

# Govt. Bikram College of Commerce

## Patiala



## **CODE OF ETHICS POLICY**

Principal  
Govt. Bikram College  
of Commerce, Patiala

## **CODE OF ETHICS POLICY DOCUMENT**

The Govt. Bikram College of Commerce, Patiala has formulated the policy of Code of Ethics to be abided by the faculty members and the students. This policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire faculty as employees and all the students who have enrolled in this institution. This code of conduct shall apply to all kinds of conduct of students in the college premises. The information about the rules and regulation is provided to the students in regional language through the college prospectus.

### **Objectives:**

- To improve over all development of students by creating effective teaching learning atmosphere.
- To make the college teacher and students familiar about the rules and regulations of the college.
- To promote the professional behavior and academic integrity.
- To progress towards the achievement of the vision and mission of the college.

### **Code of Conduct for Students:**

- Ragging is strictly banned in the college as well as in the hostels.
- Students should carry the identity card daily and produce it whenever demanded by faculty members.
- Students should be punctual in attending their classes and maintain discipline and decorum.
- Use of mobile phones in the class rooms and library is strictly prohibited.
- The use of plastic bags is completely banned in the college campus.
- Any indecent behavior by male students towards female students is a serious offence and shall be dealt with legal action.
- Utilize free period in reading books, magazines and newspapers available in the library.
- Any misuse, damage or loss of college property by a student shall be considered serious offence.

- Smoking is strictly prohibited both inside and outside the college campus.
- Refrain from unauthorized use/ possession of weapon.
- Abide by all rules, regulations and instructions issued by the college from time to time.

### **Code of Conduct for Teachers:**

- Shall read, understand and comply with institutes policies.
- Shall be in time to the institutes.
- Shall be regular and punctual to the classes.
- Daily lessons should be planned ahead.
- Should complete the syllabus according to the academic calendar.
- Mentorship shall be fulfilled in order to enhance student's academic performance.
- Shall not hold grudges towards students and colleagues.
- Shall not be partial and give preferential treatment to any students.
- Shall be motivating and encourage students.
- Shall be a springboard for the student's academic success, personal growth and placement in the society.
- Shall report any act of academic and non academic mis conduct within the college campus to the authorities concerned.
- Shall inform the authorities about the leave, the early exit and late entry.

### **Code of Conduct of College Library:**

- Every staff member/students are eligible for membership of library.
- The Library can be utilized from 09:00 AM to 03:00 PM.
- All students should sign the entry register of the library before entry.
- Students must handle the books carefully.
- The students are not allowed to write, underline, fold, tear or deface the books in anyway.
- The borrowed book should be returned on or before due date.
- If a book is lost by the student, he/she shall replace the book or shall pay the same cost of the book as fine.

### **Code of Conduct for Non-teaching Staff:**

- The members of the non-teaching staff shall discharge their duties efficiently and diligently to match with the administrative standards.
- To maintain their professional knowledge and skills updated.
- Should be punctual for their duty.
- Should assist in carrying out functions relating to the administrative responsibilities of the college.
- Deal justly and impartially with students regardless of their religion, caste, economic and social status.
- Should behave and perform fair and be committed to the best interest of the college.
- Every employee should apply their knowledge and experience for overall development of the college.
- Every employee should cooperate to maintain discipline in the college premises.
- Should maintain a positive relationship with all colleagues, teaching staff and students of the college.
- Should not indulge in any anti-institutional activity.