



Rajeev Gandhi Govt. Post Graduate College, Ambikapur, Surguja (C.G.) India

CODE OF CONDUCT

Note: Rajeev Gandhi Govt. Post Graduate College, being a government institution, requires all employees and students to comply with the rules and Code of Conduct established by the Government of Chhattisgarh. Employees are expected to adhere to the duty regulations, leave policies, and other guidelines outlined in the MP/CG Code of Conduct for Civil Services (Conduct) Rules 1965.

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I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

Students' Discipline

- Students are required to regularly check the notices and time-tables for various examinations posted on notice boards or sent via SMS/WhatsApp. It is the student's responsibility to complete and submit examination, scholarship, and other forms by their deadlines. All information regarding examination forms and schedules for annual/semester exams is available on the college website.
- Attendance in lectures, practical sessions, and tutorials, as well as participation in tests, internal exams, and semester/term-end or annual examinations (both online and offline), is mandatory. Students should keep their mentors and parents informed about their academic performance.
- Students should avoid lingering around classrooms and laboratories during ongoing lectures or practical sessions.
- Carrying and presenting an identity card (I-card) is mandatory. Students must always have their I-card and show it upon request. Access to annual gatherings and other curricular or extracurricular activities will not be permitted without an I-card.
- Smoking, spitting, chewing tobacco, consuming alcohol, and using drugs are strictly prohibited on the college campus.
- Students are expected to adhere to the college rules and maintain disciplined behavior on campus. Disruptions to classroom sessions, practical work, or administrative activities will not be tolerated.
- Any acts of indiscipline or rule violations by students will be dealt with according to the applicable laws and regulations.
- Students must handle college property with care. Any damage to college assets will result in strict action. Students should contribute to maintaining cleanliness and tidiness on campus.
- Prior permission from the Head of Department (HOD) is required for leave, and only genuine reasons will be considered.
- Political activities and the formation of societies or associations within the college are prohibited. No individual may be invited to address meetings without prior approval from the Principal.
- Students must use the designated vehicle stand for parking their vehicles.
- The Principal reserves the right to add, amend, or modify these rules as necessary.
- Attendance is compulsory for all students on Independence Day, Republic Day, and Annual Prize Distribution Day.



Identification Cards

- Students are required to carry their I-cards at all times. Attendance in classes, practical sessions, or examinations will not be permitted without the I-card. I-cards will be issued by the relevant department upon the completion of the admission process.
- To receive an I-card, students must submit a passport-sized photograph and a photocopy of the admission receipt.
- Students should collect their I-card from the designated department or office.
- In case of loss or misplacement of the library card or I-card, students must promptly report the issue to the Head of Department (HOD) and the librarian, accompanied by a written application.

Mobile Phones

- Mobile phones must be turned off in classrooms, laboratories, libraries, and other similar areas as per college regulations.
- Mobile phones are strictly prohibited in examination halls. The college will not be responsible for any loss of mobile phones, valuables, or other personal belongings.

Ragging

- Ragging is a serious offense and includes any form of teasing, physical or verbal abuse, or any act that causes mental or physical distress to another student or group of students. Complaints of ragging will be addressed with utmost seriousness.
- Students involved in ragging will face the following consequences:
 - Loss of academic benefits.
 - Suspension of scholarships or fellowships.
 - Ineligibility to appear for examinations.
 - Expulsion from the college or hostel.
 - Ban from admission to any other institution for five years from the date of expulsion.
 - Possible imprisonment for up to two years and a fine up to ten thousand rupees.



General Library Rules

- A library card will be issued to each student along with the I-card from the concerned department or office.
- Students must present their library card when borrowing books. Books should be taken to the library at the time of issue.
- All library notices should be checked regularly by students.
- Books, newspapers, and periodicals should be handled with care. Any attempts to deface, fold, or tear pages will be considered misconduct and will be dealt with strictly.
- Library timings and the schedule for home reading book issues will be displayed on the library notice board.
- Silence and discipline must be maintained at all times in the library and reading rooms.
- For any reference needs, students should seek assistance from the librarian or the person on duty.

