



Govt. Niranjana Kesharwani College, Kota Dist.-Bilaspur (C.G.)

NAAC accredited (Cycle-II) with CGPA 2.55 in September 2015

E-Mail ID. : gnkckota@gmail.com
Website : <https://gnkckota.ac.in>

Telephone No : 07753-253210
Special College Code : 2809
AISHE Code : C-22387

CODE OF CONDUCT

(For Students, Teaching Staff, Non-Teaching Staff and Principal)

(A) Code of Conduct for Students: -

1. Every student must carry his/her Identity Card while being present on the college campus.
2. Every student is expected to maintain the general cleanliness within the classroom, laboratories and the campus in general.
3. Chewing paan, paan masala, gutkha or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
4. Playing cards, spitting and littering are strictly prohibited inside the college and shall invite severe punishment or disciplinary action.
5. Use of cell phones is strictly prohibited during class hours.
6. During leisure hours, students are advised to use the library as much as possible.
7. Students should handle the college properties with care. Damage to the furniture of any other materials may lead to penalty or suspension from the college.
8. A student should maintain at least 75% attendance in lectures of every subject and 100% overall performance, otherwise he or she will be debarred from the University Examination.
9. Students are required to check the notice board and also web site of the college for important announcements.
10. Latecomers will not be entertained to enter into the classroom.
11. Indulging, ragging, anti-institutional and political expressions and activities within the campus are strongly prohibited as well as punishable.
12. Without the permission of the Principal, students are not allowed to circulate any printed material within the college campus.
13. Every student must compulsorily appear in the internal examinations.

(B) Code of Conduct for the Teaching Staff: -

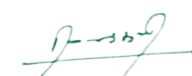
1. Every teacher has to obey the orders of the Principal of the college.
2. Teachers are expected to be present on the college campus at least 30 minutes before any examinations start in the college campus for which his/her duty is assigned.
3. Teachers should sign the attendance register while reporting for duty.
4. All meetings of the teachers shall be held only after 2.30 PM and not during class hours.
5. Staff members are encouraged to publish articles and present papers in seminar and class room.
6. Teachers must be aware that their workload is 42 hours a week.
7. All staff will adhere strictly to the rules and regulations of the college.

(C) Code of Conduct for Non-Teaching Staffs: -

1. Every staff member has to obey the order of the Principal of the college.
2. Non-Teaching staff must report in time to duty as per the working hours.
3. Non-Teaching staff shall not leave the college premises without permission before 5.30 PM.
4. Non-Teaching staff assigned to laboratories should keep the lab clean, maintain the equipment properly and help the teachers during practical classes.
5. Every Non-Teaching staff reports to duty at least 30 minutes in advance.
6. All staff will adhere strictly to the rules and regulations of the college.

(D) Code of Conduct of the Principal: -

1. The Principal will chalk out a policy and plan to execute the vision and mission of the college.
2. The Principal remains fair in his disciplinary action and always encourages all the members of faculty, non-teaching staff and students.
3. The Principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution.
4. The Principal will listen to the student ideas and will set up the supportive tone.


PRINCIPAL
Smt. Niranjan Kesharwani Collau
Kota Dist - Bilaspur (C.G.)



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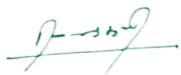
Date : 15.10.2020

CODE OF CONDUCT COMMITTEE

Teaching is a noble profession and teachers play a very crucial role in shaping a student's career. The faculty members are expected to exhibit a good conduct that the students consider them as a role model. The Code of Conduct committee monitors the implementations of Code of Conduct and Code of Ethics for both students and staff, Code of Conduct which has been formulated.

The Govt. Niranjana Kesharwani College, Kota, Bilaspur, Code of Conduct committee has been constituted with the following members: -

S.No.	Name of the member	Designation	Position
1	Shri B.L. Kashi	Principal (Incharge)	Chairperson
2	Dr. Sapna Pawar	IQAC Coordinator	Member
3	Dr. J. K. Dwivedi	NAAC Incharge	Member
4	Dr. Neelam Trivedi	Head, Dept. of Commerce	Member
5	Dr. K. P. Namdeo	Head, Dept. of Botany	Member
6	Shri Santanu Ghosh	Head, Dept. of English	Member
7	Dr. Sanju Pandey	Head, Dept. of Economics	Member
8	Dr. Pooja Sharma	Head Dept. of History, UGC Incharge	Member
9	Smt. Vinay Prabha Minj	Head Dept. of Sociology	Member


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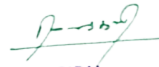
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AWARENESS PROGRAM ON CODE OF CONDUCT

(Orientation Program for UG and PG students on Professional Ethics and Human Values)

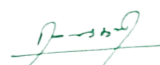
The College ensures that the values circulated in the college vision and mission awareness program are conducted to orient the students on the rules and regulations and the Code of Conduct that govern them during the course of study at college.

Every year during the start of academic session in the month of July-August induction programs are conducted for UG and PG students. During the induction program academic professionals from different fields will address the students about the various ethics that a student should follow during the course of study. The Code of Ethics to be followed is printed in the students calendar and circulated to the students.


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ORIENTATION PROGRAM FOR UG AND PG STUDENTS




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