

**HANDBOOK OF CODE OF CONDUCT**  
**for**  
**STUDENTS AND STAFF**



**Government College, Theog**  
**NAAC Accredited 'B'**

## **STUDENT CODE OF CONDUCT:**

- All college students are required to thoroughly review the college Prospectus and strictly adhere to the instructions provided, both in letter and spirit. Maintaining discipline within and outside the college premises is mandatory. Students must carefully read notices displayed on the college noticeboard and website.
- Any student found violating the institution or university's rules and regulations may face conduct probation and be restricted from representing the institution in various forums, including Youth Festivals, from holding any office, such as in the Student Central Association (SCA). The student can also be barred from holding office in any student organization.
- The college has a zero-tolerance policy for ragging. Students engaged in ragging will be suspended till the enquiry is over. Ragging includes any form of physical or mental torture that instills fear in the victim, hindering their focus on studies. The college follows the recommendations of the committee established by the Hon'ble Supreme Court of India (Raghavan Committee Report). Students can report incidents to the 'Anti-Ragging' committee or online via the college website. If found guilty, the competent authority may expel the student, and re-admission shall require approval from the Vice Chancellor.
- For the members of the CSCA, wearing the college blazer is mandatory for representing the college in Inter-University/Inter college events.
- Indiscipline shall not be tolerated on the college campus. Indiscipline includes scribbling, writing on blackboards, furniture, or walls. Acts of indiscipline also encompass holding meetings/functions/parties and taking photographs on college premises without the Principal's prior permission. Using foul language with students, teachers, or employees shall also be considered indiscipline. Mobile phone use inside classrooms is strictly prohibited, with violations resulting in phone confiscation.
- Displaying banners and posters outside/beyond designated areas provided by the college authorities is strictly prohibited.
- Students must obtain approval for any leave and submit a medical certificate for leave exceeding one week due to medical reasons. The Principal must be notified for leaves extending beyond one week.
- If a student's name is removed from the rolls, re-admission is possible twice during the session, with a fine of Rs. 100/- for the first re-admission within three days and Rs. 200/- for the second re-admission within ten days.

- Regardless of the Handbook, students must adhere to the provisions of the HP University Acts, Statutes, Ordinances, Rules, and Regulations as framed from time to time.

#### **EMPLOYEE CODE OF CONDUCT:**

1. All college employees, whether in teaching or non-teaching roles, are expected to adhere to the Service Rules applicable, which may be amended periodically. Every employee must uphold absolute integrity and dedication towards their responsibilities.
2. Employees are required to comply with the rules established and revised by the Department of Higher Education and Himachal Pradesh University, Shimla.
3. Each employee must exhibit the highest level of courtesy and attention when interacting with individuals on behalf of the institution. It is the responsibility of all employees to actively promote the college's interests and refrain from any actions that may harm the institution.
4. Participation in demonstrations or engaging in strikes related to official duties and conduct is strictly prohibited for employees.
5. No employee is allowed to communicate official documents or information, directly or indirectly, to any individual or agency not authorized to access such information, except as per general or special orders from the Department of Higher Education or the College Principal. Violation of this provision may result in disciplinary action for misconduct.
6. Employees may be assigned tasks by the College Principal as needed.
7. Employees are expected to dedicate their full time to the service of the college and are prohibited from engaging in any trade, business, or employment outside their official duties without prior sanction. However, employees may undertake honorary or occasional work of a social, cultural, literary, or artistic nature, provided it does not interfere with official duties. All employees are required to perform examination-related tasks, including invigilation, evaluation/re-evaluation, and paper setting, as assigned by the college administration.
8. Employees should not ask for or accept contributions or associate themselves with fundraising activities, unless officially directed.
9. Lending or borrowing money, either as a principal or agent, from individuals with whom the employee is likely to have official dealings is strictly prohibited.
10. In the event of a government employee being transferred, they will only be relieved after handing over the charge to the next person.

11. No government employee is permitted to encroach upon government or forest land, either personally or through family members.
12. All employees must comply with the provisions of the 'Prevention of Sexual Harassment of Women at Workplaces' Act.
13. The following actions constitute improper conduct, making the employee liable for disciplinary action: failure to perform academic duties such as preparing lectures, assessment, guidance, and invigilation; displaying gross partiality in assessing students; deliberately over-marking, under-marking, or attempting victimization on any grounds; and inciting student organizations against each other, which is a violation of rules.

*Lakshmi*  
Principal  
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