



DR. C. V. RAMAN SCIENCE COLLEGE, SIRONCHA

Code of Conduct

Principal/In-charge Principal

The Principal shall be the administrative authority in all matters for taking appropriate action against the misconduct. His decision shall be final and binding on the students.

Responsibilities of Principal

1. Conducting regular meetings with Heads of the Department and various committees.
2. Working towards achievement of the vision and mission of the college.
3. Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
4. Implementing disciplinary initiatives in consultation with the staff committee.

Responsibilities of Faculty

1. Development of the teaching-learning resources and the laboratories.
2. Conducting regular classes and Practical's laboratory work.
3. Assisting in departmental planning for academics.
4. Guiding and counselling students as a mentor and inculcating human and ethical values in them.
5. Conducting internal examinations i.e. sessional examinations.
6. Evaluation of answer sheets of unit tests examination and compilation of result.
7. Carrying out the responsibilities assigned time to time.

Responsibilities of Non-Teaching Staff/Support Staff

1. All non-teaching staff should present in the college, at least 30 min before the commencement of college.
2. The staff should follow the instructions from the higher authorities.
3. They should carry out the assigned work with complete zeal.
4. They should be regular and punctual.
5. They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
6. The staff working in laboratories should keep proper maintenance and cleanliness.
7. They should carry out additional work assigned to them
8. Carrying out the responsibilities assigned time to time.

9. All staff should strictly adhere to the academic requirement of the college and maintain the sanctity of academic environment.
10. All staff shall extend their services for the welfare of the community & society at large.
11. All staff should properly maintain the records of respective portfolio.

Responsibilities of the Students

1. Behave in the college campus in a dignified and courteous manner and show due respect to the authorities, women, elders and classmates.
2. Follow the dress code given by the college and decent dressing manners, without any obscenity during cultural events.
3. Maintain qualitative academic, cultural and social atmosphere in accordance with the vision of the college.
4. Access all educational opportunities and benefits available in the institute, to prosper academically.
5. Follow college rules and directions issued from time to time, in the college.
6. Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.
7. Abstain from the use/possession of alcohol, tobacco or any other narcotic /intoxicants in the college campus.
8. Respect the laws of the country, human rights, cultural and social values.
9. Students should always carry their college identity cards.

Behaviour of the students

1. Student activities should assist the harmonious functioning of the college.
2. Students should spend their free time in the Library and Reading Room.
3. Dr. C. V. Raman Science College is a "Smoking Free Campus".
4. Silence shall be maintained in the designated premises of the college.
5. Students should not use mobile phones in the class room, Library, Examination Halls, etc.
6. Students should not deface, disfigure, damage, and destroy any public, private or college property.
7. Students will have to obtain prior permission from the college authorities to display or exhibit any banners, flags or boards etc. in the campus and hostel.
8. Students should park their vehicles in the parking space.
9. Students shall leave the classroom only when the session is over with the permission of the teacher.
10. Students should avoid littering and use dustbins.
11. Students should follow all the rules and regulations as directed by the Gondwana University, Gadchiroli while appearing for any examination.