



# 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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## ***Code of Conduct for Heads of Department***

- **Workload Assignment:** The Head of Department (HOD) is responsible for assigning workloads to all staff members, ensuring that the teaching load meets or exceeds the standards set by UGC.
- **Academic Planning:** The HOD must oversee academic planning, academic audits, and the implementation of academic policies, with all plans subject to approval by the Principal.
- **Teaching Load Allocation:** Teaching loads should be assigned to faculty members based on their interests and preferences whenever possible.
- **Progress Monitoring:** The HOD should organize meetings to review the progress of academic and administrative work, and recognize and commend staff achievements.
- **Professional Development:** To enhance staff knowledge, the HOD should encourage participation in seminars, workshops, and conferences.
- **Research and Publication:** The HOD should motivate faculty members to author textbooks, reference materials, and publish research papers in reputable international and Indian journals and conferences.
- **Feedback Management:** The HOD is responsible for organizing and reviewing feedback from all stakeholders.
- **Teaching Diary:** Staff members are required to maintain a teaching diary, which should be periodically reviewed by the HOD.



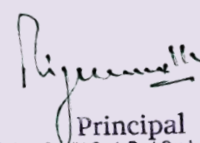
## ***Code of Conduct for the Principal***

- **Administration Oversight:** The Principal is responsible for supervising and monitoring the administration of academic programs and general operations to ensure efficiency and effectiveness.
- **Budget Planning:** The Principal must plan the budgetary provisions and review the financial audited statements of the Institute.
- **Disciplinary Actions:** The Principal has the authority to take necessary actions to maintain discipline within the Institute.
- **Committee Formation:** The Principal should establish various college-level committees to support the growth and development of the College.
- **Faculty Development:** The Principal should encourage faculty members to participate in seminars, workshops, and conferences, and to author textbooks and publish research papers in reputable journals and periodicals.
- **Leadership and Coordination:** The Principal should provide leadership, direction, and coordination within the Institute.
- **Academic Program Development:** It is the Principal's responsibility to oversee and foster the development of academic programs.
- **Meetings and Compliance:** The Principal should convene meetings for any relevant authorities, bodies, or committees as needed, and ensure that CDC/IQAC meetings are organized periodically. The Principal must ensure compliance with management directives.
- **Quality Assurance:** The Principal should monitor the quality of education and academic services, aiming for continuous improvement to develop students into responsible citizens.
- **Development Plans:** The Principal should review and inspect both long-term and short-term development plans for the Institute.



**CO-ORDINATOR**

**IQAC**



**Principal**  
Rajeev Gandhi Govt. Post Graduate College  
Ambikapur, Distt- Surguja (C.G.)