

GOPALPUR COLLEGE



CODE OF CONDUCT FOR ITS STAKEHOLDERS



**GOPALPUR-ON-SEA, GANJAM
ODISHA, PIN - 761 002**

The College code of conduct laid down by the authority mirrors the rule and events in force inside the college campus. The rules herein cannot be challenged to any legal interpretation. It is completely under the discretion of the Principal and can add or amend any rules which will suit for the betterment of the institution as to the need of the situation passes through. The stakeholders will adhere to the rules framed herein.

Dr. Ram Prasad Panda
Principal

COLLEGE RULES

- ◆ The students should attend their classes according to the Time Table and no student should remain outside the classroom in the college when his/her class is engaged.
- ◆ Spitting on the walls, floors, blackboards, pillars or doors of the college is strictly prohibited.
- ◆ The students are forbidden from loitering in the corridor when they have no class to attend. They may remain either in the Library or in the Common Room.
- ◆ The Students should use the Lavatories for the purpose of meeting the calls of nature.
- ◆ Cycles must be padlocked and kept in the cycle stand provided.
- ◆ The Students are warned not to handle articles which are not their own property.
- ◆ Tampering with the electrical connections, lights, fans, gas, taps water taps etc. of the college is strictly prohibited.
- ◆ A student misbehaving in the classroom or in the College Campus or at any time of the college meeting or in the college grounds during matches or sports is liable to be punished with a fine or expulsion or both.
- ◆ The students are forbidden to smoke cigarettes and take pans, wines or any other injurious articles inside the College Campus. Disobeying the rules is severely punishable with a fine or expulsion or both vide G.O.L. No. 12457 Dt. 25 April 1989 from Chief Secretary, Odisha.
- ◆ Misbehaviour of a college student outside the college premises shall also be regarded as breach of college discipline.
- ◆ The students should have their identity cards in their possession during college hours and at the time of college functions and while appearing at examinations.
- ◆ The students attending political meeting should so conduct themselves as not to bring them into undesirable prominence and they must not take active part in the proceedings.
- ◆ The students should invariably attend in queue while waiting near the college counters for depositing their tuition fees or for any other purpose.
- ◆ The students are advised to meet the Principal only during the prescribed hours of interview. They should not ordinarily enter the office without prior permission.
- ◆ No club or society be started or maintained in the college and no function should be organised without the approval of the Principal.
- ◆ Concerted absence without leave for one day or more on the part of a student is a serious breach of the college discipline.
- ◆ Students must abide by such hygienic principles and submit themselves to such anti-epidemic procedures as would be laid down by the Principal.
- ◆ Students found eve teasing, passing comments to girl students or teachers will be expelled from the college. Students parking cycles on the corridors shall be penalised.
- ◆ It is the duty of the students to see that their class room is maintained clean and the teaching table/chair is well set before the teacher enters the classroom.
- ◆ Students should attend their classes and other activities of college along with examinations in college uniform/dress as directed by Govt. of Odisha Higher Education Department from the academic session 2005-2006, failing which they shall not be allowed to sit in both the class rooms and examination halls.
- ◆ The students should not be involved in such activities or remark anywhere in such a way which will hamper the dignity of the institution. It will be seriously viewed if detected.
- ◆ Plucking flowers from the garden and cutting trees is strictly prohibited and a serious, punishable offence.
- ◆ Electronic gadgets and cell phones are not allowed in the campus and to talk in the common place during the rush hours.
- ◆ For arising any problem, they can directly contact with their Dept. Mentors/H.O.Ds/ or incharge heads.

- ◆ Use always formal language and avoid sexiest language.
- ◆ Each student is required to register his/her new address in the office (Presently residing address). Any subsequent change of address is to be brought to the notice of the Principal/Office. They are to add their parents phone number if such availability is with them. Under no circumstance, students to change their phone number submitted earlier, if so immediately they should bring it to the notice of the principal/office.
- ◆ All students, staff and stakeholders should pay attention for the cleanliness of the campus. They are warned not to disfigure the walls and classrooms. If so, it will attract a fine deemed to be fit by the constituent committee.

EXAMINATION RULES

- ◆ Registration for APAAR No. is mandatory for every student for all academic purposes.
- ◆ A student should have 75% of attendance in the general lectures and practical classes in order to be eligible to be sent up for final Examination. Cases below 75% attendance will not ordinarily be considered and would be detained.
- ◆ There shall be at least two college Examinations for each student before appearing for Annual Examination. All examinations are compulsory. In considering the promotion to the next higher class.
- ◆ The Staff Council frames conditions for promotion to the next higher class.
- ◆ Violation of Examination rules shall be seriously viewed.
- ◆ The students avoiding the examinations shall not be promoted to sit for the University Examination.
- ◆ Application for leave of absence due to illness must be accompanied with a Medical Certificate from a registered medical practitioner duly attested by the parent or guardian.
- ◆ In any of the college examination, if any student is reported to have resorted to any kind of malpractice and or misdemeanour with the offices conducting the examination he/she shall be punished as per the decision of the staff council/examination committee.
- ◆ Ensure that you are with barred item like books, notes, mobile, electronics watch as the time of entering the examination hall. Always be with you hall ticket. You cannot enter into the hall without having your admit card.

UNIVERSITY EXAMINATION INSTRUCTION

"Examination shall be conducted strictly in accordance with the provisions as under Odisha conduct of Examinations (Amendment) Act, 2016. Any violation of rules shall attract penalties as per the provisions of the said Act and also university first statutes, 1990. Any use or attempt to use any unfair means at the examination centre will be punishable in terms of rules."

- ◆ Before entering into the examination hall the candidate is to take his/her Admit Card from the office / to be downloaded. The candidate must ensure that it is his/her own and also ensure that all details herein are printed obverse are correct.
- ◆ It is obligatory for the candidate to retain the Admit Card with his/her and to produce it to the concerned authority as and when required.
- ◆ Examinees are required to adhere the instructions found obverse of their Admit Card.

CODE OF CONDUCT FOR STUDENTS

- ◆ High standard of discipline and dignified behaviour is expected from the students.
- ◆ A parent can meet the Principal on any working day with a consultation letter in office hours for his/her wards progress.
- ◆ Both boys & girls should maintain their proper discipline at the canteen.
- ◆ They should be made engaged in the social service if they have any extra time other than their study time.
- ◆ No student to be indulged in ragging activities, if found serious action will be taken against them as per the law.

CODE OF CONDUCT FOR TEACHERS

- ◆ No teacher shall act in any manner that violates the norms of decency or morality inside and outside the campus.
- ◆ Each teacher will discharge his/her duties efficiently to maintain the academic standard and performance.
- ◆ Every time, everybody is to conduct with absolute dignity and decorum in his/her dealings.
- ◆ No body will remain absent without prior permission of the Principal. French leave will be seriously viewed.
- ◆ No body is to be engaged in any private agency work during the office hour without approval of the authority.
- ◆ No teacher will intervene in any political matters and cannot create or organise any party in the institution itself.

- ◆ No teacher will act such and such which will degrade, harass or insult any other person for any reason.
- ◆ Everybody is to talk in formal way to its students as well as parents.
- ◆ The deeds of the faculty members should be for promoting of the academic excellences in the campus.
- ◆ Each and every teacher is to follow the guidelines effected to them framed by the Govt. and University time to time.
- ◆ A teacher is to act as a role model since the students and community follow them. So, not to develop any bad practices which will breach the discipline.
- ◆ No teacher is to be engaged in any private tuitions.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- ◆ Every staff is to work efficiently and dilligently conform to the rules and regulations.
- ◆ No staff can remain absent without prior permission to the authority.
- ◆ You cannot be engaged in any private business or trading.
- ◆ You will not make yourself tagged with any political parties.
- ◆ You will not be involved in such activity which will creat anti secular feeling and disharmony in society.
- ◆ No staff employed in the college shall indulge in any criticism of the policies of the government which will disrespect the govt.
- ◆ The office assignments need to be completed in time and no wark to be kept pending.
- ◆ The strength of the institution lies on its students and stakeholders.
- ◆ Always try to be good and do good.

Staff members are strictly warnned not to involve in any kind of unfair means in relating to examination work. If detected or found guilty, serious action will be initiated against them as per the rules framed time to time or as per the provisions for the institutions. The law attracts imprisionemt and fine for any irregularities conducted by the individuals.

