



Seth. R. C. S. Arts & Commerce College

**Utai Road, Near Ravishankar Shukla Stadium Durg (C.G.) 491001
(Run by District Education Society Durg)**

Accredited with Grade B by NAAC

**Affiliated to Hemchand Yadav Vishwavidyalaya, Durg
Recognised under 2(f) & 12(B) of the UGC Act, 1956**

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CODE OF CONDUCT

For

**Principal
Teachers**

Non teaching staff

&

Students



Code of Conduct for the Principal

- The Principal will Chalk out a policy and plan to execute the vision and mission of the college.
- The principal will remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- The Principal will always encourage all his staff and students to reach their maximum potential.
- The Principal will monitor and manage to take remedial measures/actions based on stakeholders' feedback.
- The Principal will ensure all his staff members and students to be remain aware of rules, policies, and procedures laid down by the college.
- The Principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator).
- The Principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution.
- The Principal will listen the students' idea and will set up accordingly the supportive tone.



Code of Conduct for the Teachers

- Every teacher has to obey the orders of the Principal of the College.
- Teachers should sign the attendance register while reporting for duty.
- The College Authority expects all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.
- Teachers are expected to be present on the college campus at least 30 minutes before any Examination starts in the college campus for which his/her duty is assigned.
- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Staff members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Any change in the class routine must be reported to the Principal in writing.
- All department meetings of Teachers shall be not held during class hours. No department staff meeting should be held at the cost of class hours.
- No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- All staffs will adhere strictly to the laws and regulations of the college.



Code of Conduct for the Non-Teaching Staffs

- Every staff has to obey the orders of the Principal of the College.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staffs must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Non-Teaching staff shall not leave the College premises without permission before 5:00 p.m.
- Every non-teaching Report to duty at least 30 minutes in advance.
- All non-teaching staffs must maintain honesty, integrity, fairness in all activities.
- All non-teaching staffs will respect and maintain the hierarchy in the Administration.
- All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Each staff will remain on duty during college hours.
- All staffs will adhere strictly to the laws and regulations of the college.



Code of Conduct for the Students

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- All students must come to the college in time. The late comers may not be allowed to enter the college.
- Students are required to wear their identity card when they enter the college and produce it as and when asked for.
- All students should greet their teacher whenever they meet them. No student should use any foul language against any teacher, visitor or guest of the college.
- Students are advised to behave in a decent manner while in college premises as the entire premises are under CCTV surveillance.
- The college has constituted an Anti-ragging cell as per the directives of the university. Ragging is a serious offence attracting disciplinary action.
- All the students are expected to be present in the class well -within time. The late comers may not be allowed to enter the class.
- Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- Students are expected to maintain silence in the college premises to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- Save electricity by switching off fans and tube lights when not in use.
- Consumption of intoxicants substances in any kind of pan masala, tobacco and smoking etc. are strictly prohibited.
- Students are required to read all notices displayed in notice board and on website.
- Students are advised to actively participate in sports activities, co-curricular and extra-curricular activities for their holistic development.
- Students must note the minimum attendance required as per the university ordinance and ensure adequate attendance during the academic year.