



S.S.G. PAREEK P.G. COLLEGE



(Affiliated to the University of Rajasthan)

Estd.- 1906

UGC Approved "First Heritage College in Rajasthan"

HR POLICY



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About the College

The after math of the positive outlook of reverend (Late) Mr. Jhumartai ji and (late) Shri Swaroop Lal Ji Tiwari was the birth of a resourceful pre-school in their own Haveli. The sole reason for the continuous oozing and influx of the students with every session was the quality education provided here. With the passage of time, it became famous as the Sanskrit School of the town. Mr. Madhav Prasad Pareek Siddhant Vageese was the first pedagogues of this pathshala. Due to high ethics, moral values and disciplined quality education provided at Sanskrit School the bit Haveli of Tiwari Brothers proved to be a small and insufficient place to carry on. Hence a new School building was constructed by 03, February 1906 and classes up to grade four were started there. But they were not to stop here. primary classes of fifth and sixth were launched in 1915 and in 1917 the permission to start the eighth grade was received,

The school of Pareek Community was coming out with flying colours on 07, December 1924.

the auspicious occasion of the 19 Awards Ceremony of the Sanskrit School the proposal for up gradation of this School up to the High School level was made in presence of the Chief Guest, then the Head of the Education Department for Jaipur State and to everyone's surprise an approval was received within a short span of one and a half month. In 1925 this institution was registered as a High School with U.P. Education Board as the RBSC was not formed by then. From 1925-26 session classes for High School began. Later with the upcoming of Rajputana Education Board this High School was affiliated with it. Efficient management & dedication and devotion of the mentors attracted students from all walks of society and from every part of the country. Even the big new building



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proved to be a small place to operate. The nephews of Mr. Swaroop Lal Ji Tiwari, Mr. Govind Narayan Ji Tiwari and Kanahaiya Lal ji took over the responsibility of constructing the current new building. The foundation, of the current building was laid down on 12 June 1935 by the Finance Minister of Jaipur State, Mr. Rao Bahadur Raja Amarnath Atal Several dedicated and skilled labourers worked daily to complete this building in four years. The official inauguration of this vast building was done on March the 10th 1939 by the then Maharaja Shri Sawai Mansingh Ji II. Soon the classes of Arts and Commerce were started and it became the first Private Inter College of Jaipur State. This college was affiliated to Rajaputana University Jaipur in 1947. It was upgraded to Degree College on July the 01st 1955. In 1993 the college became a Post Graduate College. Currently Post Graduate Classes are going on in Hindi Language, Science, History, Political Science and Geography. S.S.G. Pareek College on the basis of its Education, Administrative and Historical background and with a glorious past, bright present and golden future was declared a Heritage college in 2001 by the University Grants Commission, New Delhi. It received a special grant of rupees seven lacks (Rs. 7,00,000) along with aids for the development of Library Building and Post Graduation Department University Grants Commission has sanctioned an aid of 58.36 lacks under the eleventh five year plan has given an aid of 50 lack rupees to the college on the completion of its Hundred Golden Years.

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Vision and mission statement of S.S.G. Pareek College

Vision

- To provide education par excellence and make it accessible to all sections of society.



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- To produce leaders and not just the followers by instilling prudent, ingenious and righteous thinking.
- To promote gender, class, caste, creed and religious equality.
- To bring about a radical change in the society by empowering the spirit of entrepreneurship and innovation in the students.

Mission

- The mission of the S.S.G Pareek P.G. College is to nurture students leadership traits in the field of their domains.
- To educate students from various dimensions.
- To look forward to foreseeing the future needs and prepare students to take the challenges of respective domains in the most befitting manner.
- To develop a robust natural knowledge in the field of education.
- To Create a transformative system.

SELECTION COMMITTEES AND GUIDELINESS ON SELECTION

PROCEDURES:

The UGC has evolved the following guidelines on: (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Librarian, Director of Physical Education and Sports; and (b) specified selection procedures for direct recruitment and Career Advancement Schemes for teachers and other academic staff in universities and colleges.

Assistant Professor in Colleges including Private Colleges:

- (a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:

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- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - ii. The Principal of the College.
 - iii. One Senior Teacher/Head of the Department of the concerned subject in the College Preferably not less than 10 years of services as teachers
 - iv. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
 - v. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

Associate Professor in Colleges including Private Colleges

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition:
- i. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - ii. The Principal of the College.
 - iii. The Head of the Department of the concerned subject from the college.



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- iv. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject.
- v. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- vi. (b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

College Principal

A. Selection Committee

- (a) The Selection Committee for the post of College Principal shall have the following composition:
- Chairperson of the Governing Body as Chairperson.
 - Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.



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iii. Two nominees of the Vice Chancellor who shall be Higher Education experts out of which at least one shall be a person not connected in any manner with the affiliating University.

(b) At least five members, including two experts, should constitute the quorum.

Documents required at the time of joining:

A. Joining Report

B. Last employment relieving letter

C. No. Dues certificate from the previous employer

D. Rs. 10/- non-judicial stamp paper solemnizing that all the stipulations/ conditions as structured and framed by the group institution in concurrence within the appointment contract.

E. The confirmed appointment letter shall only be issued by the management on completion of probation period successfully.

Important Documents for the Candidate File

A. Copy of the Panel experts recommending for the appointment and approval of the approving authority.

B. Copy of the advertisement.

C. Duly filled Application form of the group institution by the candidate.

D. Questionnaire filled by the concerned faculty/staff.

E. Copy of the Resume.

F. Birth Certificate.



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G. Copies of the certificates/ degrees/and other necessary certificates etc.

H. PAN Card Copy.

1. Aadhar Card copy.

J. Bank Details.

K. Rs. 10/- stamp paper with the necessary pledge.

L. Cast Certificate issued by competent authority.

M. Previous employment appointment letter.

N. Previous employment relieving certificate/ No dues certificate.

O. Previous employment salary certificate.

P. Provisional/ Probationary Appointment Letter.

Q. Final Appointment Letter along with the Acceptance of the Candidate.

The group institution is committed to adhere all the norms of the regulatory bodies such as UGC or Affiliating University as stipulated by them in connection with the recruitment and selection process of the teaching faculty/staff members.

LEAVE RULES: Faculty & Technical Staff

PREAMBLE

As per the norms of regulatory bodies and approving/affiliating authorities (UGC, R.U. & State Govt.), minimum 240 working and 180 teaching days are



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required in an academic year. Keeping the same in view, this Leave Rules are framed which are as under.

At the outset, it is to be understood by one and all employees covered in this policy associated with the institute that leave is a privilege and not a right to the employees of the institute. Any request of the leave by the employee/ employees, irrespective of having credits in leave accounts, may be refused or revoked as per the urgency of the work demands. It is the prerogative of the sanctioning authorities to sanction the leaves of the employees or reject the request which the exigencies of the services demand.

Therefore, no leave shall be claimed as a matter of right by an employee. The principal has the absolute authority to sanction or reject the request in the interest of the institute. The leave application should be submitted to the concerned HOD for the recommendation and then to the principal for approval.

Since the academic year starts from 1st July of a calendar year to the 30th June of next calendar year, hence this policy shall be applicable for the aforementioned period for all concerned.

Procedures and guidelines

4. No leave will be sanctioned on telephone expect in case of extraordinary circumstances/sudden illness etc. this shall however be regularized immediately on joining the duty in writing.
5. Continued absence of more than six days or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.



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Kind of Leaves

- Casual Leave (CL)
- Restricted Holidays (RH)
- Leave without Pay (LWP)
- Duty Leave/On Duty (OD)
- Sabbatical leave
- Study Leave
- Maternity Leave (ML)

The rules and norms governing the grant of leave are given below.

Casual leave (CL):

- For availing Casual Leave prior information and approval must be obtained from the respective H.O.D.
- The facilities for the casual leave is provided to the employee to enable him/her resolve personal problem such as /sickness or any other important work for this he/she may not be able to attend his/her duties at the Institute.
- An employee is entitled to avail Casual leave facility after completion of one month service in the Institute or the management of the institute deems appropriate under the circumstances.
- An employee is entitled to avail 12 days casual Leaves in a Calendar year on prorate basis.



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- A minimum of half (1/2) day or a maximum of three (03) days of CL can be availed of at one time from the accumulated CLs.
 - CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

Restricted Holidays (RH) :

- The Institute shall declare a list of Restricted Holidays.
- Out of the total number of RH declared, an employee may avail any two RH in a full calendar year.
- Restricted holidays cannot be accumulated and lapse at the expiry of the year.

Summer/Winter Vacation :

- Only teaching faculty is entitled to avail Summer/Winter Vacations.
- A Faculty will be eligible to avail the vacation facility under this clause on completion of one year continuous service in the Institute before he/she desire to avail this facility.

Leave without Pay (LWP) :

- No provision as such exists for the grant of leave without pay.
- However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he/she may be granted, "Leave without pay" at the discretion of the Principal/Management subject to exigencies of service.



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- Absence of an employee without sanctioned leave is a cause of indiscipline and does not fall under this category.
 - Leave without pay shall also be got sanctioned in advance as any other leave.

Study Leave :

- Entitlement after completion of one-year continuous service in the Institute, the faculty member may be granted study leave to pursue part time Ph.D. programme.
- The faculty member shall be granted Leave without pay who are pursuing Ph.D. programme for 6 months which is extendable to 01 year.
- Permission in each case from management/Director is required.

Maternity Leave:

Eligibility:

- The permanent employees having more than one year service in the institute and having no children or at most surviving child is eligible for grant of maternity leave.
- A suitable medical certificate from a competent doctor must be attached with the leave application.
- Maternity leave can be granted for a period of 6 months at the maximum.
- During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary not be paid.



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- The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period).
- In case of miscarriage, leave up to a maximum of six weeks on each occasion may be granted, provided that the application for the leave is supported by a certificate from a competent doctor.
- The leave salary shall be paid in three equal installments as per the procedure given above. Besides, the management of the institute under its discretion has the authority to consider any legitimate request of the leave and grant sanction and accede on the request as deem necessary at that point in the interest of the person concerns and the institute.
 - rural masses in particular, by retaining their cultural identity.

GENERAL CONDITIONS OF SERVICE

All employees of the Institute shall be governed by the following terms and conditions which are encapsulated herein for the compliance.

1. **Medical fitness:** All appointments are subject to the condition that the appointee is presumed to be medically fit. The authorities have discretion to ask for medical fitness certificate of the prospective employees or of any employee in service.
2. **Probation:** the incumbents on regular appointments shall be treated as probationers,
 - Subject to such exceptions may be specifically made in the appointment order, all incumbents are initially appointed on probation for a period of one year or



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as deemed necessary as per the discretion of the appointing authority or management.

- The appointing authority shall have the discretion of extending the period of probation of any appointee for such period as may be considered necessary.
- If an appointee on probation is not confirmed in writing on completion of the probation period, he/she would be deemed to have continued on probation for a further period of one year. or his her services may be terminated with notice or pay in lieu thereof as may be mentioned in the appointment letter. Provided that, if no order of confirmation is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the services of the appointee would be deemed to have been confirmed with effect from the date of expiry of the extended period of probation.

3. Termination of Service:

- The appointing authority shall have the power to remove any employee from the service without assigning any reason during the normal or extended period of probation on such terms and conditions as may be decided by the management.
- The appointing authority shall have the power to remove any confirmed employee from the service by giving him/her at least one months' notice or salary in lieu thereof or as may be decided by the management.

4. DISCIPLINE AND RELATED MATTERS

Suspension: The appointing authority may place an employee under suspension:



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- Where disciplinary proceedings against him/her are contemplated or are in progress.
 - Where a criminal case against him/her is pending in a trial court; Provided a subsistence allowance of not less than one fourth and not more than one half of his/her pay is allowed to him/her during the period of suspension.

5. PENALTIES:

The appointing authority may, for good and sufficient reasons to be recorded in writing impose on an employee any of the following penalties.

- Withholding of promotion or annual increment with or without cumulative effect.
- Reduction to a lower rank or to a lower stage in the time scale of pay.
- Removal from service without disqualification for future employment.
- Dismissal from service with disqualification for future employment in the Institute.

6. **CODE OF CONDUCT:** All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing, unless otherwise specifically provided in the appointment order.

An employee is a whole-time employee of the Institute and shall not engage directly or indirectly in any trade, business or work of whatever nature.



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- All employees shall be required to be present at the place of work during the scheduled working hours except in cases where he/she is allowed leave of absence by the competent authority for good and sufficient reasons.
 - All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand. The employees shall leave the station of posting with prior approval of the competent authority only during leave, holidays or vacation.
 - No employees shall be under the influence of liquor or drugs during working hours.
 - No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Institute and the Government established by law.
 - No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the Institute, State, public order, decency or which involves contempt of court or impinges adversely to the Institute.
 - No employee shall, (except with the permission of the competent authority), accept any offer to participate in a radio or TV broadcast or contributes an article or write a letter to any newspaper or periodical; Provided that no such permission shall be required if such a broadcast or such a contribution is purely of literary, artistic, or scientific character.



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- No employee of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the Institute.
 - No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
 - No employee shall, except with prior approval of the competent authority, engage himself/herself directly or indirectly in any trade or business or undertake any employment including private coaching, provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
 - No employee shall lend or borrow money to or how any person having or likely to have official dealing with him.

FUNCTIONAL RESPONSIBILITIES OF FACULTY

Each Department is headed by a coordinator. Each class is managed by a class in-charge. There are specific duties of a faculty, a class in charge, and a coordinator which are as follows:

Faculty members Duties:

- Formation of POs/ PSOs/ COs according the prescribed guidelines.



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- Maintain properly course files placing all relevant documents as per the instructions and guidelines of the director,
 - Preparation of sessional exams. Question papers in line with Bloom's Taxonomy.
 - Keeping updated syllabus sand examination question papers of the Institute since inception of their subject.
 - Preparation of lesson plan of the subject. It will consist of class tests, quizzes, assignments, presentations, webinars, industrial visits, guest lectures solving the Institute examination papers and assignments etc. It shall be submitted to class in charge.
 - Keeping record of the attendance of students.
 - Regularly giving assignments/projects to students.
 - Solving of subject related problems of the students.
 - Ensuring course completion on time and as per lesson plan.
 - Identification of weak students and providing them suitable help including extra classes.
 - Sharp students in the class are also to be identified so that they are prepared for ranks in the Institute.
 - Presentations of paper(s) in seminars/conferences.
 - To motivate students for punctuality.



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- To ensure students participation in co curricular and extra-curricular activities for overall development of students' personality.

Class in charge Duties

- Keeping syllabi of his class and the Institute examination papers of all subjects since inception.
- To collect lecture plans of all teachers and see that the teaching is as per plan.
- Compiling records of attendance of all the students of the class in all subjects.
- Verification of marks obtained by students in assignments and projects submitted by them.
- Taking care of all academic issues of students.
- Meeting CRs and DCs for class updates every week.
- Ensuring completion of course on time and as per plan.
- Obtaining list of weak students and arrangement of extra classes for them.
- Motivating students for paper presentations in seminars.
- Conducting weekly meetings with faculty members.
- Minutes of such meetings shall be drafted and passed on to the course coordinator within two days:

Head of Department

- Material Possession:

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- Syllabi of all related subjects.
- Time Table of all classes.
- Preparation of Academic Calendar and Event Calendar under advice of the director in accordance to the university norms.
- Supervision of overall teaching and learning process and prepare various reports for academic and administrative decisions.
- Attendance records of all classes.
- Question papers of the Institute since its inception.
- Preparing a list of books, consumables (paper, pen, ink, marker, duster, lab material, computer fixtures or any other thing) required in the coming semester. It shall be passed on to the Directors at least 4 weeks in advance of the commencement of semester. Non consumables required may also be listed for onward transmission.

HOD Assignments

- a) Subjects allocation with the approval of the Directors.
- b) Scheduling of the Time Table.
- c) Approving substitution for classes when the subject teacher goes on leave.

Tasks:

- a) Planning and coordinating the course.



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- b) Monitoring progress of completion of syllabi as per lecture plan submitted by teacher concerned.
 - c) Weekly meetings with faculty members of the department.
 - d) Fortnightly meetings with faculty members of the department.
 - e) Monthly meetings with C.R. and D.C. of the Department.
 - f) Monthly meetings with students for solving their problems.
 - g) Evaluating weak students monthly with regards to their assignments, unit tests and class tests etc.
 - h) To conduct Mid term exams per semester.
 - i) Random verification of marks/grades obtained in assignments and projects given to students.
 - j) Motivating faculty members for research and paper presentation in seminars/conferences.

Additional Duties

- Recommending leave applications of faculty members
- Arranging monthly Guest Lectures from academics and industry.
- Organizing national and international seminars in the department.
- Any other task which the management shall deem necessary.



Code of Conduct for Students:

As a student, it is important to maintain a certain level of decorum and professionalism in all aspects of academic life. A code of conduct helps to ensure that everyone can have a positive and safe learning environment. Here is a Code of Conduct for students:

1. **Respect:** Students should show respect to their fellow classmates, Faculty Members, and staff members. This includes being courteous and polite in all interactions, avoiding language or behavior that may be offensive, and refraining from any form of harassment, bullying, or discrimination.
2. **Punctuality:** Students should be punctual in the classrooms and emerge properly in the classroom teaching and learning process for their own benefits.
3. **Self-discipline:** Students must not engage in any kind of Anti-Ragging Activities in or outside of the campus. Students should not act in any kind of activities which are against the code of ethics and contrary to the discipline.
4. **Academic Responsibilities:** Students should complete their all assignments, labs and other academic responsibilities properly as per the instructions of the faculty members.
5. **Participation in extra and co-curricular Activities:** Students should take part in all extra and co-curricular activities which are held in the campus or of campus.
6. **Mentorship and Mentee Programme:** Students should avail the benefit of mentorship programme and avail opportunity from its benefits for their own career progression.



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7. **Responsibility:** Students should take responsibility for their actions and be accountable for their academic performance. This includes attending classes regularly, being on time, completing assignments on time, and adhering to academic and administrative policies.
 8. **Honesty:** Students should maintain a high level of honesty and integrity in all academic pursuits.. This includes avoiding plagiarism, cheating, or any other form of academic dishonesty.
 9. **Professionalism:** Students should conduct themselves in a professional manner both inside and outside the classroom. This includes dressing appropriately for the learning environment, using appropriate language, and refraining from any behavior that may disrupt the learning environment.
 10. **Safety:** Students should ensure the safety of themselves and others by adhering to all safety guidelines and policies. This includes following safety procedures, reporting any incidents or concerns, and avoiding any behavior that may put themselves or others at risk.
 11. **Diversity:** Students should embrace and celebrate diversity in all its forms, including cultural, ethnic, and social differences. This includes being open-minded, respectful, and tolerant of different perspectives and beliefs.
 12. **Compliance:** Students should comply with all academic and administrative policies, rules, and regulations. This includes adhering to attendance policies, completing all required forms and paperwork, and following all guidelines related to academic conduct.

By following this code of Conduct, students can help in creating a positive and safe learning environment for everyone.



Code of Conduct between Faculty and Students:

College always strives to inculcate a sense of decency and modesty between teaching faculty members and the students fraternity. It is observed that faculty members remember some of the students for life long and in reciprocity students also treat them as their true mentors in every walks of their professional and personal lives. These traits rest on the following characteristics:

1. **Respect:** Faculty Members must treat students with respect, dignity, and kindness, and expect the same in return. Students must treat Faculty Members and fellow classmates with respect and follow college rules and policies.
2. **Communication:** Faculty Members must communicate clearly and honestly with students and encourage open communication. Students should feel comfortable asking questions and seeking clarification when needed.
3. **Safety:** Faculty Members are responsible for creating a safe and inclusive learning environment for all students. Students must also take responsibility for their own safety and the safety of others by following safety protocols.
4. **Professionalism:** Faculty Members must maintain professional boundaries with students and avoid any behavior that could be perceived as inappropriate or discriminatory. Students must also avoid any behavior that could be harmful to themselves or others.
5. **Fairness:** Faculty Members must be fair and consistent in their treatment of all students, regardless of their personal opinions or biases. Students must also treat each other fairly and avoid bullying or discrimination.



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6. Privacy: Faculty Members must respect the privacy of their students and keep confidential information private. Students must also respect the privacy of others and avoid sharing personal information without their consent.
7. Academic Integrity: Faculty Members must promote academic integrity and discourage cheating and plagiarism. Students must also uphold academic integrity by completing their own work and avoiding any form of academic dishonesty.
8. Timeliness: Faculty Members must be punctual and respectful of students time by starting and ending classes on time. Students must also be punctual and attend classes regularly to avoid disruption.
9. Accountability: Faculty Members must take responsibility for their actions and decisions, and be willing to accept constructive feedback. Students must also take responsibility for their behavior and academic performance, and be willing to accept feedback and work towards improvement
10. Continuous Learning: Faculty Members must strive to continuously improve their teaching skills and knowledge, and encourage students to be lifelong learners. Students must also take responsibility for their own learning and actively seek opportunities for growth and improvement