



# CODE OF CONDUCT



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***GOVT. M. H. COLLEGE OF HOME SCIENCE  
AND SCIENCE FOR WOMEN, JABALPUR***

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**Policy Document Code of conduct for**

- **Student**
- **teaching staff**
- **non-teaching staff**
- **administrative staff**

**Code of conduct for students**

In order to maintain the dignity and decorum of the college the students are expected to follow the given code of conduct within the premises.

1. To adhere to the college time table and be punctual in class.
2. As per government rules 75% attendance is mandatory.
3. Students should wear the college uniform as well as identity card.
4. Notice boards and website should be regularly viewed.
5. Ragging is strictly prohibited, violation would result in disciplinary action.
6. Clean and green atmosphere of the college campus is to be maintained.
7. Discipline in the classrooms and corridors is continuously monitored through CCTV cameras.
8. Use of library and reading room during free periods is encouraged.
9. To participate in sports and other competitive activities.
10. Destroying college property or causing harm to it is a punishable offence.
11. Appearance in quarterly and half yearly exams is compulsory.
12. Conservation of electricity, water and other resources is mandatory.
13. Vehicles should be parked in the space provided.

**Code of conduct for teaching staff**

1. Teachers should strictly adhere to the college time table.
2. They should maintain standards of honesty and professional ethics.
3. They should be amiable with the students.
4. The teacher guardians should maintain a record of all the important information of the students under his/her mentorship.
5. The teacher guardian should counsel the students whenever required.
6. Teachers should properly maintain the records of their curricular and extra-curricular activities.
7. Contribution to the congenial atmosphere and maintain harmonious relations with the other staff.

Principal

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8. Internal assessment and club activities should be carried out in adherence with the college calendar.
9. Staff should maintain confidentiality in the conduction of examination.
10. The staff is responsible for the committees assigned to them for quality assurance.
11. Teacher should always strive for research practices such as guide and publications.
12. Promote universal ethics and moral values among the students.

### Code of conduct for non-teaching staff

1. To strictly maintain punctuality in the campus.
2. Should adhere to the duties allotted and follow instructions provided to them <sup>by</sup> higher authorities.
3. To cooperate and support the teaching staff and the students.
4. They should carry out the assigned work with honesty.
5. They should maintain professional ethics in the campus.
6. The staff working in laboratories should keep proper maintenance and cleanliness.

### Code of conduct for administrative staff

1. To be fair and just in all their dealings.
2. Punctual and devoted to the institution.
3. Cooperative towards the subordinates.
4. Amicable and considerate.
5. Responsible for maintaining discipline and decorum in the campus.
6. Should take necessary action against in disciplinary behavior in the campus.
7. Conduct regular meetings and obtain feedbacks from the staff.
8. Promote quality assurance strategies.



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