

CHAMELI DEVI GROUP OF INSTITUTIONS

• Approved by AICTE, • Certified 2(f) by UGC • Recognized by DTE • Affiliated to RGPV and DAVV

Gram-Umrkheda, Khandwa Road, INDORE - 452 020 • Ph. : 0731-4243600/5/9, 4243626-29
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CODE OF CONDUCT POLICY DOCUMENT AND MANUAL OF CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFFS

VISION OF THE INSTITUTE

To be a reputed institute of excellence in professional education for fostering competent professionals with high moral standards and capable of contributing towards society and industry

MISSION OF THE INSTITUTE

- Promoting academic growth by offering innovative UG and PG programs
- Undertaking collaborative projects for students to interact with industries and society
- Developing intellectual human potential with creativity, ethics and progressive leadership qualities
- Promoting capacity building in students by integrating academics and skill-based activities

Principal
Chameli Devi Group of Institutions
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CODE OF CONDUCT POLICY DOCUMENT

The code of conduct Policy Document is prepared to make all students, faculty members, supporting staffs of Chameli Devi Group of Institutions aware of rules and regulations that govern in the institute. It is expected that all members of the institution strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

DISCIPLINARY POLICY MANUAL FOR STUDENTS

Chameli Devi Group of Institutions Indore is a center of higher learning and exemplary professional conduct to lead and to use technology for the progress of mankind, adopting themselves to changing technological environment with the highest ethical values.

The code of student conduct is established to foster and protect the missions of the college, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the college and its missions. It is necessary that the College should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property, respect for human rights among its students.

For achieving this the student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in consonance with and supportive of and conducive to the College's main purpose and core values.

1) Preamble:

This manual recommended the standard procedures and practices of code of conduct to be manifest by students, faculties, administrative bodies and supporting staffs of Chameli Devi Group of Institutions Indore. All the students must know that it is essential upon them to abide by this Code of Ethics and Conduct and upholding the morality inside the campus. All are requested to adhere to this code and assist in innovating an active and harmonious environment.

2) Core Values

1. Respect individuals and values
2. Be learning and learner focused
3. Embrace knowledge and Intellectual pursuits
4. Value self-learning and collaborative teamwork
5. Be Innovative and drive change and be ethically and socially conscious
6. Pursue leadership and take initiative
7. Adaptability, Integrity and Honesty


Principal

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3) Code of Conduct and Discipline

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

Do's:

1. Maintain absolute integrity and devotion to duty.
2. Attend the college regularly and punctually.
3. Engage classes, both theory and practical, punctually and effectively.
4. Correct the assignments and lab records systematically.
5. Be meticulous in submitting the question papers & marks of the internal tests.
6. Conduct guest/expert lectures with academic/industry professionals.
7. Valuation of internal and external examinations.
8. Attend internal invigilation and observer/ squad duties.
9. Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
10. Downloading e- material from digital library authorized online journals and legitimate sites.
11. Preparing soft/hardcopy of course files and web materials.
12. Monitoring and Counselling of student academic performance and mentoring.
13. Be honest, impartial in dealings and courteous with others.
14. Abide the rules and regulations of the institution.
15. Promote decency, decorum, dignity and discipline among staff and students.
16. Use the infrastructure facilities to improve the academic standards.
17. Acquire and develop professional/ inter-personal competence to enhance skills of students.
18. Building team work, team efficiency and reinforcement of skills/knowledge in students.
19. Administrative compliance.
20. Authoring/Co-authoring of textbooks with other institution/organization professionals.
21. Promote and take part in R&D and Consultancy activities.
22. Publication of papers in Seminars/ Conferences/ Conventions/ Journals/ Magazines.
23. Publication and attending FDPs/ Workshops/ Conferences/ Symposiums/ conventions.
24. Chairing sessions and delivering keynote address in any FTTP / WS/ Seminar/ Conferences.

Introduced by



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25. Professional, rational and intellectual behavior like an academician.

Dont's

1. Gross negligence of duties and responsibilities.
2. Propagation of religious, communal and anti-social activities in the campus.
3. Discriminate by caste, creed, religion, language, domicile, social and cultural background.
4. Encouraging any form of 'Malpractice/ unfair practices in connection with exams.
5. Leaving the campus without proper prior permission of the Head of the institute.
6. Absconding from the institution.
7. Undertake private assignments whether remunerative or not.
8. Enter into any monetary transactions with any stakeholder of the institution.
9. Cause damage to institution or stakeholder's property in any form.
10. Encourage or involve in immoral practices with stakeholders.
11. Organize, attend, involve in any duty outside the college without proper approval.
12. Passing comments on religious, regional, personal, racial and cultural
13. Taking membership of a political party or taking part in politics.
14. Any act which is detrimental to the interest of the institution.

4) Code of Conduct for students

The college gives utmost priority for discipline and every student is bound to follow the rules and regulations of the college and maintain strict discipline.

Students should wear their identity card always so as to clearly display their identity within the campus and may be required to show them on demand by authorities.

Students should always be punctual to the class and refrain from leaving early unless prior permission has been granted

The prescribed dress code for students are:

Must wear Identity cards.

Scribbling on boards, desk, and walls are strictly prohibited.

Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.



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Students should not involve in any activities which may affect national security of our country. Sexual misconduct by any student will be viewed very seriously and they are punishable under law.

Dishonesty, forgery, misuse or alternation of college documents, records, or identification or knowingly furnishing false information will be punished.

The student shall always observe the health & safety precautions as may be prescribed/ notified/ displayed in the campus.

Students are instructed to follow ethical values inside the premises.

75% class attendance is mandatory for all students, failing which students shall not be allowed to appear in End Semester Examination.

Students are not allowed to misuse the wi-fi facility of the college as the service has only been provided for academic purpose. Browsing is not allowed during class hours.

No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.

Without gate pass, no students shall be allowed to go out of college during the class hours.

5) Code of Conduct for faculty:

Faculty should wear the ID card inside the college premises.

Faculties are instructed not to use mobile phones inside the classroom premises.

Faculties are expected to be the role model for the students in all aspects.

Faculty must maintain high standards of punctuality, honesty and professional ethics.

It is suggested that faculty should act perceptively and deal with insubordination of students maturely.

Faculty could be strict but not harsh. Harsh words need not be used.

The subject handling faculty members should discuss with the Class mentor's / Tutor and inform him / her about the habitual absenteeism, academically weak students, their misbehavior.

Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their slogan.

Faculty members are also encouraged to take up Research projects and attend Faculty Development Program, Quality Improvement Program etc., to update their knowledge.

6) Code of Conduct for Administrative Bodies:



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Monitor all the activities of the institution effectively and efficiently.

Encourage all the Head of Departments to organize Conferences, Seminars, Workshops and Special Lectures.

Give a patient hearing to the grievances of students, Faculties and Parents

Be responsiveness in monitoring the character of the students on lives of nationalism, patriotism, social commitments and individual achievements.

Encourage and support collaborative activities within the institution and with other outside institutions of repute.

Maintain and develop associations with alumni as a life-long relationship of mutual support.

Initiate and develop institute-industry collaborations to help faculty and students understand how knowledge is applied.

Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry.

7) Code of Conduct for Supporting Staff:

Employees must be loyal to the institution, maintain punctuality and confidentiality in all the official matters.

It is instructed that the staff members have to respect the hierarchy in the administration.

It is recommended that the staff members must bring about dignity in treating students with care and kindness.

Serenity has to be followed answering queries to the employees, students and parents.

It is instructed not to use mobile phones during working hours.

Follow the instructions issued by the higher authorities.

8) Anti-Ragging Policy Manual for students:

The Anti-Ragging Policy Document is prepared to make all students of Chameli Devi Group of Institutions Indore aware of rules and regulations of the institute. It is expected that all the students strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

9) Anti-Ragging Cell:

The Anti-Ragging Cell, as constituted by the Principal and headed by the HOD'S and faculty members shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.



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