain from remarks and language that could be thought racist, sexist or discriminatory.

Code of Conduct for Guardians/Visitors

1. Respect and model the caring ethos of our college whenever in college premises or when communicating directly with the college.
2. Understand that college staff and parents need to work together for the benefit of all
3. Demonstrate that all members of the college community should be treated with tolerance and respect and therefore set a good example in their own speech, conduct and behaviour.
4. Seek to clarify a student's version of events with the college's view in order to bring about a peaceful solution to any issue.
5. Correct own student's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
6. Approach the right member of school staff to help resolve any issues or concern. There are clear guidelines about which staff member to contact about specific issues which are available on our website

Code of Conduct for Students

1. Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem they should meet the Principal or the Chief Proctor of the college.
2. His/her dress should be neat and dignified. He/she should on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of other students.
3. Student should be punctual in attendance in respect of his class. He should attend all lectures and practical held during the academic session. Failure to secure the minimum percentage of attendance will make the student ineligible to sit in the Annual examinations.
4. Students should have park their vehicles in the place allotted to them.
5. Smoking, drinking and chewing 'gutkha' is strictly prohibited in the college campus and Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
6. Students should not click photographs in the college campus & they should not use mobile phone in classroom to interrupt teaching process.
7. Students are prohibited from bringing any such weapons in the college which would physically harm others.
8. Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
9. Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
10. The rules of the office and the library are mandatory for each student.
11. Students should not organize party/picnic on their own without the permission of the Principal.
12. If the students have any prejudices about the college he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and media. No student should participate in any activity

against the college, and society and should avoid caste and religion based unfair activities.

13. Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
14. At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
15. Bringing a dummy person as a parent in the college is an offence.
16. Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular “UGC Regulation No.f-1-8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
17. Students will not be allowed to change the faculty for any cause.
18. Nobody should meet the Student directly in college hours and they should enquire in the office before doing so.

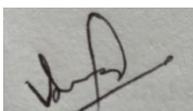
Students should strictly follow all the above rules as well as any other rules made by the college from time to time.

The college ensures the healthy, safe and educational environment for all students and follows the UGC guidelines for safety of students and also inculcates human values through activities.

UGC Links

https://www.ugc.ac.in/pdfnews/4006064_Safety-of-Students-Guidelines.pdf

<https://www.ugc.ac.in/e-book/HUMAN%20VALUE%20English.pdf>



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