



Code of Conduct for Students

PREAMBLE

This Handbook indicates the standard procedures and practices of J.H.Govt. P.G. College, Betul, for all the students enrolling with the college to pursue different courses. All students must know that it is incumbent upon them to abide by this code of ethics, conduct and the rights and responsibilities, including the restrictions flowing from it. The college's endeavour utilizing enforcing this code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and to provide a system which promotes student growth through individual and collective responsibility. All students are expected to be well conversant with this code, which can also be reviewed on the official website of the college.

At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

- (i) The student shall be regular in the classes and must complete his/her studies in the college.
- (ii) In case the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority.
- (iii) If the student is relieved from the college, he/she shall have to clear all pending dues, and if the student had joined the Institute on a scholarship, the said grant shall be revoked,
- (iv) All students must uphold academic integrity. They should be respectful to all persons, to their rights and duties, to the college property and the safety of others. All students must deter from indulging in any form of misconduct, including partaking in any off-campus activity, which may affect the Institute's interests and reputation substantially.
- (v) They must refrain from the various forms of misconduct, such as



- A. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- B. Intentionally damaging or destroying the institute's property or property of other students and/or Faculty members & Support staff.
- C. Any disruptive activity in a classroom or an event sponsored by the college.
- D. Inability to produce the identity card issued by the Institution or refusing to produce it on demand by campus security personnel.
- E. Participating in activities including
- Organizing meetings and processions without permission from the institution.
 - Accepting membership of any groups banned by the institution or by the State or Central Government.
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs.
 - Smoking within the college campus.
 - Possessing, consuming, distributing, and selling alcohol in the institute and/or throwing empty bottles on the campus of the Institute.
 - Parking a vehicle (four wheeler / two wheeler / bicycle etc.) in a no parking zone or the area earmarked for other than the students.
 - Rash driving on campus may cause inconvenience to others.
 - Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress of the student.
 - Pilfering unauthorized access to the resources of others.
 - Misdemeanour and/or exhibiting disruptive attitude at the time of students' body elections or during any activity of the institute.



- l) Engaging in disorderly, lewd or indecent conduct, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.

Academic Integrity

Academic integrity is essential for the success of an institution and its research missions as well, and hence its violation constitutes a serious offence. The policy on academic integrity forms an integral part of the code, which applies to all students of the institution to which they should adhere. Failure to uphold these principles shall threaten both the reputation of the institution and the value of the degrees awarded to its students. Every student of the institution should feel responsible for ensuring the highest standards of academic integrity. The principles of academic integrity require that a student should

- a. properly acknowledge and cite the use of the ideas, results, material or words of others.
- b. properly acknowledge all contributors to a given piece of work.
- c. make sure that all assignments in a course done and submitted are his/her own.
- d. perform academic activities without the aid of impermissible materials or results by ethical means and report them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
- e. have the right to pursue their educational goals without interference.
- f Refrain from cheating. Cheating includes :
 - (i) Copying during examinations, and copying of homework assignments, project report etc.
 - (ii) Allowing or facilitating copying, writing a report or taking the examination for someone else.
 - (iii) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.



- (iv) Fabricating (making up) or falsifying (manipulating) data and reporting them in publications.
- (v) Creating sources or citations that do not exist
- (vi) Altering previously evaluated and re-submitting the work for re-evaluation
- (vii) Signing another student's name on an assignment, report, research paper or attendance sheet.

Code of Conduct for Teachers

All the teachers are subject to the guidelines provided in the Madhya Pradesh Government Service Rules (Director of Higher Education) and the UGC for college teachers. As per UGC guidelines, whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his / her ideals. A teacher entrusted with social responsibility should be the embodiment of basic ethical values like care, trust, integrity, respect etc. A definitive code for this Institution encompasses the following:

1. Professional Values

- (i) As the first and foremost aim of the teaching profession is to educate, a teacher should be concerned and committed to the interests of the students towards the specific needs of each student. He should be conscientious and dedicated and, if necessary, should help the students beyond class hours at his / her convenience without accepting any remuneration.
- (ii) A teacher should not prevent any student from expressing his viewpoint, although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- (iii) A teacher should try to develop an educational environment. He/she should provide equal treatment to all students irrespective of caste, creed, religion, gender or socio-



economic status, and there should not be any partiality or vindictive attitude towards any of them.

- (iv) The aim of a teacher should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instil a scientific and democratic outlook among his students, making them community-oriented, patriotic and broad-minded.
- (vi) A teacher should conform to the ethos of his profession and act in a dignified manner. Teachers should keep in mind that society has entrusted them to take responsibility for their children.

2. Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself/herself in his / her field and other related ones to enrich himself/herself and the student community as well. He/she must also acquaint himself/herself with recent methodologies and other applications.
- (ii) A teacher should, alongside teaching, pursue research and innovation to contribute to the continuous progress and development of a subject.
- (iii) A teacher should regularly participate in Seminars and Workshops etc., of his / her interest for continuous professional development.
- (iv) Developing new teaching strategies and implementing those in the academic system should be an integral part of the professional duties of a teacher.
- (v) A teacher will have to carry out the Institution's educational responsibilities, such as conducting admissions, college seminars and so on. He/she should also participate in extra-curricular activities of the College as sports, extension activities, cultural programmes etc. This will generate holistic development and a congenial relationship with the students.



3. Professional Integrity

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing their certifications, licenses and other qualifications/personality, regularity, and punctuality.
- (ii) Honesty should not be compromised in research. Every teacher should be well aware of the evils of Plagiarism and also that it is an offence which is punishable by law.
- (iii) Private tuition by the teachers is strictly prohibited by the Director of Higher Education, Guwahati. So, college teachers should not practise or encourage private tuition.
- (iv) The teacher must maintain the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

4. Professional Collaboration

- (i) Teachers should be respectful and cooperative towards their colleagues, assisting them and collaboratively sharing the responsibilities.
- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues to satisfy vested interests.
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions thereto.
- (iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- (v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.



जयवन्ती हॉक्सर शासकीय स्नातकोत्तर महाविद्यालय, बैतूल (मप्र)

Jaywanti Haksar Government Post Graduate College, Betul (MP)

Office: Civil Lines, Betul- 460001 Tel: 07141- 234244

E-mail : hegjhgcbet@mp.gov.in Website: www.jhgovtbetul.com

