

कार्यालय प्राचार्य शासकीय नवीन महाविद्यालय साल्हेवारा राजनांदगांव (छ.ग.)

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सामान्य नियम,

छत्तीसगढ़ के शासकीय महाविद्यालयों में प्रवेश लेने वाले प्रत्येक विद्यार्थी को महाविद्यालय के नियमों का अक्षरशः पालन करना होगा। इसका पालन ना करने पर वह शासन द्वारा निर्धारित दण्डात्मक कार्यवाही का भागीदार होगा।

1. विद्यार्थी शालीन वेशभूषा में महाविद्यालय में आयगा। किसी भी स्थिति में उसकी वेशभूषा उत्तेजक नहीं हानी चाहिए।
2. प्रत्येक विद्यार्थी अपना पूरा ध्यान अध्ययन में लगायेगा। साथ ही महाविद्यालय द्वारा आयोजित पाठ्येत्तर गतिविधियों को भी पूरा सहयोग प्रदान करेगा।
3. महाविद्यालय कपरिसर को स्वच्छ बनाये रखना प्रत्येक विद्यार्थी का भौतिक कर्तव्य है, वह सरल निर्व्यसन और मितव्ययी जीवन निर्वाह करेगा।
4. महाविद्यालय परिसर में वह शालीन व्यवहार करेगा। अभद्र व्यवहार असंसदीय भाषा का प्रयोग, गाली-गलौज, मारपीट या आग्नेय अस्त्रों का प्रयोग नहीं करेगा।
5. प्रत्येक विद्यार्थी अपने शिक्षको, अधिकारियों एवं कर्मचारियों से नम्रता एवं भद्रता का व्यवहार करेगा।
6. महाविद्यालय एवं छात्रावास की कक्षाओं में किसी भी प्रकार की मादक पदार्थों का सेवन सर्वथा वर्जित रहेगा।
7. महाविद्यालय में इधर-उधर थूकना, दीवालो को गंदा करना सख्त मना है। विद्यार्थी के असामाजिक एवं अपराधिक गतिविधियों में संलिप्त पाये जाने पर कठोर कार्यवाही की जावेगी।
8. अपनी मांगों का प्रदर्शन आंदोलन हिंसा या आतंक फैलाकर नहीं करेगा। विद्यार्थी अपने आपको दलगत राजनिति से दमर रखेगा तथा अपनी मांगों को मनवाने के लिए किसी राजनिति दलों कार्यकर्ताओं अथवा समाचार पत्रों का सहारा नहीं लेगा।
9. महाविद्यालय परिसर में मोबाईल का उपयोग पूर्ण पतिबन्ध रहेगा।

आदेशानुसार
आयुक्त, उच्च शिक्षा विभाग
छत्तीसगढ़ शासन

—: चेतावनी :-

महाविद्यालय परिसर में बाहरी छात्रों का प्रवेश वर्जित है। यदि ऐसे छात्र महाविद्यालय में पाये जाते हैं तो उनके विरुद्ध कानूनी कार्यवाही की जावेगी।

Co-ordinator IQAC
Govt.Naveen College Salhewara
Rajnandgaon (C.G.)

for Principal
Govt.Naveen College Salhewara
Rajnandgaon (C.G.)

आदेशानुसार
प्राचार्य

शासकीय नवीन महाविद्यालय साल्हेवारा

Office of the Principle Govt. Naveen College Salhewara, Rajnandgaon (C.G.)

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Handbook on code of Conduct Code of Conduct for students

The codes depicted underneath shall apply to all sorts of conduct of students within the college premises and their off – campus mannerisms which may have serious consequences or adverse impact on the Institutions Interests or reputation.

1. The student shall be regular in the classes and must complete his/her studies in the Institute.
2. Every student shall wear clean neat and formal dress, suitable to our culture and tradition.
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
4. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
5. The college expects student of both sexes to foster a healthy and decent relationship both on campus and off campus.
6. During leisure hours student are advised to use the library.
7. Late comers are forbidden from entering the classrooms.
8. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
9. Students should bring prescribed textbooks to the classes every day.
10. Students should handle the furniture and other properties with care. damage to the furniture will lead to penalty or suspension from college.
11. Student should stay away from any anti-social activities.
12. Student should stay wear their identity cards inside the campus daily.
13. Without the permission of the principle, Student are not permitted any printed materials or pamphlets.
14. Ragging in any form is a serious offense and it will be bealt with severely.
15. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
16. Visitors are not allowed to meet the student in the classroom.
17. Students should take care of their belongings. The institution will not be responsible for any loss.
18. In the event, 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.
19. In case of reliving the student, 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.
20. The college believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons to theirs, to the college property and to the safety of other.
21. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off campus which may affect the Institutes Interests and reputation substantially.
22. Any act of discrimination (physical or verbal) based on an individual's gender, identity, caste, tare, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability ect is strictly forbidden.
23. Intentionally damaging or distroying the Institutes property or property of other student and/or Faculty members & Support staffs is punishable act.
24. Possessing, consuming, distributing and selling of alcohol in the institute are a punishable offence.

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Code of conduct for teaching staff

Being the cadres of chhattisgarh State Higher Education, the teachers of this college should follow the code of conduct laid down in chhattisgarh state Government Services Rules. They are also subject to the guidelines provided by UCG for college teacher As per UCG guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession

The basic ethical values, underlying the code are care trust integrity and respect, embodying those aspect relevant to the teacher, who is entrusted with social responsibility, A definitive code for this institution encompasses the following.

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute nourish and enforce meeting equal treatment to all stakeholders in the college so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the college.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among the stakeholder of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
7. To Initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence among them.
8. To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To uphold upkeep and enforce discipline in the behavioral manifestation of the stakeholders of the institution and thus maintain campus serenity required for academics.
10. To promote and maintain the practice of extra-curricular activities among the student.
11. To Endeavor for the upkeep of tranquility of the region surrounding the college so that academic practices comes to gradual prevalence and only prevail, eventually.
12. To promote and maintain harmonious relationship of the college with the adjoining society in order to ensure spontaneous and prosperity of all the student of the institution.
13. To Endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principle should ensure the existence of an academic environment within the college and should endeavor for its enrichment by encouraging research activities Thus the Principle should put best efforts to bring in adequate infrastructural and financial support for the college. The Principle should encourage the faculty members of the Institution to take up research projects, publish research papers, organize regular seminars and participate in conferences, symposiums, workshops and seminars.

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Code of Conduct for Non – Teaching Staff

Being the employees of the Government of chhattisgarh, all the Non – Teaching Staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the Non-Teaching Staff along the following lines.

Professional Conduct

1. The Non-Teaching Staff should acquaint themselves with the college policies.
2. Each of them should perform the duties he has been assigned sincerely as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information of their absence should be promptly forwarded to the college authority.
4. They non-teaching staff should not on any account, undertake any other job within the stipulated office hours.
5. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

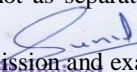
1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
2. they should also be responsible for the proper use and maintenance of college equipments and furniture.
3. No non-teaching staff should be under the influence of drugs or alcohol during office hours.
4. The non-teaching staff often has access to confidential information regarding examination matter and other matter relating to other staff, through official records. It is expected that they respect the confidentiality of such matter.
5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
6. The Non-teaching Staff should not discriminate on basis of gender, caste or religion.

Professional Relationship

Interactions between non-teaching staff and students are frequent as for example during admission, disbursement of financial aid and examinations and so on. On a regular basis the students come into contact with non-teaching staff in libraries and laboratories. It is expected that they behave in a helpful friendly and patient manner towards the students.

1. The non-teaching staff should respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behavior. As the progress of the institution depends upon mutual goodwill and trust.
2. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. There should be harmonious environment.
3. The non-teaching staff is the first to come into contact with the guardians of the students during admission and examination time they must keep in mind the fact that their behavior will be considered to reflect that of the institution.
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