



Rajasthan Shikshak Prashikshan Vidyapeeth

A Unit of B.Ed., B.A.B.Ed. & Shikshashastra College



NAAC ACCREDITED

Affiliated to UOR & JRRSU - JPR and Recognized By : NRC-NCTE

SHAHPURA BAGH, AMER ROAD, JPR (RAJ.) 02.

Tel : 0141- 2671967, Fax : 2670724, Email : info@rspv.org, www.rspv.org

Code of Conduct

Code of Conduct for Staff of RSPV

- Every staff of RSPV shall maintain decorum befitting the status of the institution.
- All employees shall study and imbibe the vision, mission and objectives of RSPV and be conversant with its avowed strategies and as such take all steps to protect the interests of the organisation.
- They shall discharge their duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of the staff of RSPV. They shall also conduct themselves with discipline, respect to lawful authorities and with courtesy and kindness to all.
- All employees must devote working hours solely for the service of RSPV.
- Premises shall be kept neat and clean.
- Any employee who needs to work in the office outside of normal office hours should get the permission of his/her HOD/Principal.
- All office equipment is to be used carefully and as per need. Movement of electronic equipment/sound system/ etc. must be done with due care.
- Staffs are required to set high standards in energy saving.
- Staff shall also co-operate in ensuring security of office premises. No employee is allowed to remove / take away any official material from the office without permission of the officer who is responsible for the Custody of the material.



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- No employee shall disrupt the work of fellow employees. Every employee is required to notify any change in address or telephone number within 48 hours of such a change for personnel records updation.
 - Every staff is obliged to live up to the confidence bestowed on him/her and shall not directly or indirectly divulge matters related to projects / programs of RSPV and such details that has come to his/her possession in the discharge of his/her duty to outside agency or institution. Staff shall not disclose or publish documents or information regarding the organization in his/her possession or such other matter which are the property of the organisation.
 - No staff shall directly or indirectly participate in such activities which are against the sovereignty and integrity of the Nation or join in any anti-national organisations.
 - Any deliberate violation of office discipline and decorum will attract disciplinary action as per norms.
 - The class timings are from 11.00 A.M. IST to 5.00 P.M. IST. The usual office timings are from 11.00A.M. IST to 5.00 P.M. IST with half an hour lunch break from 2.00 P.M. IST to 2.30 P.M. IST.
 - Any change in the Class and Office timings shall be notified to the respective staff.
 - All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.



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- All staff shall sign the attendance register and swipe their finger prints at the biometric reader, both in the morning before 11.00 A.M.IST and afternoon after 5.00 P.M.IST respectively.
- In order to maintain discipline and promptness in attending the work, all the staff members are requested to co-operate with the institution by following the rules in full spirit and dedication.



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Code of Conduct for Students of RSPV

- Choosing to join the institution obligates each student to abide by a code of respectful behaviour
- All students are expected to respect and value the rights of others.
- The students are expected to appreciate the contribution of the institution and its staff. Yet students are expected to evaluate the work of the institution through feedback. The students must provide feedback about the staff and the institution so that the principal and the concerned take appropriate steps.
- Students may not reproduce the work of others and characterize it as their own.
- Students are required and expected to conduct themselves in a mature and considerate manner. Interruptions and disruptions of the classroom atmosphere inhibit and prevent learning and teaching. Classroom/field experience misconduct in any behaviour which disrupts or interferes with the learning experience or violates the expectations of any mentor.
- Students should not resort to academic dishonesty like:
 1. Copying during a test or allowing another student to copy during a test; Giving homework, term papers or other academic work to another student to plagiarize;
 2. Submitting any work that is not one's own
 3. Falsifying information to a faculty member or College official;
 4. Stealing or Improperly obtaining tests or other assessment items;
 5. Forging signatures on college documents.



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6. Giving false or misleading Information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment,
7. Accessing computerized College records or systems without authorization.
8. Providing material or Information to another person with knowledge that such aid could be used in any of the violations stated above.