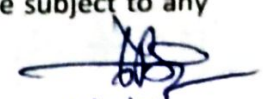


CODE OF CONDUCT FOR STUDENTS

Pravabati College has an ethical code of conduct for all the students enrolled in the college.

- Every Student must adhere the academic calendar formulated and maintained by the college authority throughout each academic session.
- Each Student is required to attend college class at least 75% and above; those who fail to reach this percentage as instructed by the council and university shall be debarred from appearing examinations.
- Every student must enter the college with full college uniform with their I-card visibly hung around the neck.
- Students must arrive college on time and must leave college after attending the full class.
- Students are required to put their mobile phone either in silent mode or switch off during the class.
- During examination, cell phones are strictly prohibited.
- Students should not bring any non- students to the college for any reason. If, on exceptional circumstances brought, it should be reported to the college authority/the principal
- Smoking, littering of any kind, consumption of intoxicants - liquor (alcohols), tobacco, *khaini*, *raza*, *talab*, *sajan*, chewing gums, etc. are strictly prohibited.
- No students are allowed to indulge in any sort of anti- social activities in College premises.
- Organizing any kind of meeting, procession, sit-in-protest, etc. on the college campus, gate, or outside the entrance without the consent and written permission of the Principal is strictly prohibited.
- Students should handle and use college property with utmost care. Electric bulbs, fans, electronic gadgets, etc. must be put off after use.
- All students are imperative to attend and fully participate any college function, program, social gathering, social service, etc. Indiscipline during such program and practice of escapism will be treated as a serious offence and be treated accordingly.
- Ragging in any form is strictly prohibited in the college. Any student involved in ragging shall be terminated from the college.

- All Teacher shall discharge his/her duties as per norms laid down by the College from time to time.
- Each Teacher shall update his/her knowledge as per requirement of the student from time totime.
- Every Teacher must wear proper dress (formal) while entering the college premises.
- No Teacher is allowed to use any intoxicant like tobacco(cigarette, pan,talab,ganja, khaini etc.)
- No teacher shall absent himself/herself from duties at any time without prior permission from the Principal /higher authority. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the Institute authorities shall be produced within a week.
- No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission from the higher authority of the College.
- No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No teacher shall participate in any strike or demonstration and /or indulge in any criticism of the College or of the Government for any reason whatsoever.
- No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College, or that seeks to disrupt the academic activities of the College.
- No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- Teacher(s) may raise their grievances through the Grievance Redressed Cell. The Principal/higher authority will provide an opportunity to the teacher for presenting his/her case through a personal hearing before taking a final decision. The decision of the Principal/Higher authority will be final and binding and will not be subject to any appeal to any individual or forum.


Principal
Pravabati College
Mevana, Bhopal

1. Administrator helps towards careful, effective financial administration of the college.
2. He is responsible for the new constructions and major maintenance in the college.
3. He supervises the maintenance of the properties and goods of the college.
4. He has the complete financial accounts of the college.
5. He ensures a complete and accurate day-to-day record of financial transactions.
6. He ensures adequate facilities for conduct of seminars and workshops.
7. He is also responsible for new purchases of equipment and articles.
8. He should be involved in the budgeting for the year.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every staff employed in the College shall discharge his/her duties as per the rule and regulation laid by the college authority.
2. Every staff should consider and take care of the college property and assets with utmost care.
3. Every staff must use dustbin placed in different location of the college for keeping college neat and clean.
4. No Staff of the college shall absent from his/her duties without prior permission from the college authority. Explanation should be given to the college authority with proper facts.
5. Every staff is strictly prohibited to engage directly or indirectly in any trade or business.
6. Staff shall not involve in any form of political activity. He/She shall not associate with any political party or any organization.
7. No staff shall involve in any anti-social and anti-secular activities which may affect harmony in society.
8. No staff employed in the Institute shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the college and the government.


Principal
Pravabati College
Mayang Imphal