

CODE OF CONDUCT

Introduction

Godda College, Godda was established on 15th August 1954 by the joint active efforts of the freedom fighters and educationists of this area. The foundation of its main building was laid down on 29th November 1957 by the then Chief Minister of Bihar Sri Krishna Singh while the college building was inaugurated on 23rd Oct 1959 by the then President of Indian National Congress Smt. Indira Gandhi.

Before 1960 it was affiliated to Bihar University and later on to Bhagalpur University. It became a constituent unit of Bhagalpur University on 27th February 1976 and then the University bifurcated in the year 2000 under an established Sido-Kanhu Murmu University (SKMU) Dumka, Jharkhand, duly approved by the regulatory body (UGC).

It is a co-educational institute located in 36 acres of land in Godda town area of Santal-Pargana, Jharkhand. It has been providing UG and PG level of education specially to the backward and tribal community of this area. The effort of the institution is to make a knowledge-based society with a view to protecting the interest of the community, and motivating the academic excellence and fulfilling the expectations of the tribal community as well as society at large.

Code of Conduct for Principal

- 🏠 Be fair to personnel and students.
- 🏠 Assume responsibility and accountability for his/her performance.
- 🏠 Maintain good moral character.
- 🏠 Not fake records or direct others to do so.
- 🏠 Not knowingly misappropriate, divert or use money, property or equipment committed to his charge for personal advantage.
- 🏠 Not reveal confidential information unless required by law.
- 🏠 Make synergetic efforts to communicate to parents all information which should be revealed in interest of students.

Code of Conduct for Teachers

- ✚ Every teacher shall discharge his/her duty efficiently and diligently to match with academic standards and performance norms laid by college management.
- ✚ Every teacher shall update his/ her knowledge and skills to equip himself/ herself professionally for proper discharge of duties assigned to her/him.
- ✚ Teachers must report on duty, on time as per working hours prescribed.
- ✚ Teachers should exercise integrity in their professional conduct and responsibility.
- ✚ Acknowledge and respect the uniqueness, individuality and specific needs of pupils and promote their holistic development.
- ✚ Treat your colleagues with courtesy and professional equals regardless of their status.
- ✚ Demonstrate patriotism and appreciation of freedom with responsibility.
- ✚ Deal justly with each student and work towards developing good human relations.
- ✚ No teacher shall incite or provoke any student or staff member, into any form of action which disrupts academics activities of college.
- ✚ Respect the confidentiality of information about a student unless required by law.
- ✚ Do not discriminate on grounds of race, religion, gender, colour or creed.
- ✚ Do not use institutional or professional privileges for personal advantage.
- ✚ Strive for consistency and firmness in disciplinary dealings with students.

Code of Conduct for Support Staff

- ✚ Loyalty to college by being punctual and reliable in all duties.
- ✚ Maintain integrity by being honesty in words and action.
- ✚ Treat students with care and kindness.
- ✚ Be supportive and cooperate with staff members.
- ✚ Refrain from passing any information pertaining to college to any individual or agency.
- ✚ Avoid unethical practices and not to do anything that will tarnish the image of college.
- ✚ Notify to the principal immediately if there is reasonable cause to suspect that student is likely to be harmed.
- ✚ Non-teaching staff working in laboratory and library should maintain stock register.

Code of Conduct for Students

- ✚ Dress up in college uniform and in a manner that is appropriate for academic environment.
- ✚ Interact with all members of college community with politeness and courtesy.
- ✚ Respect differences in relation to gender, race, nationality, disability and religion.
- ✚ Be ambassadors of college in local area, extend respect to all members of local community.
- ✚ User facilities like books, equipment and resources provided to assist you in a careful and responsible manner.
- ✚ Alert the college security staff if you are aware of any potential risk to yourself or others.
- ✚ Carry your College ID at all times when on campus.
- ✚ Avoid disposing litter inappropriately in college campus.

- ✚ Don't be in possession of any bladed article or offensive weapon or firearms.
- ✚ Don't be in possession of drugs, alcoholic beverages or intoxicants.
- ✚ Gambling and smoking is prohibited inside college campus.
- ✚ Don't engage in any violent or threatening behaviour. Avoid intimidation, verbal slurs, insults or taunts, ridicule which may disrupt educational environment.
- ✚ Don't behave in such a manner within or outside the college that may bring disrepute to college.
- ✚ Maintain academic integrity by not cheating or using unfair means during exams.
- ✚ Don't steal or knowingly possess stolen property.
- ✚ Firecrackers and explosives are prohibited on campus.
- ✚ Conduct which infringes upon freedom or activities of others constitutes disorderly behaviour.
- ✚ Participation in on campus and off campus riots, demonstrations or activities which significantly disrupt the normal operations of college is prohibited.
- ✚ Ragging is strictly prohibited.
- ✚ The college prohibits all forms of sexual harassment, sexual assault, indecent exposure, stalking or any other gender-based misconduct.
- ✚ The students should not degrade, corrupt or damage college computer equipment.
- ✚ Parking of vehicles in no parking zones or in area earmarked for other persons is not allowed.
- ✚ Students are expected not to interact on behalf of institute with media representatives or invite media persons on campus without permission of authorities.
- ✚ The students must maintain satisfactory standard of academic performance. They must be committed to studies, attend classes regularly, participate actively and constructively in all the classrooms activities and complete all tasks allocated to them.

✚ The management appeals to all the concerned to work as a team in institution building and upgrading it into one of excellence in higher learning. Any breach of code or associated policies will attract disciplinary action.

- **Anti-ragging Rules:**

- i. **We are guided by the Supreme Court and university Grants Commission advocated guidelines for curbing the menace of ragging in higher educational institutions (Regulation 2013). Students are required to adhere to the anti-ragging rules that are in force in the campus.**
- ii. **Indulging in or abetment of ragging is a punishable offence and may lead to expulsion from the college.**
- iii. **The college has an Anti-ragging Committee.**

Workplace Conduct

✚ The support staff should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.

✚ They should be responsible for the proper use and maintenance of college equipment and furniture.

✚ No support staff should be under the influence of drugs or alcohol during office hours.

✚ The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.

✚ They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

- ✚ The support staff should show no discrimination on basis of gender, caste or religion.
- ✚ On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- ✚ The support staff are not allowed to take long leave as it will affect the whole progress of the institution.
- ✚ It is expected to avoid involving in personal matters during the working hours