

Rajkiya Mahavidyalaya Amori (Champawat)

1.3.1 Code of Conduct and Human Values for Students

The college aims for students to utilize their golden years at higher educational institutions for exceptional learning and the holistic development of their personalities, ultimately contributing to nation-building. The following conditions, code of conduct, and human values are expected from students:

1. Students will honor the university's rules and values, upholding Soban Singh Jeena University's vision, mission, and cherished traditions.
2. Students will embrace the joy of learning, fueling their curiosity and passion for knowledge.
3. Students will attend classes with punctuality, discipline, and regularity, reflecting a responsible and committed attitude.
4. Students will exhibit grace, modesty, and respect in both actions and interactions.
5. Students shall treat teachers, staff, and fellow students with respect, courtesy, and exemplary conduct.
6. Students shall embody the highest values and ethics, setting an example for junior students and acting as role models.
7. Students shall maintain harmony among students from various socio-economic classes, communities, castes, religions, or regions.
8. Students shall contribute to maintaining cleanliness on campus and in surrounding areas.
9. Students shall respect and take care of institutional property.
10. Students shall display appropriate behaviour during external activities, such as educational tours or excursions.
11. Students shall ensure honesty in providing accurate information in all documents.
12. Students shall maintain the highest standards of academic integrity when presenting their educational work.
13. Students shall assist faculty and staff in maintaining a conducive environment for learning.
14. Students shall strive to keep the campus ragging-free.
15. Students shall be sensitive to gender issues.
16. Students shall be aware of and sensitive to social needs and developmental responsibilities.
17. Students shall maintain good health and refrain from any substance abuse, complying with anti-drug laws and policies.



Dr. Ajita Dikshit

Principal

**Rajkiya Mahavidyalaya
Amori, Champawat-262523
Uttarakhand**

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CODE OF CONDUCT FOR EMPLOYEE

The principal of the college, Teaching faculties and all the administrative staff heads should make all efforts to pursue the following goals.

The Principal:

1. The principal should be a dynamic, democratic leader, punctual, and sincere in fulfilling responsibilities.
2. The principal should oversee all campus activities with efficiency and effectiveness.
3. Regular staff meetings should be organized to make well-informed decisions for the college's overall development.
4. Campus property maintenance should be regularly observed and ensured.
5. The principal should proactively introduce new programs/courses that align with current needs and upgrade teaching methods.
6. Heads of departments should be encouraged to organize conferences, seminars, workshops, and expert lectures.
7. Impartiality and a cordial relationship with staff, students, and stakeholders should be maintained.
8. Academic and other achievements of staff and stakeholders should be acknowledged and appreciated.
9. The principal should work to foster good relations between administration and staff.
10. Grievances from students, staff, and parents should be listened to patiently and addressed.
11. Discipline, punctuality, and accountability should be upheld among students and staff.
12. Institutional efforts should focus on student placements by inviting reputable organizations for campus recruitment.
13. The principal and administrative heads should encourage staff to pursue continuous learning through research, workshops, and seminars.
14. The principal should monitor students' character, promoting values of nationalism, patriotism, social responsibility, and personal growth.
15. Both short-term and long-term action plans should be developed, reviewed, and implemented for student and institutional progress.
16. An unbiased, confidential report of all staff members should be submitted to higher authorities.

The heads of departments should endeavour to:

1. The heads of departments should strive to lead manage and develop the department.

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2. Should prepare the academic plan for every semester (or annual academic year, as the case may be) and should monitor or ensure proper implementation of the same in a continual time frame manner.
3. To frame the timetable and distribution of workload for proper implementation of the desired teaching outcomes.
4. To monitor and ensure classes are held according to the timetable and should be responsible for ensuring the educational progress and welfare of the students.
5. Should endeavour to involve themselves along with the faculty members in the process of curriculum development and delivery.
6. Supervise the attendance of the students in the classes both theory and practical.
7. Should strive to contribute to the overall development of the faculties of each student through the organisation of socially relevant tasks, their personality development, competition etc .
8. To conduct periodic meetings of faculty to plan and review department activities.
9. To arrange guest lectures, industrial visits, and webinars to encourage students to gain practical knowledge.
10. Consider students' grievances and try to resolve them through ethical academic practice to monitor department/laboratory maintenance (where available).
11. To monitor and ensure the overall development of both slow and fast learners.

The members of the teaching faculty should endeavour to :

1. Maintain decorum, both inside and outside the classroom, and strive hard to be a role model to students.
2. Be punctual, and upright in their service delivery and should be dressed modestly and formally.
3. Respect the ideas of democracy, patriotism, and peace and treat the colleagues in the same manner as they wish to be treated.
4. Speak respectfully to other teachers, and render, in all possible ways, assistance for their professional endeavour.
5. Render due consideration to the rights and dignity of the students in expressing their opinions.
6. Motivate students to improve their attributes and at the same time contribute to community welfare.
7. Encourage students to participate in both curricular, co-curricular and extension activities.
8. Inculcate research aptitude amongst the students be friendly towards students and not behave in a vindictive manner with them for their past mistakes.

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9. Make extra efforts to resolve the apprehensions of the students and solve the queries being put up by them, post the class hours.
10. Inculcate in students the respect for national heritage, national goals, and national integrity.
11. Treat students impartially, regardless of their caste, creed, religion, political economic, or social.
12. Endeavour to act as a good counsellor and facilitator in guiding the students.
13. Co-operate with the higher authorities, and extend support towards carrying out the programmes related to educational responsibilities, such as advice and counselling students, and facilitate the smooth conduction of the activities, like admission, examination, invigilation, and evaluation, administrative, and like.

The non-teaching staff should:

1. Report for routine duty on time and remain on campus during working hours.
2. Report for duty on the reopening day and the last working day of each semester, or academic year.
3. Append his/her signature on the attendance register while reporting for duty.
4. Always wear the identity card issued while inside the college premises.
5. Comply with instructions issued by the principal or the administrative head, from time to time.
6. Avoid using cell phones during working hours and wear dress neatly and modestly.
7. Endeavour towards having a basic working knowledge of the computer. And co-operate with the members of other faculty or sections.
8. Behave with due dignity and decorum, or even composure with others.
9. Be responsive to students inquiring with due concern, and make it worth to ensure all possible help.
10. Treat the students and other stakeholders, impartially, regardless of caste, creed, religion, political, economic, or social.



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