

# Maharana Pratap Govt. Degree College, Amb

NAAC Accredited B-Grade College

Affiliated to

Himachal Pradesh University-Shimla

## Code of Conduct-2021-22



Maharana Pratap Govt. Degree College, Amb District Una HP-177203  
Himachal Pradesh- India

## Corrigendum

The first edition of the policy document was released in the session 2020-21. During the session 2021-22 on re-opening of institution after COVID-19 Pandemic this policy document has been revised to incorporate all major academic and other changes in the institution.

**1<sup>st</sup> Edition**                      2020.

**2<sup>nd</sup> Revised Edition**         2021

*RMS Shaz*  
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# 1 CODE OF CONDUCT FOR STUDENTS

Students should wear identity cards inside the campus and also when attending any meetings outside the campus. Any violation of these orders will lead to a disciplinary action.

All students are directed to note that the use of mobile phones in the college campus is strictly banned as per the H.P Govt. norms (vide letter No. EDN-HE (21) B (15) 15/2017-V Directorate of Higher Education H.P Shimla-I). The defaulters will be dealt with as per college discipline rules.

Students need to check the College Notice Board every day (Once at the time of entering the college and once at the time while leaving the college). Because the administrative work communication is only by means of notices pasted on the college notice board. Students are bound to take an immediate action in respect of any kind of notice concerned with him or her personally or any group associated with him/her.

The disciplines B.B.A. and B.C.A where uniform is mandatory must wear proper uniform as per the respective uniform rules mentioned in their prospectus. Any violation of uniform rules will lead to a disciplinary action.

Students need to attend minimum 75% theory and practical classes irrespective of any kind of sanctioned leave as per the guidelines issued by Himachal Pradesh University, Shimla. The student failing to complete 75% attendance will not be allowed to appear in their respective final examination.



The name of the student, who remains absent for 10 days continuously from any class, shall be struck off from the college rolls. However, the Principal at his/her discretion and after the recommendation from teacher concerned may re-admit such student on the payment of the readmission fee (which will be Rs. 100/- for first time and Rs. 200/- for second time). Such students must get re-admitted within 15 days from the date on which his/her name is struck off.

A candidate whose name is struck off three times will not be re-admitted in the college.

Absence Fine (Per period) is Rs.1.00, Absence Fine (per practical) is Rs.3.00 and Absence from House test (per paper) will be Rs.10.00

All sanctioned duty leaves of NCC cadets, NSS volunteers and Scouts & Guides will be considered by faculty members for attendance. It is the sole responsibility of the students to notify the same to their respective faculty members.

Students need to meet their respective Mentor (Allocated by IQAC Cell) in the beginning of the session.

Students need to attend all the Mentor-Mentee meetings notified by their respective Mentor.

For both mental and physical development of a student, he/she needs to join at least one club or society actively working in the college.

Participation of parents in Parent Teacher Association is also mandatory.



In case of any change in contact details including contact number, email ID and address, students need to inform in the office/library and IT-Division of college.

Students need to fill the student feedback form, student satisfaction survey and student progression form as and when called by IQAC cell of the college.

Students need to attend all major functions of the college including Annual Prize Distribution Function, CSCA Function, Annual Sports meet and other functions irrespective of his/her participation in the respective function.

Any student permanently leaving the college during (in between) their degree/diploma programme due to any reason needs to report their respective Mentor, all the Faculty Members associated with their respective course and IQAC Cell of the college. Any student violating these rules leads to non-issuing of the character or other certificates from institution.

After completion of their respective degree/diploma programme, students need to report to their respective mentor and IQAC cell about their higher education prospective or career prospective. Students need to Join the MPGDC-AAA (Alumni Association) after completion of his/her degree programme at least as primary member. He/she may become the life member of Alumni Association after paying the requisite fee, prescribed by the association.



## 2 ACADEMIC RULES AND REGULATIONS FOR STUDENTS

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College fee and other charges are to be paid on the dates according to the schedule for each class as notified by the college office. A fine of ₹ 10/- per day will be charged from the students who breaks the notified schedule for the payment of fee. However, the name of the student will be struck off the college rolls if the dues are not paid within 10 days of the dead line. If a student fails to pay his/her fee by the end of the month in which fee and fine are charged, his/her name will be struck-off from the college rolls. A re-admission fee of ₹ 100/- along with specific fine will be charged from him / her, if he / she wishes to re-join the college. However, his /her re-admission will depend on the direction of the principal (Chairman HEIS in case of Self-Finance Courses). A student leaving college will have to pay fee and funds for the entire month in which he/she leaves the college. He/she will have to obtain clearance from the college office, library and other concerned departments to the effect that he/she has paid all college dues.



# 3 DISCIPLINE AND CONDUCT RULES FOR STUDENTS

The authority of the college covers every student on its rolls. The Principal and the members of the staff have the power to take disciplinary action against students indulging in acts of indiscipline, which may lead to imposing fine, or suspension, rustication or expulsion of the guilty student.

- i. The students are expected to conform to the rules and regulations, which are notified from time to time in addition to those contained in the prospectus.
- ii. The students should come to the college and leave it according to the time table.
- iii. Roaming about in the campus, corridors and outside classrooms during vacant periods and causing disturbance to teaching work in this manner is highly undesirable and will be considered as an act of indiscipline.
- iv. Damage of any kind to college property including defacement of walls, damage to the furniture, electrical fitting and fixtures, CCTV Cameras, Trees, plants & Flowers or any other physical property is an act of indiscipline.
- v. No student will put notices on the College Notice Board without proper authorization by the college authorities. Notices without the signatures of the Principal or a member of the teaching staff will not be valid.
- vi. Smoking i.e. use of E-Cigarettes and use of 'Gutka', etc. is strictly prohibited within the College premises. Strict action will be taken against the offenders.





- vii. The college is a **single use plastic** free campus. Bringing the single use plastic items like bottles, wrappers, polybags etc. is strictly prohibited in the college.

Once the admission of the student to the college is confirmed, he/ she should collect this/ her identity card from the College Office/ Librarian well in time as per the schedule notified by the Office/ Librarian. It will be the responsibility of the student to get his/ her identity card duly signed by the Principal/his nominated authority within 15 days of the start of regular classes. No student without identity card will be allowed to enter the college campus. Each student must carry his/her identity card with him/her while in the college campus, which must be produced whenever it is demanded by any member of the teaching staff. Failure to do so should entail strict disciplinary action. The identity card is an important document: In case the identity card is lost; the same should be reported immediately to the college authorities along with the police report of having lost the card.

The college has started face recognition attendance system. Students need to mark their attendance (In and Out) in the automated system installed near the main gate of the college.



# 4

## ANTI-RAGGING

Ragging includes any type of physical or mental torture inflicted by any individual or group either by words or by conduct, which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies free from any mental disturbance or torture created thereby. Any person who aids or abets such an action shall also be guilty of ragging. Ragging in and around the college campus or on roads/approaches leading thereto is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged under Rule 22, 17 (a), (b), (c) of HP University to expel the guilty student(s) from the college.

Any case of ragging reported by any individual student or group of students will be inquired by the anti-ragging committee of the college and strict action as per the Anti-Ragging policy will be taken against the guilty student(s).



## **5 ANY STUDENT FOUND INVOLVED IN RAGGING WILL BE PUNISHED APPROPRIATELY WHICH MAY INCLUDE**

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Any student(s) found guilty during Anti-Ragging investigation will be punished as per Rule 22, 17 (a), (b), (c) of HP University, Shimla. Some of the punishments as per the mentioned rules are as under:

- Expulsion from the College.
- Suspension from classes.
- Fine with a public apology.
- Withholding a scholarship or other benefits.
- Debarring from the representations in events.
- Legal proceedings under criminal law shall be initiated.



## 6 SOME DO'S AND DON'TS OF CONDUCT

- Be regular in attending your classes
- Keep the campus clean and make proper use of the dustbins provided.
- Show respect and courtesy to the members of the teaching and non-teaching staff and fellow students
- Show your identity card as and when asked for by any teaching and non-teaching staff members.
- Participate actively in co-curricular & extra-curricular activities.
- Maintain silence while moving in the college campus. Move quietly when going from one classroom to another.
- Adopt healthy lifestyle
- Don't loiter aimlessly.
- Make good use of library and Internet facilities.
- Do not disturb the classes by standing and talking outside the classrooms while the classes are in progress.
- Do not spoil the college property by writing remarks on the walls/furniture or any other physical items.
- Do not damage college property i.e., furniture, electrical fitting and fixtures, CCTV Cameras, Trees or any other physical property.
- Do not pluck flowers or damage plants.
- Approach your teachers/mentors in case you are in any difficulty during college hours.
- Guide your junior(s) during any type of trouble they face during administrative activities or academic activities.



# 7

## CODE OF CONDUCT FOR FACULTY

- Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the Government from time to time.
- Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- No teacher shall absent himself/herself from duties at any time without prior permission from higher authorities.
- No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the Principal or Directorate of higher education. No teacher shall associate with any political party or take part in any other organization actively, which is not in line with the duties and ethics of the teaching profession.
- No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus



- No teacher shall incite, provoke or instigate any student or any other member of the staff into any form of action against the higher authorities, or that seeks to disrupt the academic activities of the College.
- No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- All official communication is acceptable only through the official email ID i.e. [govtcollegeamb@gmail.com](mailto:govtcollegeamb@gmail.com) and college website [www.mpgcamb.com](http://www.mpgcamb.com) .



## 8 CODE OF CONDUCT FOR PRINCIPAL

The conduct of Institute administrators should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large. The Principal

- Should comply with applicable governmental laws, rules, and regulations.
- Act with competence and strive to advance competence, both in self and in others.
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service.
- Understand the Institute's objectives and policies and contribute constructively to their ongoing evaluation and reformulation.
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.



# 9

## CODE OF CONDUCT FOR ADMINISTRATIVE STAFF / SUPPORT STAFF

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- Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment.
- Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
- Staff members should not use their position in the institute for private advantage or gain.
- Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of the (staff/students/parents/community).
- Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff members should be aware of, and should follow institute's policies, systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
- Continuous professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute's





Development Plan. Periodically, employees will be required to attend certain training activities.

- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as such notice to the HOD or administrative head, so that alternative arrangements may be made.
- All official communication is acceptable only through the official email ID i.e. [govtcollegeamb@gmail.com](mailto:govtcollegeamb@gmail.com) and college website [www.mpgcamb.com](http://www.mpgcamb.com) .



# 10 WOMEN'S GRIEVANCE & REDRESSAL

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## Grievance Redressal Procedure (Level-I):

- a. Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the office of the Principal.
- b. The complaint will be confidential at this stage.
- c. The chairman will transfer the complaint to the Convener of the Grievance cell.
- d. The convener will convene the meetings and conduct preliminary investigation and enquiry.
- e. The grievance committee shall then decide the course of action to proceed after hearing the opposite party.
- f. The complaint will stand dropped if the committee after an enquiry will not be able to prove prima-facie an offence of sexual harassment to the complainer/her representative by the offender.
- g. In case the grievance committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the grievance committee, heard and if satisfied that a warning is just and proper, he will be warned about his behaviour and



non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond a warning, the same may be proceeded with in the manner prescribed hereafter.

h. Any frivolous/ vexatious complaint lodged against the accused shall be viewed seriously after appropriate enquiry. The committee shall have the right to decide upon the course of action thereafter.

### **Procedure beyond warning (Level-II)**

i. If the complainer wishes to proceed beyond a mere warning to the accused, the accused shall be given in writing by the grievance committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.

j. If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the grievance committee will decide whether the offence deserves a minor penalty or a major penalty.

k. In the event that the grievance committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the grievance committee to the chairman of the cell for decision.

l. If the grievance committee reaches a conclusion that the accused in case if his guilt proved, should be imposed a major penalty, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension.



m. If a person is charged with physical molestation or rape in institution premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.

### **Punishment for sexual harassment**

1. Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/College rules.

2. A student guilty of sexual harassment shall be liable for any of the following penalties:

- a. Warning or reprimand.
- b. Suspension from the institution for an appropriate term as decided by the Committee.
- c. Debarment from appearing in the examination.
- d. Rustication from the college as the case may be.
- e. Any other punishment as defined by the government act.

### **Protection against Victimization**

**The committee notes and approves the policy on Protection against Victimization of the Women's Grievance Redressal Cell as:**

- a. In the event of the complainer being a student and the accused being a teacher, during the pendency of the



investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.

b. In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the confidential reports of the complainer, if it is otherwise so authorized.

- List of women faculty and staff with qualifications, designations, experience etc.
- Grievances of women.
- Enquiry reports.
- Letter from the complainant if the solution delivered is satisfactory

### **Redressal Time-limit:**

1. All the complaints received that come under Level-I Redressal, will be resolved within 15 days' time and not take more than one month (i.e. 30 days) in case of sensitive issues. The complaints taking more than one month time will come under the preview of Level-II Redressal i.e. beyond warning.

2. All the complaints received that come under Level-II Redressal will be resolved within 45 days' time or earlier and not take more than two months (i.e. 60 days) in case of sensitive issues. The complaints taking more than two months' time will be forwarded to local administration for further



judiciary action along with all the correspondence made at Level-I and Level-II redressal.

3. Any type of complaints in respect of the seriousness of the complaints will not take more than 90 days' time for final Disposal.



# 11 STUDENTS' GRIEVANCES & REDRESSAL

The Grievance Redressal Cell has been constituted to look into the complaints lodged by any student and redress it as per requirement without any delay. The College has an effective and objective multi-tier Grievance Redressal Mechanism, consisting of several forums and committees that focus on careful and sensitive handling of student grievances. The students can state their grievance for any academic and non-academic matter within the campus through the online or offline mode (grievance /suggestion box). The institution aims at solving the grievances of the students within stipulated time for any academic and non- academic matter within the campus through the online and grievance/ suggestion box. Following the directions of UGC (Grievance Redressal) Regulations, 2019, Non-compliance of the above Regulations shall call for punitive action and M.P. Government Degree College Amb establishes the Grievances Redressal Cell in order to deal with the individual grievances related to students and faculty members and to ensure the redressal of grievances amicably in a time bound manner. According to the UGC (Grievance Redressal) Regulations, 2019 composition of the Grievance Redressal Committee

- 1 Dr. Raman Kumar Sharma Chairman (Principal)
- 2 Prof. Darshan Kumar Member (Associate Professor)
- 3 Dr. Sophia Prabhakar Member (Associate Professor)
4. Dr. Suruchi Sharma Member (Assistant Professor)



The following committees/cells/units are duly constituted for resolution of various types of grievances:

### **1. Academic and Curricular Issues**

- a. Matters pertaining to Admissions: Admission Grievance Committee
- b. Matters pertaining to Teaching-Learning: Teacher-In-Charges of respective Departments
- c. Matters pertaining to Internal Assessment: CCA Committee

### **2. Non-Academic Issues**

- a. Matters pertaining to general discipline: Discipline Committee
- b. Matters pertaining to sexual harassment: Women Grievances Redressal Cell
- c. Matters pertaining to ragging: Anti-Ragging Committee and Anti-Ragging Cell

### **3. General Grievances**

For any other grievances not categorized above: Students Grievance Redressal Committee

Students may register their grievances through the following channels.





## OFFLINE

The aggrieved student(s) may directly approach the Convener of appropriate committee with a written application or through email.

2. In case of ragging related grievances, the aggrieved student (s) may directly inform any of the members of the Anti-Ragging Committee and/or Anti-Ragging Cell, The details of the Anti-Ragging Committee and Anti Ragging Cell are published on the website. Grievances, on plain paper, may be posted in complaint boxes fixed around the campus at the following places:

- a. Outside Administrative Office
- b. Outside Library Block

3. For matters of teaching-learning and internal assessment, students are advised to first express their grievance to the concerned faculty members. On non-resolution of grievance, the student may approach the Convener, Internal Assessment Committee with a written application or through email.

4. Aggrieved student (s) may also submit their grievance in writing or through email to the Principal, M.P.Govt. Degree College Amb

## ONLINE

The student may register their grievance through the following links (redirects to another window in the browser): For matters pertaining to the College

<https://www.govtcollegeamb/Grievance.html>



# 12

## SC/ST GRIEVANCES & REDRESSAL

Grievances Redressal Committee for SC/ST is formed in the college in order to claim accountability, responsiveness, user-friendliness and healthy working atmosphere amongst staff, students & parents. This Committee helps Students as well as employees to record their complaints and solve their problems related to academics, resources and personal grievances. Ragging Complaints will be handled as per the anti-ragging rules of HP University Shimla. Woman harassment complaints handled as per government guidelines by respective section.

### Functioning:

Encouraging the SC/ST employees/students to express their grievances freely and frankly without any fear of being victimized.

To entertain written and signed complaints and petitions of SC/ST students/staff in respect of matters directly affecting them individually or as a group.

To ensure that the grievances are registered and acknowledged promptly through a unique file identification number for future reference.

To enquire into the grievances, and make recommendations and report the concerned authorities.

To monitor the progress of disposal of the grievance.



To ensure disposal of grievances within the time frame. If unsolved within the time frame the chairman of the committee will report to the ombudsman of the university.

To deal with every grievance in a fair manner.

To issue a reasoned and a speaking reply for every grievance rejected.

To recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

To collect the feedbacks from the complainant.

To monitor the publication of annual report.

### **Types of Grievances**

The victim is a member of a scheduled caste or a scheduled tribe against whom any of the following offences is committed by the offender:

Forced to eat or drink an offensive or uneatable substance;

Paraded naked or with painted face or body;

Prevented from exercising his right to vote or according to his wishes;

Subjected to false legal proceedings;

Caused injury or annoyance by a public servant on the basis of false information given to him;

Deliberately insulted and humiliated in public view;

A woman who is sexually assaulted;

Deprived of his right to clean drinking water;



# 13

## Leave Rules

Application for any kind of leave on prescribed Proforma should be submitted well in time.

Leave upto three days will be sanctioned by the senior tutor on the recommendation of concerned teacher.

The leave for more than three days will be sanctioned by the Principal on the recommendation of the concerned subject teacher/senior tutor.

Leave of absence from the examination/tests and sports etc. shall be granted only by the Principal.

For Medical leave of a period of over 6 days, the student must produce medical certificate.

Students participating in inter-college competitions should note that the practice/ rehearsal timing should be either before the classes (Early Morning) or after classes (Evening) because all such activities form a part, but not the substitute of Academics/ studies.



# 14

## Code of conduct for Library

### LIBRARY-CUM-IDENTITY CARD (I- CARD)

Every student will be issued an identity card. Every student must keep his/her I-card with him during college hours and the same has to be produced by student whenever required by the college authorities.

In case, the I-card is lost, a duplicate card will be issued only after an FIR is registered with the nearest police station and an original copy thereof is appended with such request.

Duplicate I-card will be issued after depositing ₹ 20/- (Rs. 50/- for self-finance students).

### PROCEDURE FOR MAKING IDENTITY CARD (I- CARD)

After depositing admission fee and dues every student gets issued an I-Card from college librarian on production of his/her fee receipt. After having affixed his/her own photograph and filled all entries in the I-card, every student must get it duly signed by principal within 10 days from his/her date of admission.

### BOOK BORROWING FACILITY

- a) **Students:** 2 books for home study for 2 weeks.
- b) **Faculty Members:** 5 books for an academic session.
- c) **Non-Teaching Staff members :** 2 books for 2 weeks.



## GENERAL RULES

- Reading room facility is available to students and staff members in the reading rooms during the library hours i.e. from to 9.45 AM To 4.15 PM.
- In case of damage or loss of books, the user shall be required to replace the book with latest edition or pay the actual cost with 20% extra.
- Readers shall maintain proper order and silence in the library. Making noise, spitting, smoking, writing, marking on wall, use of mobiles or doing anything else which may disturb staff and other readers or against the library rules is strictly prohibited.
- All readers are responsible for any damage caused to the library property or reading materials. The readers shall be required to replace the same and be panelised under library rules.
- The issue counter will be closed half an hour earlier so that the persons on the counter may wind up their work for the day and may prepare for the next day.
- No reader will be allowed to sleep in the library and its reading rooms. The librarian may recall any book at any time if librarian considers that it is in great demand and in the interest of institution.
- Library users (student and staff) shall be allowed to use the library and borrow books. In case books issued are not returned within the time limit, book delay fine @ Rs.1-00 per day per book shall be charged from the defaulters. The



book will be re-issued/re-newel if the is not in demand by any other users.

- Before getting the books issued any damage to the book should be pointed out immediately to the counter Assistant/College librarian.
- Personal belonging such as private books, files, bags, umbrella, purse, shall be deposited by the library users at the property counter before entering the stack area.



# 15

## Code of conduct for NCC Cadets

Student(s) enrolled as NCC cadets after qualification of NCC Entrance Examination and subsequent physical test and interview, will adhere to follow all the instruction notify by 6HP(I) Coy. Una.

All the Cadets must attend all the camps notified by 6HP(I) Coy. Una.

All the cadets must attend all the Drills and other activities notified by 6HP(I) Coy. Una.

All the cadets must attend all the major functions of the college in proper NCC uniform.

All the cadets need to obtain duty leave during any NCC activities duly signed by NCC Care Taker Officer and Principal of the college.

All the cadets need to maintain decorum of NCC Office during all the NCC activities.

All the cadets need to appear in NCC-BEE certificate examination in their 2<sup>nd</sup> year and NCC-CEE certificate in their 3<sup>rd</sup> Year.

All the cadets need to attend all the ATC(s) notified by 6HP(I) Coy. Una.

All the NCC Cadets need to maintain decorum of NCC Camps during any type of Camp.





NCC cadets need to register themselves as NCC Alumni immediately after allotment of NCC Reg. ID.

All the NCC Cadets need to join MPGDC NCC Facebook page, NCC-DG Facebook and NCC-DG Tweeter Handle.



# 16 Code of conduct for NSS Volunteers

Student(s) enrolled as NSS volunteers after qualification of NSS Entrance Examination and subsequent physical test and interview, will adhere to follow all the instruction notified by MPGDC NSS Unit.

All the NSS volunteers must attend all the camps notified by NSS Unit.

All the NSS volunteers must attend all the major functions of the college in proper NSS uniform.

All the NSS volunteers need to obtain duty leave during any NSS activity duly signed by NSS Programme Officer and Principal of the college.

All the cadets need to maintain decorum of NSS Office during all the NSS activities.

The NSS volunteers will get NSS certificate only after completion of two years as NSS volunteer and attending 7 days NSS special camp.



# 17 Code of conduct for Rovers and Rangers


Student(s) enrolled as Rovers and Rangers after qualification of Rovers and Rangers Entrance Examination and subsequent physical test and interview, will adhere to follow all the instruction notified by MPGDC Rovers and Rangers Unit.

All the Rovers and Rangers must attend all the camps notified by Rovers and Rangers Unit.

All the Rovers and Rangers must attend all the major functions of the college in proper Rovers and Rangers uniform.

All the Rovers and Rangers need to obtain duty leave during any Rovers and Rangers activities duly signed by Rovers and Rangers Programme Officer and Principal of the college.

All the Rovers and Rangers need to maintain decorum of Rovers and Rangers Office during all the Rovers and Rangers activities.

  
Principal  
MPG Degree College  
Amb Distt. Una (M.P.)

