

Handbook of Code of Conduct



For students and employees

Govt. Degree College, Sanjauli
Shimla-171006

Code of Conduct for Students:

- All the students of the college are expected to go through the college Prospectus in detail and adhere to the instructions given there in letter and spirit. It is mandatory for every student to maintain strict discipline both inside and outside the college. All the students are also required to read the notices thoroughly which are displayed exclusively on the college notice-board and website.
- A student found guilty of violating the rules and regulations of the institution or the university may be placed on conduct probation and barred from representing the institution on various platforms such as Youth Festivals. If such a student holds any office, such as in the Student Central Association (SCA), s/he shall remain suspended from discharge of any such duties. S/he shall also be debarred from holding any office in any student organization.
- The college has a policy of zero-tolerance towards ragging. Any student found guilty of ragging shall be suspended from the institution till the inquiry is over. Ragging would include any kind of physical or mental torture, perpetrated by any student or group which creates fear in the mind of the victim and hampers his/her focus on studies. Such student shall be dealt as per the recommendations of the committee constituted by the Hon'ble Supreme Court of India in SLP No. 24295 of 2006 (Raghavan Committee Report). The affected student shall approach the 'Anti-Ragging' committee of the college or file his/her complaint online on the e-complaint box on the college website. If the perpetrator is found guilty, the competent authority may expel the student. This rustication implies that the student shall not be allowed to appear in the university examination. Such a student shall not be re-admitted without the approval of the Vice Chancellor of the affiliating university.
- It is mandatory for every college student to wear the college blazer on every Tuesdays and Fridays. Apart from these days, it would be mandatory to wear college blazers for any representation of the college in Inter-University/Inter college events and facilities.
- Scribbling, writing anything on the blackboard, or furniture and walls would be counted as indiscipline.
- The following acts would also amount to indiscipline: holding any meeting/function/party and photography in the premises of the college without prior permission of the Principal. Using foul language with any student, teacher or any other employee of the college shall be considered as indiscipline.
- The use of mobile phones inside classrooms is strictly prohibited and any breach of discipline would result in the confiscation of the mobile phone.
- Display of banners and posters apart from the designated places provided by the college authorities is strictly prohibited.

- It is compulsory for all the students to get their leave sanctioned before proceeding on any kind of leave. For leave on medical grounds, the student will be required to submit a medical certificate in case the leave is for more than a week's duration. Leave up to one week shall be sanctioned by the committee concerned. For leaving extending more than one week's duration, the student shall write to the Principal.
- If a student's name is struck off the rolls due to any reason, the student can seek re-admission twice during the session. First re-admission will be allowed within three days after the name is struck off after paying a fine of Rs. 100/- and a fine of Rs. 200/- will be charged for the second re-admission within 10 days after the name is struck off from the rolls.
- Notwithstanding anything contained in this Handbook, the students will have to abide by the provisions of the HP University Act, Statutes, Ordinances, Rules and Regulations, as may be framed from time to time.

Code of Conduct for Employees:

1. Every employee of the college, whether teaching or non-teaching, shall be bound by the Service Rules applicable and amended from time to time. Every employee of the institution shall maintain absolute integrity and dedication towards their duties.
2. Every employee shall abide by the rules framed and amended from time to time by the Department of Higher Education and Himachal Pradesh University, Shimla.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom s/he has to deal with on behalf of the institution. All employees shall endeavour to promote the interests of the college and shall not act in any manner harmful to the institution.
4. No employee shall participate in any demonstration or resort to any form of strike in connection with his official duties and conduct.
5. No employee shall, except in accordance with any general or special order from the Department of Higher Education or the College Principal, communicate directly or indirectly any official document or information to any individual or agency that is not authorized to seek access to such information. Any such action on the part of any employee shall render him liable to disciplinary action for misconduct.
6. An employee of the college may be called upon to perform any task as may be assigned by the College Principal
7. An employee shall devote his whole time to the service of the college and shall not without previous sanction engage directly or indirectly in any trade or business or undertake any employment or work outside official duties. Provided that an employee may without specific sanction undertake honorary work of social or cultural nature or occasional work of a literary or artistic nature subject to the condition that his/her official duties do not suffer. All employees shall be obliged to do any examination work including invigilation, evaluation/re-evaluation, setting of papers et cetera that may be assigned to him/her by the college administration.

8. No employee of the college shall, except when officially directed, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind.
9. No employee is to lend or borrow money as principal or agent, to or from any person with whom he is likely to have official dealings.
10. Whenever an employee of the college is transferred by the government, s/he shall only be relieved after handing over the charge to the next person.
11. No government employee shall encroach upon Government or Forest land himself or through family members.
12. All employees shall abide by the provisions of the act of 'Prevention of Sexual Harassment of Women at Workplaces'.
13. The following lapses shall also constitute improper conduct on the part of the employee making him liable for disciplinary action: failure to perform his academic duties such as preparation of lectures, assessment, guidance and invigilation. Gross partiality in assessment of students, deliberate over-marking, under-marking or attempts at victimization on any grounds whatsoever. Inciting student organizations against each other would be violation of rules.


Principal
Govt. College Sanjauli
Shimla-06
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