



## **POLICY DOCUMENT FOR STUDENTS' ETHICS & CONDUCT**

The standard procedures and practices of Govt. Dr. Waman Wasudev Patankar Girls' PG College for all Students, Teachers, Principal, Officials & Support Staff associated with the College are provided in the Colleges' Handbook of Code of Conduct. All students must know that it is mandatory for them to abide by this Code of Conduct and the rights, responsibilities including the restrictions attached to it. The Colleges' endeavor of laying out this Code is to pioneer and administer a process that is democratic, meticulous, efficient and swift to facilitate a system which promotes student growth through individual and collective responsibility.

### **COLLEGE POLICY FOR STUDENTS' ETHICS & CONDUCT**

This policy document shall apply to all kinds of conduct of students that occur on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Colleges' interests or reputation.

1. At the time of admission, each student must sign a statement accepting this policy document and by giving an undertaking that;
  - a) Student shall be regular and must complete his/her studies in the College.
  - b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the College subject to written consent of the HoD & the Principal.
  - c) As a result of such relieving, the student shall be required to clear pending fees / Library dues and if a student had joined the College on a scholarship, the said grant shall be revoked.
2. College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of such misconducts include:
  - A. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
  - B. Intentionally damaging or destroying College property or property of other students and/or faculty members.
  - C. Any disruptive activity in a class room or in an event sponsored by the College.
  - D. Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.
  - E. Participating in activities including:
    - a. Organizing meetings and processions without permission from the College.
    - b. Accepting membership of religious or terrorist or political groups banned by the Government of India.
    - c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
    - d. Unauthorized possession or use of harmful chemicals and banned drugs and Smoking on the campus of the College and possessing, consuming, distributing, selling of alcohol in the College.
    - e. Rash driving on the campus that may cause any inconvenience to others.
    - f. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress.
    - g. Theft or unauthorized access to College resources.
    - h. Misbehavior at the time of student body elections or during any activity of the College.



- i. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
4. Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
5. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
6. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
7. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
8. Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
9. Damage to, or destruction of, any property of the College, or any property of others on the College premises.
10. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
11. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

### **BREACH OF COLLEGE POLICY FOR STUDENTS' ETHICS & CONDUCT**

If there is a case against a student for a possible breach of College policy for students' ethics & conduct then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. **RESTRICTIONS-** Reprimanding and restricting access to various facilities on the campus for a specified period of time.
3. **COMMUNITY SERVICE-** For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
4. **EXPULSION-** Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc.
5. **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
6. **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
7. **INELIGIBILITY-** Ineligibility to reapply for admission to the College for a period of three years, and withholding the grade card or certificate for the courses studied or work carried out.

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Principal

Govt. Dr. W.W. Patankar Girls' PG College, Durg

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## POLICY DOCUMENT FOR REDRESSAL OF STUDENT GRIEVANCES REGARDING RAGGING AND SEXUAL HARASSMENT

The College has implemented stringent anti-ragging and anti-sexual harassment policies and sees to it that these policies are strictly followed. The anti-ragging and anti-sexual harassment policies are clearly mentioned and stated on page numbers 7 & 8 under section 5, sub-sections 5.1, 5.2, 5.3, 5.4, 5.4.1, 5.4.2 and section 6, respectively of the “*Handbook of Code of Conduct for Students, Teachers, Principal & Non-Teaching Staff*”. The redressal policy of the College for student grievances regarding sexual harassment and ragging is also clearly mentioned and stated on page number 8 under section 7 of the “*Handbook of Code of Conduct for Students, Teachers, Principal & Non-Teaching Staff*”. A transcript of the above policies mentioned and stated in the “*Handbook of Code of Conduct for Students, Teachers, Principal & Non-Teaching Staff*” is appended below which states that:

### **5. ANTI-RAGGING**

The College has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the College and the students.

#### **5.1 Ragging constitutes one or more of the following acts:**

- a.** Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b.** Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c.** Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d.** Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e.** Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f.** Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g.** Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h.** Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;



- i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

### **5.2 Anti-Ragging Committee**

The Anti-Ragging Committee, as constituted by the Principal and headed by Students Affairs Advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

### **5.3 Anti-Ragging Squad**

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

**5.4** A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding / withdrawing scholarship / fellowship and other benefits.
- c. Debarring from appearing in any test / examination or other evaluation process.
- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f. Suspension / expulsion from the hostels and mess.
- g. Cancellation of admission.
- h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

**5.4.1** In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.

If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

**5.4.2** An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to: In case of an order of an institution affiliated to or constituent part of the College to the Principal of the College.

## **6. SEXUAL HARASSMENT**

The College's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply *mutatis mutandis* to the students of the College which can be accessed and reviewed by the students at [govtgirlspgcollege@gmail.com](mailto:govtgirlspgcollege@gmail.com). Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.



## 7. STUDENT GRIEVANCE PROCEDURE

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redress cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

A complaint box has been installed in the College premises and formal bodies like *Women Harassment Redressal Committee, Student's Grievance Cell and Anti-Ragging & Disciplinary Committee* are in place to ensure grievance redressal of girl students and female staff.

### Members of Women Harassment Redressal Committee:

1. Dr. Amita Sehgal (Convener)
2. Dr. Usha Chandel (Member)
3. Dr. Suchitra Khobragade (Member)
4. Dr. Moniya Rakesh (Member)
5. Smt. Sadhna Parekh (Member)
6. Smt. Pushpalata Chandrakar (Member)

### Members of Student's Grievance Cell:

1. Dr. Sushil Chandra Tiwari (Principal)
2. Dr. Amita Sehgal (Nodal Officer)
3. Dr. Richa Thakur (Student Union Incharge)

### Members of Anti-Ragging & Disciplinary Committee:

1. Dr. Sushil Chandra Tiwari (Principal)
2. Dr. D.C. Agrawal (Professor)
3. Dr. Aarti Gupta (Convener)
4. Dr. Amita Sehgal (Member)
5. Dr. Alka Duggal (Member)
6. Dr. Nisreen Husain (Member)
7. Dr. Suchitra Khobragade (Member)
8. Dr. Meenakshi Agrawal (Member)
9. Dr. Lata Meshram (Member)
10. Dr. Yogendra Tripathi (Member)
11. Ku. Ruchi Sharma (Student Representative)

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## **POLICY DOCUMENT FOR TEACHERS' ETHICS & CONDUCT**

The standard procedures and practices of Govt. Dr. Waman Wasudev Patankar Girls' PG College for all Students, Teachers, Principal, Officials & Support Staff associated with the College are provided in the Colleges' Handbook of Code of Conduct. All teachers must know that it is mandatory for them to abide by this Code of Conduct and the rights, responsibilities including the restrictions attached to it. The Colleges' endeavor of laying out this Code is to pioneer and administer a process that is democratic, meticulous, efficient and swift to facilitate a system of excellent teaching-learning environment in the College.

### **COLLEGE POLICY FOR TEACHERS' ETHICS & CONDUCT**

The Teachers of this College should follow the code of conduct laid down in Chhattisgarh Government Service Rules & Regulations as well as Guidelines provided by UGC for College Teachers. As per UGC guidelines, a person accepting teaching as a profession presumes the commitment to conduct himself/herself in accordance with the ideals of the profession. A Teacher is continually under the watch of students and the society at large. Therefore, every Teacher must see that there is no clash between his principles and doings. The national ethics of education must be his/her morals too. The vital moral values underlying the code are concern, belief, honesty and regard; exemplifying those characteristics related to the Teacher entrusted with social responsibility. A definitive policy document for Teachers of our College incorporates the following:

#### **1. Professional, Personal & Social Values**

- a. Teacher should be careful and dedicated to the education of the students. This approach must be aimed at towards the particular requirements of each student. Teacher should be diligent and committed and should be even ready to help out the students past class hours without desiring any remuneration.
- b. Teacher shall not thwart students from conveying their viewpoints even if it differs from Teacher's own views. The students should be encouraged. Teachers are supposed to recognize positive criticism from students.
- c. Teacher must try to build up an educational environment. Equal treatment must be given out to all students irrespective of caste, creed, religion, gender or socio-economic status. There must not be any bias or malicious outlook towards any of them.
- d. Teacher's aim is supposed to be to motivate students to breed more awareness and extend a sense of inquiry in the quest of knowledge.
- e. Teacher should inspire a scientific and democratic attitude among students, making them society oriented, loyal and open minded.
- f. Teachers must abide by the philosophy of their profession and act in dignified manner. Teachers must maintain in their minds that society has trusted them with their children.

#### **2. Professional Expertise Development**

- a. Learning is a continuous process. It is essential that Teachers must always update themselves in their respective fields in order to upgrade themselves and their students. Teachers must also acquaint themselves with latest advancements, methodologies and relevant informations.
- b. Teachers must apart from teaching, perform research & innovation for constant improvement and progress of subject knowledge. They should involve themselves in seminars and conferences and workshops for multi-disciplinary knowledge of academic topics.



- c. Planning, developing, executing novel teaching techniques and strategies as well as curriculum improvement & planning for an advanced academic structure should be an essential part of Teachers' professional duties.
- d. Teachers will have to carry out the College's educational responsibilities such as conducting admissions, College seminars and conferences and workshops etc. They should also participate in co-curricular activities of the College like sports, extension activities and cultural programmes. This shall help in creating a holistic development and an amiable relationship with the students.

### 3. Professional & Educational Integrity

- a. Teachers must follow honesty in professional practices by truthfully representing the documents of their qualifications, experiences and other credentials.
- b. Ethics must not be compromised in Research. Plagiarism is an immorality that cannot be accepted at any point. The aim of Teachers should be to develop the quality of research and not adulterate or contaminate it with plagiarism.
- c. There must be no conflict of interest between professional assignments and private works. Private tuitions and tutoring should be evaded as they reflect poorly on the value of College teaching.
- d. Teachers must abide by the confidentiality of all information regarding exam affairs as well as issues related with Colleagues and Students unless legally warranted.

### 4. Professional Alliances, Collaborations & Teamwork

- a. Teachers should be polite and supportive towards their Colleagues while helping them and sharing the tasks in a mutual manner.
- b. Teachers should abstain from laying uncorroborated accusations against their Colleagues to suit their selfish interests.
- c. Teachers must fulfill their responsibilities according to the established rules described by the top authorities and also hold on to the terms & conditions of their contracts.
- d. Teachers should desist from reacting to avoidable political interferences as these damage the sanctity and improvement of an educational organization.
- e. Teachers must extend respect to the non-teaching staff. The decisions regarding the College must be done with consensus of all.
- f. Teachers must hold periodical communications with the Parents of the Students for improving the progress of students.
- g. Teachers must abstain from taking unnecessary long leaves and keep up regularity for even functioning of the College.

### 5. General Duties & Responsibilities

- a. Teachers should teach the subjects assigned by the Head of the Department.
- b. Teachers should complete the syllabus in time.
- c. Tutor - Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- d. Teachers 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 motto.
- e. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.



- f. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- g. Teachers must report in time to duty as per the working hours and should be available in the campus during the working hours.
- h. Prior written permission is required from the Principal / atleast a day in advance while availing casual leave.
- i. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- j. Staff members are encouraged to take up Research projects.
- k. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
- l. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
- m. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- n. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- o. Teachers should attend the College neatly and decently dressed.
- p. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- q. Heads of Departments must submit the Department's time table to the Principal. Any change must also be reported to the Principal.
- r. Teachers are encouraged to conduct research on their topic of interest.
- s. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations.
- t. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
- u. HODs are responsible to extract work from the Non-Teaching staff in keeping the Department clean & tidy.

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## **POLICY DOCUMENT FOR NON-TEACHING STAFFS' PROFESSIONAL ETHICS & CONDUCT**

The standard procedures and practices of Govt. Dr. Waman Wasudev Patankar Girls' PG College for all Students, Teachers, Principal, Officials & Support Staff associated with the College are provided in the Colleges' Handbook of Code of Conduct. All non-teaching staff must know that it is mandatory for them to abide by this Code of Conduct and the rights, responsibilities including the restrictions attached to it. The Colleges' endeavor of laying out this Code is to pioneer and administer a process that is democratic, meticulous, efficient and swift to facilitate a system of excellent management-teaching-learning environment in the College.

### **COLLEGE POLICY FOR NON-TEACHING STAFFS' PROFESSIONAL ETHICS & CONDUCT**

1. Non-Teaching staff functioning in the College office or departments should remain on Duty during working hours.
2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
3. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
4. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal and their signatures obtained.
5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Non-Teaching staff shall not leave the College premises without permission during the working hours.
7. Non-Teaching staff should acquaint themselves with the College policies and adhere to them to their best ability.
8. Every Non-Teaching staff should perform the duties assigned to them sincerely and diligently as well as with accountability.
9. Non-Teaching staff should avail of leave with prior intimation to their Reporting officer. In case of sudden emergency, information on their absence should be promptly forwarded to the College Authority.
10. Non-Teaching staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
11. Non-Teaching staff should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
12. Non-Teaching staff should not engage in remarks or behaviour that might be considered disrespectful to their teaching colleagues or students.

### **WORKPLACE CONDUCT**

13. Non-Teaching staff should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
14. Non-Teaching staff should also be responsible for the proper use and maintenance of college equipments and furniture.
15. Non-Teaching staff must not be under the influence of drugs or alcohol during office hours.
16. Non-Teaching staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
17. Non-Teaching staff should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
18. Non-Teaching staff should show no discrimination on basis of gender, caste or religion.



## PROFESSIONAL RELATIONSHIP

19. Interactions between Non-Teaching staff and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with Non-Teaching staff in Offices, libraries, laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
20. Non-Teaching staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour.
21. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
22. The Non-Teaching staff is the first to come into contact with the guardians of students as during examinations. They must keep in mind that their behaviour will be considered to reflect that of the College. They should thus interact patiently and cooperate with the Students and their parents.

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## **POLICY DOCUMENT FOR PRINCIPALS' ADMINISTRATIVE ETHICS & CONDUCT**

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### **COLLEGE POLICY FOR PRINCIPALS' ADMINISTRATIVE ETHICS & CONDUCT**

The Principal of a Government College has to perform versatile roles and has joint responsibilities of sustaining, protecting, guardianing, controlling, managing, adjudicating, defending, inspiring and motivating the Students, Teachers, Non-Teaching Staff in the College. Since Principal is the academic and administrative head of the College, certain codes of ethics in his conduct as decreed by the UGC in accordance with the guidelines by MHRD as well as the rules and regulations by the Government of Chhattisgarh. The salient and significant codes of conduct applicable to the Principal of Govt. Dr. W.W. Patankar Girls' PG College are postulated below:

1. To encourage and conserve the culture of inclusiveness with regards to imparting education in the College.
2. To shield the combined concerns of all sections of the College in order to make them perform unreservedly and offer their maximum for the organization development.
3. To ensure equivalent treatment to all the sections of the College without any discrimination.
4. To keep up the spirit of societal integrity for all the sections of the College irrespective of their caste, creed, race, sex and religious identity.
5. To build and uphold an unprejudiced gender neutral environment in the College so that all genders enjoy equal opportunities.
6. To create and sustain requisite vigilance among all the sections of the College so that the probability of occurrence of sexual harassment becomes minimized and eventually eliminated.
7. To generate and promulgate the spirit of welfare within all the sections of human resources associated directly or indirectly with the College to develop mutual confidence amongst them.
8. To preserve and encourage scholarly activities in the College for exploration of new avenues of academic pursuits.
9. To build an atmosphere favorable for research oriented academic activities in the College to enhance its pool of knowledge.
10. To enforce discipline in the conduct and behaviour of all the sections of the College and to uphold campus-tranquility essential for academics.
11. To encourage and continue the practice of extra-curricular activities amongst the students of the College for the promotion of social dynamism and cultural heritage.
12. To make an effort to maintain the serenity of the College surroundings so that educational values gradually and eventually prevail for best academic practices.
13. To promote and keep up amiable relationship of the College with the adjacent societies so as to ensure natural flourish of all the Students of the College.
14. To make efforts for preserving enthusiasm of all the sections of the College so as to nurture & augment their capabilities.

As the academic head of the College, the Principal should ensure the continuation of an academic atmosphere within the College and should put efforts for encouraging research activities. The Principal must endeavor his/her best to fetch in ample infrastructural and financial support for the College. The Principal should motivate and persuade the Teachers of the College to take up research projects, publish research papers, arrange for and participate in seminars / conferences / symposiums / workshops.

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