



Code of Conduct

Code of Conduct:

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. As a general guideline: -

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (viii) Abide by the MP Government service rules, Statute and Ordinance of the affiliating University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.



II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to



procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;

- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the MP Government service rules;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non- teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



VII. Teachers and Society

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

VIII. Institute Director/ Dean/ Head of the Department should;

- (i) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (ii) Conduct himself/ herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (iii) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (iv) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (v) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (vi) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (vii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (viii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (ix) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (x) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.



IX. Director Physical Education, Sports/Librarian and Assistant Engineer should;

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of teachers and non-teaching peers and render assistance for professional betterment;
- (iii) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (iv) Manage their private affairs in a manner consistent with the dignity of the profession;
- (v) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (vi) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (vii) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

X. For Registrar:

- (i) The Registrar shall have disciplinary control over all employees of the establishment session of the institute.
- (ii) The power to take disciplinary action under clause (X.i) shall include the power to order dismissal, removal, reduction in rank or reversion of an employee referred to in said clause and shall also include the power to suspend such employee during the pendency or in contemplation of an inquiry.
- (iii) The Registrar shall be responsible for the due custody of the record documents and the common seal of the Institute.
- (iv) He/ She shall be Ex-officio Secretary of the Academic Council.
- (v) He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.
- (vi) The Registrar shall also perform such other duties as required from time to time by the authorities.
- (vii) The Registrar should politely talk to faculties/staff and students and solve their problems.
- (viii) The Registrar shall also
 - Be the custodian of the property of the institute as entrusted;
 - Conduct the official correspondence on behalf of the authorities of the institute;
 - Issue notice for convening meetings of the Authorities of the institute and all committees



and Sub-Committees appointed by them;

- (ix) The Registrar shall adhere to the following principles to maintain standards in Public Life.
- Selflessness
 - Objectivity
 - Accountability
 - Openness
 - Leadership
- (x) The Registrar shall uphold values accepted by the institute as listed below
- Integrity
 - Honesty
 - Respect
 - Innovation
 - Excellence
 - Service
 - Hospitality
 - Freedom of Thought and Expression

XI. Finance Officer:

- (i) The finance office is responsible for maintaining all accounts/ledgers of the institute, dealing with day-to-day activities of the accounts section, calculation of salaries of all employees of the institute, issue and settlement of loans, PF matters etc.
- (ii) The Accounts Officer shall uphold values accepted by the institute as listed below
- Integrity
 - Honesty
 - Respect
 - Innovation
 - Excellence
 - Service
 - Hospitality
 - Freedom of Thought and Expression

XII. FOR NON-TEACHING STAFFS

- (i) Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the Institute.



Shri G S Institute of Technology & Science Indore

Govt. Aided Autonomous Institute Estd. In 1952

- (ii) No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the MP Government service rules related to attendance and leaves.
- (iii) The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
- (iv) The staff should treat the students with care and kindness, and maintain their dignity.
- (v) It is responsibility of every staff to meet the required standards for every assigned task.
- (vi) The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
- (vii) The staff should take care and protect the equipment's and property of the Institute, in general, assigned to him/her.
- (viii) No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
- (ix) Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Director should be obtained by the concerned staff.
- (x) In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Director.
- (xi) The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- (xii) No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.
- (xiii) Staff members working under various departments / section, should follow the instructions of Head of the Department / Section in-charge.

XIII. For College Students:

- (i) All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the Institute. Students shall be required to don descent formal attire, with a strict prohibition on the wearing of fancy or short dresses.
- (ii) The students should show due respect and courtesy to the teachers, administrators, officers, employees and others associated with the college and maintain cordial relationships with fellow students.
- (iii) The students should not use foul / abusive / expletive language within and outside the precincts of the Institute.



Shri G S Institute of Technology & Science Indore

Govt. Aided Autonomous Institute Estd. In 1952

- (iv) Unsocial activities like ragging in any form shall not be tolerated within or outside the precincts of the Institute. The Anti-Ragging Committee, constituted by the Director will examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:
- (v) Suspension from attending classes and academic privileges.
 - a) Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - b) Debarring from appearing in any test/examination or other evaluation processes.
 - c) With holding results.
 - d) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
 - e) Suspension/expulsion from the hostels and mess.
 - f) Cancellation of admission.
 - g) Expulsion from the College and consequent debarring from admission to any other institution for a specified period.
 - h) In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.

The Anti-Ragging Committee of the Institute shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.

- (vi) The following additional acts of omission and/or commission by the students within or outside the precincts of the Institute shall constitute gross violation of code of conduct punishable as indiscipline:
 - a) Lack of courtesy and decorum, as well as indecent behavior;
 - b) Willful damage of property of the Institute/Hostel or of fellow students;
 - c) Possession/consumption/distribution of alcoholic drinks and banned drugs;
 - d) Smocking in the institute premise.
 - e) Mutilation or unauthorized possession of library material like books;
 - f) Noisy and unseemly behavior, disturbing peace in the Institute/Hostel;
 - g) Hacking in computer systems, either hardware or software or both;
 - h) Engaging in disputes or conflicts with individuals or groups is discouraged, and participating in group altercations is considered a violation subject to disciplinary consequences.



Shri G S Institute of Technology & Science Indore

Govt. Aided Autonomous Institute Estd. In 1952

- i) Students are prohibited from organizing picnics or outings without prior permission or informing the institute authorities or Deans.
- j) Any other act considered by the Institute as of gross indiscipline.
- (vii) In each case above, the punishment shall be based on the gravity of offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from examination, rustication for a period, to outright expulsion.
- (viii) The reprimanding Authority for an offence committed by students in the Hostels and in the Department or the classroom shall be respectively, the Chief Warden of the Hostels and the Head of the concerned Department.
- (ix) In all the cases of offence committed by students in jurisdictions outside the purview of Clause (v), the Dean, Students Affairs shall be the Authority to reprimand them.
- (x) All major acts of indiscipline involving punishment other than mere reprimand, shall be considered and decided by the Chairman, Students Disciplinary Committee appointed by the Governing Body (GB).
- (xi) All other cases of indiscipline of students, like adoption of unfair means in the examinations shall be reported to the Dean (Academics), for taking appropriate action and deciding on the punishment to be levied.
- (xii) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Director, who shall constitute appropriate Committees to review the case.
- (xiii) Looking to the green & clean campus of the institute, students should come preferably by bicycle.
- (xiv) Students coming by two wheelers should take prior permission for using two wheelers in the campus and compulsorily wear helmet & possess a valid driving license. Tripling and over speeding is not allowed.
- (xv) Students should park their vehicles in parking area identified for students, keeping the convenience of others also in mind.
- (xvi) Commensurate with the gravity of the offence, the punishment includes reprimand, fine, expulsion from the hostel / college, debarment from examination, suspension from the college and handing over the case to the law enforcing authorities of the Government.
- (xvii) Malpractices committed in Examinations by the students, shall be viewed seriously and attract various penalties which include fines, loss of examination, expulsion from the college etc. All cases of examination malpractices detected by the staff / squad shall be referred to the Examination Committee for taking suitable action / punishment as per University (RGPV/DAVV) examination ordinance and the award of punishment will be binding on the students.



Shri G S Institute of Technology & Science Indore

Govt. Aided Autonomous Institute Estd. In 1952

- (xviii) Weapons and Fireworks: No student may possess or use a firearm. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on the campuses.
- (xix) The unnecessary use of mobile phones in the classroom, laboratories and library is strictly prohibited. The mobile phones, if brought in the classroom/laboratory/library, should be kept on silent mode.
