

CODE OF CONDUCT FOR TEACHERS:

The teacher shall enjoy full civil and political rights as provided by the Indian Constitution.

1. The teacher shall be calm, patient, and communicative by temperament and amiable in disposition.
2. The teacher shall manage his/her private affairs in a manner consistent with the dignity of the profession.
3. He/she shall seek to make professional growth continuous through study and research, writing and decent conduct.
4. Perform his /her duties in the form of teaching, tutorial, practical and seminar work with dedication.
5. Participate in extension, co-curricular and extracurricular activities including community service.
6. The teacher shall respect the rights and dignity of the student in expressing his/her opinion.
7. Encourage students to improve their attainments and recognize the difference in aptitude and capabilities.
8. Deals justly and impartially with students regardless of their caste, religion, sex, political, economic, social and physical status.
9. The teachers shall always treat other members of the profession in the same manner as they themselves wished to be treated.
10. Shall believe in union and unity of the colleagues.
11. The teacher should also treat the non - teaching employees as colleagues.
12. The teachers shall perform the duties of citizenship, participate in community activities.

CODE OF CONDUCT FOR STUDENTS:

1. Students must strictly observe and follow all the rules, regulations and traditions of the College.
2. All students must conduct themselves befitting their status as students of the College both within and outside the campus. They are answerable to the Principal for their behaviour in general and within the College campus in particular.
3. Insubordination or misconduct of any kind, indecent gestures or remarks, offensive graffiti or pestering misuse of electronic media like facebook, twitter etc. to malign the College and teachers will be viewed as a serious breach of discipline. Such cases will be dealt with severely and the defaulter will be expelled from the Institution without any notice.
4. Smoking, gambling, use or possession of alcohol/drugs by the students is prohibited at all times. Such cases, regardless of circumstances, will result in **immediate expulsion without any further appeal for readmission.**
5. Students are expected to acquaint themselves regularly with the information displayed on the College notice boards.
6. No fund collection for any purpose whatsoever shall be allowed in the College without the explicit permission of the Principal.
7. Students are not allowed to hold any meeting or rallies, invite, guests or arrange for any person to address any gathering in the campus without the prior permission of the Principal.


8. Students **must carry their Identity Card with them at all times** as they may be asked to produce the same at any me.
9. Any person, people or students other than the authorized official/staff, if found mishandling the College gate and property will be automatically subjected to law and the Police.
10. Students living on their own must make satisfactory living arrangements with a local guardian approved of by the Principal.
11. Students requiring railway/air travel concessions should apply to the Principal in the appropriate form(s) at least three days in advance. Requests for immediate issue of such concession will not be entertained.
12. Students are required to be dressed in proper uniform when in College.
13. Each student shall conduct herself/himself, both within and outside the campus of the College, in a manner befitting a student of a prestigious College. Each student shall show due respect and courtesy to the teachers, administrators, staff of the College, and to the visitors and residents of the College, and good behavior to their peers.
14. Lack of courtesy and decorum; unbecoming conduct within and outside the College; willful damage to College property, removal of any property belonging to the College, fellow students or other personnel and residents of the College; use of abusive language; disturbing fellow students in their studies; breach of rules and regulations of the College; adoption of unfair practices in tests, quizzes, assignments, or examinations, noisy and unruly behaviour etc. shall constitute violation of the code of conduct.
15. Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
16. Use of cell phones is strictly prohibited in all academic areas of the campus.
Its use would entail confiscation of the handset. It would be returned only:
 - At the end of the course or,
 - After a settlement with the Principal and Discipline Committee along with the defaulter's Parents.
17. Students will not operate any machinery/equipment without the permission of the instructor.
18. No responsibility will be accepted by the College for any injury, loss or damage to the personal articles of students.
19. It is compulsory for the students to attend functions/activities organized by the College on various occasions, in proper College uniform, whether the function falls on a working day or on holiday unless notified otherwise. Absence from such function without valid reasons will invite disciplinary action.
20. Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the College. Any student found violating the rule or bringing disrepute to the College will be expelled from the College.
21. The students will compensate for any damage to College property/furniture caused by neglect or willfully. Defacing the walls of College property will be viewed seriously.
22. Students must make all possible efforts to conserve electricity and water.
They must switch off lights & fans (wherever installed) when they leave the classroom, lab etc. Students must help keep the College neat and clean and also preserve and maintain the gardens.
23. Any student found smoking or under the influence of intoxication of alcohol/drugs in the College is liable to strict disciplinary action which may lead to expulsion from the College.
24. The students are advised to see regularly the notices displayed on the College/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.

25. Any of the above listed offence attracts a mandatory punching of the Identity Card by the Discipline Committee members. If the number of punches reaches 3 (three) then he/she shall be automatically rusticated from the College.
26. The Convener, Discipline Committee, in consultation with the committee members and with the approval of Principal, reserves the right to modify any of the College rules as and when necessary.
27. The decision of the Principal in all matters shall be final.
28. Any student(s) involved in verbal or physical assault with teaching or non teaching members of the institution if guilty will be rusticated or expelled from the College.
29. Names of the defaulters will be reported by the Discipline Committee.
Character Certificate will be issued by the Head of the Institution on receipt of clearance from the College Discipline Committee.

CODE OF CONDUCT FOR NON - TEACHING STAFFS:

Administrative/support staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attend highest possible standards of performance.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire team work.
4. Facilitating congenial environment.
5. Do not accept bribes or indulge in any corrupt practices.
6. Care for institutional property.


Principal
Sikkim Government College
Burluk, East Sikkim