

CODE OF CONDUCT

(Students/Employees)

विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

REGIONAL INSTITUTE OF EDUCATION
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING)
BHUBANESWAR, ODISHA - 751022

CODE OF CONDUCT FOR STUDENTS

1. Attend the class on time and stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Treat teachers, employees, guests and visitors and other students of the institution with respect, dignity, impartiality, courtesy and sensitivity.
3. Ragging is banned in the institute campus. Anyone found guilty of ragging and/or abetting ragging is liable and will be dealt with seriously. The culprits will be dismissed from the institution and a case will be filed with local police authorities.
4. Violations of academic conduct like cheating during examination, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
1. The institution prohibits political activities on the campus and forbids students from conducting and attending political meetings in the campus.
5. Smoking and consumption of alcohol on the institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
6. Stealing, misusing, destroying, defacing or damaging institute property or personal property of other is prohibited.
7. Students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term semester examination.
8. Posting derogatory comments about individuals of the Institution on the social media or indulging in any such related activities having grave consequences on the reputation of the Institute is prohibited.
2. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the internal and external examinations.
3. Tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies/hearing impaired & dumb/orthopedically handicapped with disability more than 75%.

4. PWD candidates will avail 5% reservation for admission in all higher education institutions of Odisha guided by Persons with Disabilities (RPWD) Act 2016.
5. The students shall always carry identity cards with them and produce the same whenever being asked to by the institute authorities.
6. The safety of girl students is given utmost priority by the institute authority. Students shall behave politely with one another as well as teachers. Any incident of harassment in any form will be taken very seriously and strict action will be taken against the students.
7. Strict discipline is to be followed in the examination. Any instance of fraud or malpractice will be sternly dealt with. Discourtesy towards teachers and staff members will result in disciplinary action.
8. Any grievance or discrepancy should be brought to the notice of the Principal only. Summoning any external agency or media by the students is prohibited.
9. Students shall park their vehicles in the parking space only and are forbidden to blow horn or indulge in bike race in the campus.
10. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or picture of an insulting or degrading sexual nature is prohibited for the students.
11. Students are expected to be dressed decently and to behave properly with their peer group and other students.

CODE OF CONDUCT FOR TEACHERS:

1. Maintain decorum both inside and outside the classroom and set a good example for the students.
2. Should act with integrity, comply with laws and maintain a professional work environment and comply with institutional policies.
3. Protect institutional assets, including physical, intellectual and electronic or digital properties.
4. The Institute executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which

- includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or picture of an insulting or degrading sexual nature.
5. Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty should sport their ID cards in campus.
 6. Being under the influence of illegal drugs, alcohol or substances of abuse is prohibited.
 7. No teacher shall take part in politics or be associated with any political party or organization nor shall subscribe, aid or assist in any manner any political movement or activity.
 8. A teacher shall be required to maintain the scheduled hours of work (eight hours each working day) during which he/she must be present at the place of his/her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, he/she should obtain permission of the competent authority.
 9. As per the rules of the institution, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave as far as practicable.
 10. Welcome and support people of all backgrounds and identities irrespective of race, ethnicity, culture, national origin, social economic class and educational level as well as colour immigration status, sex, age, size, family status, political belief, religion and mental and physical ability.
 11. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
 12. Teachers in charge of NCC/NSS units should encourage the students to participate in such activities and proper functioning of units be focused.
 13. Teachers shall make use of all ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful. Teacher shall help as a subject knowledge expert in enhancing subject skills and also act as mentor to guide their students in planning and furthering their future career goals.

14. Teachers shall do supervision of institute examinations as per requirements and as per duty assigned. Teacher shall undertake internal assessment, semester-end assessment as allotted by Head of the department/Principal.
15. Teachers are encouraged to write subject reference books. Also, they are encouraged to publish their original research findings in reputed Journals and present papers in conferences/symposiums/seminars. Staff members are encouraged to take up Research projects provided they refrain from plagiarism.
16. Staff should abide by the deadlines and submit correct information with knowledge of competent authority as and when required by Principal/ Director/ any other body.
17. Complete confidentiality in examination related work is to be observed and fair conduct in assessment is expected from the teachers.
18. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
19. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
20. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
21. A teacher should maintain active membership in professional organization and strive to improve education and profession through them.
22. Teacher may not engage in an inappropriate relationship with students, as this would be a clear breach of trust. Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable.

Committee for Code of Conduct in the Institute

The institute has code of conduct monitoring committee to see the implementation of the code of conduct notified for the students and teachers/ staff members.

1. Principal, Chairperson
2. Dean of Instructions
3. Chief Warden
4. Administrative Officer
5. In-charge Academic section

Code of Conduct for Employees

(As per Central Civil Service (Conduct) Rules 1964, updated in 2013)

1. **Rule 3: Every Government** shall at all times (i) maintain absolute integrity (ii) maintain devotion to duty (iii) do nothing which is unbecoming of a Government Servant
2. **Rule 3A: Promptness and Courtesy:** No Government Servant shall (i) in the performance of his official duties act in a discourteous manner (ii) in his official dealing with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him / her
3. **Rule 3B : Observance of Government's policies:** Every government servant shall at all times (i) act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage (ii) observe the government's policies regarding prevention of crime against women.
4. **Rule 3C: Prohibition of sexual harassment of working women:** (i) No government servant shall indulge in any act of sexual harassment of any woman at her work place (ii) Every government servant who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.
5. **Rule 4: Employment of near relatives of Government servant in companies or firms:** No government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
6. **Rule 5: Taking part in politics and elections :** (i) No government servant shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in , subscribe in aid of, or assist in any other manner, any political movement or activity. (ii) No government servant shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or Local Authority.
7. **Rule 6: Joining of Associations by Government servants:** No government servant shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
8. **Rule 7: Demonstration and Strikes:** No government servant shall (i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involve contempt of Court, defamation or incitement

- to an offence or (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to the service or the service of any other Government servant.
9. **Rule 8: Connection with press or other media:** (i) No government servant shall except with the previous sanction of Government own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media. (ii) Nothing in sub rule (i) shall apply in case a Government servant in the bonafide discharge of his official duties publishes a book or participates in a public media. (iii) A government servant publishing a book or participating in a public media shall at all times make it clear that the views expressed by him are his own and not that of the Government.
 10. **Rule 9: Criticism of Government:**
 11. **Rule 10: Evidence before Committee or any other authority:**
 12. **Rule 11: Communication of official information:** Every Government servant shall in performance of his duties in good faith, communicate information to a person in accordance with the RTI Act 2005 and the rules made thereunder.
 13. **Rule 12: Subscriptions:** No government servant shall, except with the previous sanction of the Government of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.
 14. **Rule 13: Gifts:** No Government servant shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.
 15. **Rule 13A: Dowry:** No government servant shall (i) give or take or abet the giving or taking of dowry or (ii) demand directly or indirectly from the parent or guardian of a bride or bridegroom as the case may be, any dowry.
 16. **Rule 14: Public demonstrations in honour of Government servants:** No government servant shall except with the previous sanction of the Government, shall receive any complementary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other government servant.
 17. **Rule 15: Private trade or employment:**
 18. **Rule 15A: Subletting and vacation of Government accommodation:** No government servant shall sublet, lease or otherwise allow occupation by any other person of the Government accommodation which has been allotted to him// A government servant shall after the cancellation of his allotment of government accommodation vacate the same within the time limit prescribed by the allotting authority.

19. **Rule 16: Investments, lending and borrowing:** No Government servant shall speculate in any stock, share or other investments
20. **Rule 17: Insolvency and habitual indebtedness:** A government servant shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A government servant against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Government.
21. **Rule 18: Movable, immovable and valuable property:** Every government servant shall on his first appointment to any service or post shall submit a return of his assets and liabilities in such form as may be prescribed by the Government giving his full particulars.
22. **Rule 18A:** Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners etc.
23. **Rule 19:** Vindication of acts and character of Government servant
24. **Rule 20:** Canvassing of non-official or other outside influence: No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters to his service under Government.
25. **Rule 21:** Restriction regarding marriage: No government servant shall enter in contract a marriage with a person having a spouse living and No Government servant having a spouse living shall enter into or contract a marriage with any person.
26. **Rule 22:** Consumption of intoxicating drinks and drugs:
27. **Rule 22A:** Prohibition regarding employment of children below 14 years of age: No government servant shall employ to work any child below the age of 14 years.



Mr. M. K. Behera



Mr. A. K. Saha



Dr. E. Gangmei

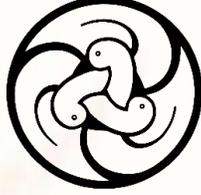


Principal

 प्राचार्य/ PRINCIPAL
 क्षेत्रीय शिक्षा संस्थान

 Regional Institute of Education
 भुवनेश्वर / Bhubaneswar-751022

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