



Diamond Jubilee Year (2023-24)

GOVT. RAZA P. G. COLLEGE, RAMPUR

Re-Accredited 'B' by NAAC (3rd Cycle)

Affiliated by M.J.P Rohilkhand University, Bareilly (U.P.)

College Email: grpg.rmp@gmail.com



Code of Conduct (A Handbook)

Internal Quality Assurance Cell (IQAC)

**Govt. Raza P.G. College. Rampur
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January 2024



HANDBOOK
OF
CODE OF CONDUCT



GOVERNMENT RAZA POST GRADUATE
COLLEGE, RAMPUR, UTTAR PRADESH

244901

YEAR

2024

CODE OF CONDUCT COMMITTEE

DR DEEPA AGARWAL, PRINCIPAL

DR JAGRATI MADAN, DEAN

DR SEEMA TEOTIA, COORDINATOR, IQAC

DR MEENAKSHI GUPTA, COORDINATOR, WOMEN CELL

DR BABY TABASSUM, MEMBER, WOMEN CELL

DR PRAVESH KUMAR, COORDINATOR, LEGAL CELL

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About College

Rampur is a historical city known for its captivating grandeur. Khusro Bagh Palace, popularly known as Nawab's Summer Palace, is presently housing the Government Raza Postgraduate College, Rampur, the oldest government seat of higher education in Uttar Pradesh. It stands in tranquil surroundings and is one of the most elegant monuments of Indo-European architecture in north India.

The last ruling Nawab of Rampur State, Sir Syed Raza Ali Khan, the founder of this college, donated the entire building and campus of Khusro Bagh Palace to the college and the quality furniture of the dissolved Rampur State Constituent Assembly was transferred to it. Thus, college came into existence on 16th July 1949 at the state expense and maiden academic session started on 2nd September 1949. The postgraduate classes started here during the year 1968-69.

VISION

Offering Higher Education system with a view of producing a manpower of the highest quality to meet the multiple needs of economy and development of the knowledgeable Society.

MISSION

To transform the Institution into one of the best Government Institutions of Higher Education in the Country, with the aim of developing citizens, equipped with the knowledge and skills and attitude to be the members of a knowledgeable society, committed to national development, respecting diversities present in the Indian Society, embedded with national and human values and responsive to national and social needs and the power of economic self-reliance.

GOALS

- To develop the knowledge, attitude and skills in the students to the nationally accepted levels of quality and standards.
- To provide computer literacy as well as high level of competency in students regarding communication skills in Hindi and English.
- To provide high quality higher education at minimal financial cost.

- To develop effective collaboration with national and state level organizations for undertaking professional courses and research in priority areas at state and national level.
- To develop strong commitment in the students towards national, social and community needs.
- To protect and nurture the interests of women / minorities and weaker sections of the society.
- To enhance the quality of teaching-learning process by increasing the academic and professional competence of the teachers.

CORE VALUE

- 1- Students are the primary reason that we exist as an institution.
- 2- We live with Integrity, Civility, and Honesty.
- 3- We relentlessly pursue excellence.
- 4- We embrace diversity and inclusion.
- 5- Creativity and scholarship are our culture.
- 6- We teach.... We learn....We interact....We nurture....We grow citizen for tomorrow. We do the basics and more.

CODE OF CONDUCT

CODE OF CONDUCT FOR COLLEGE PRINCIPAL:

College Principal should:

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- (b) Conduct himself / herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college; (c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- (f) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities,

including the community service;

(j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

CODE OF CONDUCT FOR FACULTY MEMBERS

(a) The Code of Conduct for teaching faculty is mainly governed by the UP Government Acts, Statutes, Ordinances and Service Rules.

(b) Faculty members should organize and promote all activities which foster a feeling of universal brotherhood and tolerance for all religions amongst the students.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

(g) Faculty members should be the supporter of freedom of thought and expression and the development of scientific temper in themselves and

their students.

(h) 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.

ACADEMIC CODES

(a) It is the obligation of faculty members to meet with their classes, grade, work fairly and promptly, holding office hours and conform in their teaching to course description and syllabi

(b) Faculty must follow rules concerning academic honesty, and follow other rules of scholarly integrity within their discipline including not faking data

(c) Orienting the students about the programmes offering the prescribed courses as per the academic calendar, course plan and college routine.

(d) Maintaining attendance and performance records of all students pursuing the course(s) he offers.

(e) Conducting all in-semester examinations/assessments/evaluations.

(f) Participating in all evaluation and result generating process of the University, wherever asked for.

(g) Assisting and cooperating in all activities of the University or College meant for better academic pursuit.

CODE OF CONDUCT FOR OFFICIALS AND SUPPORT STAFF

(a) Demonstrate courtesy and respect in dealing with students, academic

employees and supporting staff.

(b) Have an obligation to obey national, state and local laws.

(c) Be familiar with all aspects of the college's policies and criteria and be prepared to implement them.

(d) Give faculty assignment according to their interest and potential and to provide adequate time to successfully perform them.

(e) Be precise and clear in conversing with faculty and staff so that they may understand what is expected from them.

(f) Establish and maintain healthy and friendly relations with other administrative staff while observing due limitations.

(g) Ensure that faculty and staff members are provided with the tools needed to do their jobs.

(h) Be cautious in the expenditure of the college funds and observe fair bidding practice.

(i) Avoid activities showing partiality. Refrain from remarks and language that could be thought racist, sexist or discriminatory.

CODE OF CONDUCT FOR STUDENTS

(a) Every student should have an obligation to comply with national, state and local laws.

(b) All common areas of the college, including the library, are under 24x7 CC-TV surveillance. Any damage to college property shall invite disciplinary action.

(c) The administrative office is open to students for transacting business on all working days during the working hours. However, students are advised to consult college notice boards/website for routine information.

(d) Students should display the identity card while in the college campus or outside for college related work.

(e) Students should be disciplined in all the activities of the college.

(f) 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.

(g) Students should abide by the rules and regulations set by the library.

(h) Students should not use mobile phones in the classroom to interrupt teaching process.

(i) Misbehavior towards teachers or any other employee of the college will be treated as punishable offence.

(j) Student who is found guilty of misconduct/indiscipline as per the regulation of university, he/she, on the advice of the principal to the Vice Chancellor, may be expelled/rusticated, for a stated period/debarred from the university for a stated period/fined with a sum of rupees that may be specified/debarred from appearing in the university examination for one or more years/have appeared, cancelled.

(k) Any individual or collective act of ragging or eve teasing constitutes gross indiscipline and will be dealt with under the university ordinance.

(l) The principal and chief proctor should be immediately informed of the cases of ragging. Abetment to ragging will also amount to ragging.

(m) Punishment for ragging includes rustication of a student or students, for a specific number of years/cancellation of the result of the examination in which he may have appeared.

(n) It may be noted that the college takes a serious view of any individual/group which indulges in verbal threats, taunts and harassment and physical intimidation, assault etc. Stern disciplinary action will be taken and may include expulsion from the college.

(o) 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.

(p) Students are responsible for their personal belongings including laptops, mobiles, handbags, books etc. The college is not responsible for the loss of personal property. Students are advised not to bring large sums of money, jewelry or other valuables to the college.

(q) Students suffering from any contagious diseases are advised not to attend College.