



MAA BHARTI P.G. COLLEGE, KOTA

CODE OF CONDUCT

CODE OF CONDUCT FOR VISITORS

- 1. Prior authorization is required before entering the college premises from the appropriate authority.*
- 2. Visitors are restricted to designated areas within the college premises and must refrain from accessing unauthorized locations.*
- 3. Group entry of visitors is not permitted.*
- 4. Visitors may meet with the head of the institution or faculty members during specified hours at the reception area only.*
- 5. Quiet and respectful behavior is expected from visitors, avoiding unnecessary noise or disruptive conversations.*
- 6. Vehicles must be parked in designated parking zones.*
- 7. Visitors must adhere to the general rules of conduct, including the prescribed dress code.*
- 8. Written complaints or grievances may be registered and submitted to the head of the institution using the suggestion box.*

CODE OF CONDUCT FOR TEACHING STAFF

- 1. Teaching staff must sign the attendance register upon arrival and departure from the campus, twice daily.*
- 2. Adherence to prescribed work hours is mandatory, with every fourth instance of non-compliance considered a dereliction of duty or a half-day of casual leave.*
- 3. Permission from the principal or vice principal is required for any departure from the premises during working hours, with documentation in the movement Register for class-related absences.*
- 4. Punctuality for classes is essential, with classes beginning promptly at the designated time and not ending before the scheduled hour without prior permission.*
- 5. Leave arrangements must be made with the head of the department.*
- 6. Teaching staff are encouraged to enhance their academic and professional competence through participation in research, seminars, orientation programs, and other academic activities.*
- 7. Mobile phone use is prohibited in the classroom.*

- 8. Assigned academic and administrative duties must be fulfilled without expectation of remuneration for internal assessments or examinations.*
- 9. Workloads are assigned within university or government guidelines, with adjustments made by the management as needed.*
- 10. Staff must comply with specified working hours and any changes communicated through written or oral means.*
- 11. Discrimination against students based on political, religious, or personal factors is strictly prohibited.*
- 12. Academic freedom is respected, but facilities or platforms provided by the college or university must not be misused.*
- 13. Staffs are expected to carry out academic and administrative decisions made by the principal or management.*
- 14. Communication with higher authorities should be channeled through the principal.*
- 15. Professional attire is required for all staff members.*
- 16. Collaboration with colleagues to maintain discipline and cultivate positive habits among students is expected.*
- 17. Resources and facilities must be used solely for academic purposes.*
- 18. Impartiality in assessment and teaching practices is essential.*
- 19. Private coaching or tuition is not permitted.*

20. Misconduct, unfair practices, or inappropriate language are prohibited.

21. Social media use should adhere to guidelines regarding contact with students.

CODE OF ETHICS FOR NON-TEACHING STAFF

- 1. Non-teaching staff must demonstrate loyalty, honesty, and reliability in all duties.*
- 2. Integrity must be maintained in both words and actions.*
- 3. Establishing and maintaining professional relationships with students and staff is paramount.*
- 4. Dignity should be upheld in interactions with students, treating them with care and kindness.*
- 5. Cooperation with colleagues is essential to fostering a positive work environment.*
- 6. Responsibilities must be fulfilled according to established standards for each assigned task.*
- 7. Mutual respect, trust, and confidentiality are to be practiced in all interactions.*
- 8. Commitment to justice involves promoting the well-being of individuals and the broader community.*
- 9. Respect for the hierarchical structure of the administration is expected.*

10. Adherence to official work hours and appropriate dress code is mandatory.

11. Official duties should not be delegated to unauthorized persons.

CODE OF CONDUCT FOR STUDENTS

DISCIPLINE:

[A] Behavioral Discipline or Codes of Conduct in Classroom and College Premises - Do's and Don'ts:

- 1. Timely submission of fees is mandatory, with penalties for delays.*
- 2. Regular attendance and punctuality in classes, tests, and examinations are essential, with breaches subject to consequences.*
- 3. Students must remain seated in classrooms at the start of each period and require permission to enter or leave.*
- 4. Impersonation during roll call is strictly prohibited and punishable.*
- 5. Mobile phone usage during class hours is prohibited and carries penalties.*
- 6. Any form of malpractice during examinations, including copying or exchanging answer sheets, is intolerable and will be severely dealt with.*
- 7. Students must diligently follow notices posted on both online and offline notice boards.*

- 8. In the absence of a lecturer, students should maintain order and seek instructions from the staff room before leaving the classroom.*
- 9. Respectful behavior towards both teaching and non-teaching staff, as well as fellow students, is expected at all times.*
- 10. Students are required to adhere to the college dress code, including uniform guidelines.*
- 11. Identity cards must be visibly worn and displayed while on campus.*
- 12. Loitering in verandas or corridors during class hours is not permitted.*
- 13. Each class is collectively responsible for the conduct of its members.*
- 14. Inviting friends from other institutions or outsiders to the college is prohibited.*
- 15. Any defacement of college property or violation of the smoking-free zone policy will result in disciplinary action.*
- 16. Respect for library books and a computer system are mandatory.*
- 17. Access to the Girl's Common Room is restricted to female students.*
- 18. Any disturbance or breach of peace within or around the college campus is strictly prohibited.*
- 19. Games are not permitted on college premises during lecture hours.*
- 20. Ragging in any form is strictly prohibited and will result in disciplinary action.*

21.Lights and fans must be turned off promptly after use.

22.Canteen and library facilities should only be used during free hours.

23.Borrowed books must be returned within the specified time to avoid fines.

24.Damage to college property is punishable, and students responsible will be held accountable.

25.Habitual misconduct or repeated breaches of college rules will result in suspension or expulsion.

[B] Academic Integrity:

- 1. Academic integrity is fundamental to the institution's academic and research goals and is obligatory for all students.***
- 2. Students must properly acknowledge and cite sources in their work and ensure the originality of their submissions.***
- 3. Cheating, including copying during examinations or assignments is strictly prohibited.***
- 4. Academic activities should be conducted ethically, without the use of unauthorized materials or collaboration.***
- 5. Violations of academic integrity, such as plagiarism or cheating, will result in disciplinary action.***

[C] Anti-Ragging:

- 1. The college enforces a stringent anti-ragging policy in accordance with UGC regulations to prevent and prohibit ragging.***
- 2. Ragging encompasses various forms of misconduct, including verbal, physical, or psychological abuse.***
- 3. An Anti-Ragging Committee investigates complaints and recommends appropriate action.***
- 4. Punitive measures for ragging may include suspension, withdrawal of privileges, expulsion, or legal action depending on the severity of the incident.***