



Maharaja Ranjit Singh College of Professional Sciences, Indore, M. P., INDIA

(Affiliated to DAVV, Indore and RGPV, Bhopal, website: www.mrscindore.org)



Code of Conduct for Teachers

Teachers hold a special position in the community in carving the future of nation. Teachers have a very important role in inculcating the moral values in young generation. The life style and habits of teachers have a profound impact on children, young people and peers. Teaching profession requires delivering multifaceted duties which must meet highest possible standards. This requires commitment of teachers towards their responsibilities and their urge for professional learning and technical upgradation.

- A teacher is required to be in the College for a period of 7 hours daily as per the timings decided by the Principal/Director.
- A teacher should be punctual in reporting time for duty hours.
- A teacher is required to be punctual in lectures, practicals and complete the syllabus in stipulated time.
- In regard to leaves/other facilities and working rules, teacher will be governed by the service rules and regulations of the College.
- A teacher will continue in service and will at all times, employ himself/herself honestly, efficiently and diligently to the entire satisfaction of the management and carry out orders and instructions of the Principal/Director.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head of the department without undue delay.
- Teachers must keep all records accurate and up to date.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- It is expected that a teacher puts full efforts for the overall development of the students and participate in encouraging learning environment in the college.
- A teacher should refrain from any private or public pursuits which will bring teaching profession to disrepute.
- Teachers must avoid open confrontation of whatever nature with co-staff, students or other stakeholders.





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- Teachers should not get involved directly or indirectly in any political activity in the college campus.
- Teachers should not make any statement in social, print or electronic media on behalf of institute without the permission of authorities.
- Demonstrate high moral values and commitment for work.
- Teachers dress code should be according to the academic standards.
- Encourage students to respect each other, elders and the handicapped.
- Inculcate the sense of responsibility, self discipline, manners and dignity in students.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Guide students to differentiate right from wrong and justice from injustice.
- Encourage students to show respect and appreciation for personal and public property.
- Make students aware of the conditions which can harm their health and safety.
- Refrain from private tuitions to the students of institution.
- Discrimination or any comment of verbal or written nature on grounds of ability, race, colour or creed is not permissible.
- Establish their personality as positive role models.
- Apart from teaching assignment and duties, a teacher will also be required to undertake responsibilities in connection with the co-curricular and extra-curricular activities and welfare activities of the College as assigned by college authorities.
- In addition to normal teaching activities, you will be required to conduct special Lectures/Industrial, Institutional or Field Visits/Workshops and Social activity for the students.
- Teachers will be required to update themselves regularly so as to impart latest and appropriate knowledge to the students. Research and self-development should be one of the areas of concern.
- Yearly incentives of teachers will be based on following points, grading shall be done on the basis of milestones achieved: -
 - Effective completion of theory and practical course within stipulated time





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- Conduction of CCE and pre-practical examination.
- Coordinating a college level event for students such as:-
 - Inter or Intra College Dance / Music / Drama / Painting / Collage making / Clay modelling / Rangoli / Debate / Competition etc.
 - Conduction of Industrial or Institutional Visits / Guest Lectures / Seminars / Conferences / Workshops / Educational Tours etc.
- Self upgradation
 - Publication of research papers, books or book chapters in journals and magazines
 - Participation in Conference / Workshop / Seminar / Refresher course / Orientation Course.
 - Presentation of research work in conferences
 - Collaboration with industries or institutes
 - Conduction of certificate courses
 - Participation and representation of college at International, National and State level academic and extra-curricular competitions.
 - Winning awards shall be additionally acknowledged.





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Code of Conduct for Students

- They are required to carry college identity card whenever they are in the college campus.
- Students are expected to attend the theory as well as practical classes regularly.
- They are encouraged to participate in all the extra-curricular activities as all round development of the students is the motto of our institute.
- Students are expected to attend all the events/workshops/conferences/ summits/guest lectures etc. organized by the institute unless specified otherwise.
- Students should maintain strict discipline during events and maintain decorum particularly because such events are attended by outside guests and VIPs.
- Students should refrain from any disorderly activity inside or outside the classroom in college campus or in some event.
- Students are bound by all other rules specifically applicable to library and all laboratories.
- Damaging or destroying Institute property or property of other students and/or faculty members is impermissible.
- Students should not from plucking flowers and causing any damage to garden and trees in the campus.
- Theft or abuse of the Institute property such as computers, fans, water coolers, laboratory equipments, other electronic resources or facilities etc. and interference with the work of others is punishable.
- Smoking/consumption of alcohol/tobacco chewing and any other form of drug is an offence and is strictly prohibited with in the college campus. Any student found to be committing this offence, or found to be in possession of such undesirable items will be punished.
- Sale or distribution of prohibited drugs, alcohol etc. is strictly prohibited.





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- Discrimination on the basis of gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. is impermissible.
- Any act of physical assault, threats of violence or abuse is not permitted in the campus.
- Possession or use of weapons, explosives, or destructive devices in the campus is not permitted.
- Students should avoid any act of sexual harassment against other students.
- Usage of mobile phones is strictly prohibited in the library, computer lab and class rooms.
- Students should use the internet facility only for academic purpose.
- 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.
- Students are expected not to interact or invite, on behalf of the Institute, with any outside persons on to the campus without the permission of the Institute authorities.
- No political activities are permitted in the campus. Students should not participate in any political activities inside the campus.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Students should ensure that they leave the eating area clean and tidy after consuming food.
- Students should park their vehicles in the parking area reserved for students.
- Students should avoid rash driving in the campus, that may cause any inconvenience to others.



MAHARAJA RANJIT SINGH COLLEGE OF PROFESSIONAL SCIENCES INDORE

Counselling Cell Policy

1. Bullying or ragging in any form (verbal, physical and emotional) will not be tolerated.
2. Daily classes and other institute activities are compulsory for all the students except if excused on medical ground. In medical cases the certificate of a medical officer is a must. Students should inform the course coordinator for the same.
3. Students must obey to the Teachers at all time.
4. Students have to follow the dress code strictly as per the occasion /Timings. Shorts are not allowed.
5. Any type of sexual behaviour will not be tolerated at all. it will lead to the expulsion of the culprit student.
6. Littering/use of graffiti is strictly prohibited.

[Signature]
21/8/22.
Maharaja Ranjit Singh College
of Professional Sciences
Khandwa Road, INDORE M.P.

[Signature]
PRINCIPAL
Maharaja Ranjit Singh College
of Professional Sciences,
Khandwa Road, INDORE



महाराजा रणजीत सिंह कॉलेज ऑफ प्रोफेशनल साइंसेस,
इन्दौर (म.प्र.)

विद्यार्थियों हेतु (ऑफिस) आवश्यक सूचना

1. ऑफिस का समय सुबह 09:00 से 03:00 बजे तक,
2. महाविद्यालय ऑफिस में माह के द्वितीय एवं तृतीय शनिवार को अवकाश रहता है,
3. कृपया ऑफिस समय के बाद किसी प्रकार का निवेदन न करें,
4. महाविद्यालय द्वारा सभी प्रकार के प्रमाण पत्र एक सप्ताह के अन्दर प्रदान किए जाते हैं,
5. महाविद्यालय द्वारा किसी प्रमाण पत्र का शुल्क छात्र/छात्राओं से नहीं लिया जाता है,
6. विद्यार्थी कॉलेज फीस महाविद्यालय के बैंक खाते में सीधे जमा कर सकते हैं,
7. परीक्षा फार्म के पूर्व विद्यार्थियों को बकाया कॉलेज फीस जमा करनी होगी,
8. विद्यार्थियों द्वारा परीक्षा आवेदन पत्र विश्वविद्यालय द्वारा निर्धारित तिथि के पूर्व ही जमा करने होंगे
अन्यथा विश्वविद्यालय द्वारा विलम्ब शुल्क लिया जाएगा जिसके लिए छात्र स्वयं जिम्मेदार होंगे,
9. विद्यार्थी छात्रवृत्ति हेतु आवेदन समय से करें अन्यथा वे स्वयं जवाबदार होंगे,
10. छात्रों को आवेदन लिखने हेतु वन साईड यूज्ड पेपर की द्वितीय साईड इस्तेमाल करना चाहिए,
11. ऑफिस से बाहर जाते समय अन्तिम मनुष्य लाईट पंखा बंद करें।

आदेशानुसार



प्राचार्य


एम.आर.एस.सी.पी.एस., इन्दौर

PRINCIPAL
Maharaja Ranjit Singh College
of Professional Sciences,
Khandwa Road, INDORE



Green Policy

1. Do not Pluck the flowers and leaves.
2. Throw garbage in dustbins only.
3. Garbage should be put in separate dustbins such as green dustbin for wet garbage, Blue for dry and Yellow for Biomedical garbage.
4. Spitting in the campus is strictly Prohibited
5. Single use Plastic is prohibited
6. Do not harm any tree and plants in and around the campus.
7. Do not stepping on the small flower plants of the campus ground, use only Pedestrian-friendly pathway for moving in the campus.
8. Taking care of your college campus is your responsibility,
9. Do not harm the natural fauna inside as well as outside the campus.


Head
Department of Physics
Maharaja Ranjit Singh College
of Professional Sciences, Indore (M.P.)



Maharaja Ranjit Singh College of Professional Sciences, Indore, MP
Department of Chemical Sciences

Instructions for Laboratory


General Rules

1. It is the responsibility of every staff and student to ensure that the laboratory is having safe environment for everyone.
2. Students should not engage in idle gossip while working.
3. Boisterous behaviour will not be tolerated.
4. Mobile Phones are strictly prohibited inside the laboratory.
5. Always carry a lab box (test tubes, test tube holder, spatula, match box, tissue papers, cotton cloth, watch glass etc)

Laboratory Safety Rules

1. Always wear long pants, if necessary wear eye protection safety glasses and hand gloves in the laboratory.
2. Lab coat and ID card is mandatory in the laboratory.
3. Wearing the proper protective clothing is the best way to protect yourself while working in the laboratory.
4. Food and drinks, including water bottles, are not allowed in the laboratory.
5. Girls should always tie their hair properly.
6. Always be careful while handling the chemicals or using the burners.
7. Always switch off lights, fans, exhaust fan and all electrical instruments of the lab.
8. Report immediately about any leakage of water, always use tap water under low pressure to avoid the wastage of water.
9. Know your safety equipments in the lab like fire extinguisher, first aid kit etc.
10. Be focused and aware of your surroundings. Always work in open windows.
11. Never sit near the working platform.
12. Never taste or smell any chemicals. Don't touch it with bare hands.
13. Used filter paper, empty plastic bottles, burnt match stick, waste tissue papers, discarded medicines should be thrown into the blue dust bin, for organic waste use green dustbin and broken glassware throw separately in black dust bin.
14. Keep empty chemicals bottles, plastic bottles and glass bottles at separate places.
15. Concentrated acid should not be thrown directly in the sink.
16. Be careful while using Flammable chemicals don't use flammable chemicals over the burner, in place of burner heating mantle should be used.
17. Use bubbler to pipette out any solvent.
18. While using the sodium piece be careful and always cover the ignition tube with wire gauge.
19. Burners should be turned off after completing the work.
20. Always wash your hands thoroughly with soap before leaving the lab.
21. Inform immediately to lab in-charge in case of burning, suffocation or any other problem.


Mr. Vinay Shrivastava
Lab In-charge
9826198785


Dr. Dipak Sharma
Head of Department
Professor and Head
Department of Chemical Sciences
Maharaja Ranjit Singh College
of Professional Sciences
Khandwa Road, INDORE (M. P.)


Dr. Anand Nigohkar
Principal
PRINCIPAL
Maharaja Ranjit Singh College
of Professional Sciences,
Khandwa Road, INDORE



Maharaja Ranjit Singh College of Professional Sciences, Indore

Department of Biosciences

Laboratory Safety Rules, Procedures and Regulations

Laboratory safety is the responsibility of everyone working in the laboratory.

1. Clean the working table with 75% alcohol before starting the experiments.
2. Label the Petri plates, tubes, flasks etc. properly before starting the experiment.
3. Wearing laboratory apron and cap is mandatory in the lab. Don't work with open hair.
4. Do not drink or eat in the laboratory.
5. Cell phone use is not allowed in the lab. Please turn the cell phone to vibration or silent mode. If you receive a call or need to make a call, please do so outside the lab.
6. In case of injury, inform your teacher immediately.
7. When culture of organism is spilled over, clean it with disinfectant after putting off the Bunsen flame.
8. Keep used liquid cultures, supernatants and glass-wares in autoclavable containers.
9. Discard contaminated plates and plastic containers in autoclavable bags.
10. Discard organic solvents in liquid waste containers.
11. Do not pipette out microbial cultures, concentrated acids and alkali by mouth.
12. Materials like chemicals, stains, reagent bottles, unused glass-wares, etc. must be replaced in their original place.
13. Keep the chemicals in the chemicals rack in alphabetical order.
14. Clean microscope lens before and after use.
15. Broken blades, sharp instruments and broken glass pieces should be disposed in separate containers yellow container.
16. Do not expose yourself to UV rays.
17. Clean the table and inoculation chamber. Wash your hands before leaving the laboratory.
18. While leaving the lab, clean your hand with soap.
19. Discard paper waste in the blue container.
20. Discard broken glass material in separate blue container.
21. Discard plant waste or biodegradable waste in the green container.
22. Ensure gas knob is switched off properly.
23. Do not waste water while performing the experiment.
24. Switch off light and fans while leaving the lab.


Head

Dr. Sheetal Bhasin
HEAD

Department of Biosciences
Maharaja Ranjit Singh College
of Professional Sciences,
Indore


Principal

Dr. Anand Nighojkar

PRINCIPAL
Maharaja Ranjit Singh College
of Professional Sciences,
Khandwa Road, INDORE



Maharaja Ranjit Singh College of Professional Sciences, Indore

Department of Biosciences

Laboratory Safety Rules, Procedures and Regulations

Laboratory safety is the responsibility of everyone working in the laboratory.

1. To wear an apron before you enter the laboratory for protecting the clothes that you wear.
2. Before starting the experiment, clean the working table with 75% alcohol.
3. Labelling of Petri plates, tubes, flasks, etc. should be done before starting the experiment.
4. Wearing laboratory apron and cap is mandatory in the lab. Don't work with open hair.
5. Do not drink or eat in the laboratory.
6. Cell phone use is not allowed in the lab. Please turn the cell phone to vibration or silent mode. If you receive a call or need to make a call, please do so outside the lab.
7. In case of injury, inform your teacher immediately.
8. When culture of organism is spilled over, clean it with disinfectant after putting off the Bunsen flame.
9. Keep used liquid cultures, supernatants and glass-wares in autoclavable containers.
10. Discard contaminated plates and plastic containers in autoclavable bags.
11. Discard organic solvents in waste containers.
12. Do not pipette out microbial cultures, concentrated acids and alkali by mouth.
13. Materials like chemicals, stains, reagent bottles, unused glass-wares, etc. must be replaced in their original place.
14. Keep the chemicals in the chemicals rack in alphabetical order.
15. Clean microscope lens before and after use.
16. Broken blades, sharp instruments and broken glass pieces should be disposed in separate containers.
17. Do not expose yourself to UV rays.
18. Clean the table and inoculation chamber. Wash your hands before leaving the laboratory.


Head

Dr. Sheetal Bhasin

HEAD

Dr. Sheetal Bhasin
Department of Biosciences
Maharaja Ranjit Singh College
Of Professional Sciences,
INDORE


Principal

Dr. Anand Nighojkar

PRINCIPAL

Maharaja Ranjit Singh College
of Professional Sciences,
Khandwa Road, INDORE



MAHARAJA RANJIT SINGH COLLEGE OF PROFESSIONAL SCIENCES, INDORE
DEPARTMENT OF LIFE SCIENCE

The Life Science Laboratory has rules that are enforced as safety precautions.

These rules are:

- Obey all safety guidelines given in lab instructions and by your teacher.
- Take care when pouring liquids or powders from one container to another. When spillage occur, you need to call the teacher immediately to assist in cleaning up the spillage.
- Take care when using acids. A good safety precaution is to have a solution of sodium bicarbonate in the vicinity to neutralize any spill as quickly as possible.
- Biomedical waste such as used PTC media, contaminated explants etc., should be autoclaved in discharge bags and should be thrown into biomedical (Yellow) dust bin.
- Safety goggles and/ or gloves may need to be worn when doing experimental work, working with various chemicals, or while heating substances, as spitting may occur.
- Remember that when heating a substance in a test tube, the mouth of the test tube must face away from you and the members in your group.
- Do not overheat the solution when heating chemicals in a test tube.
- Ensure that you have worn a full sleeve lab coat and dressed appropriately; hair should be tied back and loose clothing that could potentially knock over the equipment or catch alight if too near a flame, should be avoided.
- Before doing any scientific experiment make sure that you know where the fire extinguishers are in your laboratory and there should also be a bucket of sand to extinguish fires.
- All equipments, including microscopes should be handled with care.
- If scalpel blades, pins and knives are used, be careful while handling them, else you can get a deep cut. If you do cut yourself and draw blood, call the teacher immediately for first aid. The used surgical tools should be disposed properly in yellow dust bin.
- While working with chemicals and gases that are hazardous, a fume cupboard should be used.
- Broken glass should only be cleaned up with a dust pan and broom. Never touch broken glass with your bare hands. All sharp wastes should be thrown properly in dry (blue) dust bin.
- Never eat or drink anything in the science lab. Table tops and counters could have harmful substances on them.
- Be sure to completely clean materials like test tubes and beakers after the experiments. Leftover substances could interact with other chemicals in future experiments.
- Alert your teacher immediately if anything out of the ordinary occurs. An accident report may be required if someone is hurt. Also, the teacher must know if any material is damaged or discarded.
- Dry waste should be discarded in dry waste (blue) bin and plant material and other biodegradable waste should be thrown in wet (green) dust bin.
- Experimental used vegetable waste and soil waste should be disposed in wet (green) bins properly.
- Water should not be wasted and taps should not be kept running leniently, to save natural resource.
- Plants growing outside the lab should not be damaged or plucked for plant parts.
- No student is allowed to enter culture room without permission from the teacher or from the Head of the Department.
- Students with shoes and accessory items like bag, goggles, watch etc. are not allowed to enter in the culture room.
- Not more than two students are permitted to enter the culture room at one time.
- Culture room has photo timer clock, which shuts and put on the lights on set time, so students are not permitted to touch the switches.
- Before moving out of the lab area, tubelights and fans should be switched off to save energy.



Dr. Monica Jain
Head
Department of Life Sciences

Department of Life Science
Maharaja Ranjit Singh College
of Professional Sciences, Indore (M.P.)



Dr. Anand Nigajkar
Principal

PRINCIPAL
Maharaja Ranjit Singh College
of Professional Sciences
Khandwa Road INDORE



**MAHARAJA RANJIT SINGH COLLEGE OF
PROFESSIONAL SCIENCES, INDORE**
Policy Documents

Department of Physics

- Obey all safety guidelines given in lab instructions and by your teacher.
- Identity card is compulsory.
- Never eat or drink anything inside the lab.
- Switch Off Light and fan before leaving the lab.
- Take off Patch chord after use and keep it on its right place.
- All equipment, including spectrometer should be handled with care.
- Never look directly in the beam of a laser and light from a lamp used for the experiment.
- Do not short the electrical leads on any equipment.
- Turn off Electrical Equipment after used
- All damaged equipment should be immediately reported to the laboratory Incharge.
- Do not wear loose hair or clothing around moving equipment
- Do not set equipment too close to the edge of the table.
- Never touch a possibly live circuit and do not touch electrical equipment with wet hands
- Dry waste should be discarded in dry waste (blue) bin and e-waste should be discarded in e-waste (black) bin.


Ms. Mahima Jain

Head

Department of Physics

Head
Department of Physics
Maharaja Ranjit Singh College
of Professional Sciences, Indore (M.P.)


Dr. Anand Nigohkar

Principal

PRINCIPAL
Maharaja Ranjit Singh College
of Professional Sciences
Khandwa Road



**MAHARAJA RANJIT SINGH COLLEGE OF
PROFESSIONAL SCIENCES, INDORE**
Policy Documents

Department of Electronics

- Obey all safety guidelines given in lab instructions and by your teacher.
- Identity card is compulsory.
- Never eat or drink anything inside the lab.
- Switch Off Light and fan before leaving the lab.
- Take off Patch chord after use and keep it on its right place.
- Do not short the electrical leads on any equipment.
- Turn off Electrical Equipment after used
- All damaged equipment should be immediately reported to the laboratory in charge.
- Do not wear loose hair or clothing around moving equipment
- Do not set equipment too close to the edge of the table.
- Never touch a possibly live circuit and do not touch electrical equipment with wet hands
- Dry waste should be discarded in dry waste (blue) bin and e-waste should be discarded in e-waste (black) bin.

Dr. Pradeep Purey

Head

Department of Electronics

Assistant Professor
Department of Electronics
Maharaja Ranjit Singh College
of Professional Sciences, Indore (M.P.)

Dr. Anand Nigojhkar

Principal

PRINCIPAL

**Maharaja Ranjit Singh College
of Professional Sciences,
Khandwa Road, INDORE**



MAHARAJA RANJIT SINGH COLLEGE OF PROFESSIONAL SCIENCES

DATE: 25.01.2020

LIBRARY INFORMATION

Lending Service

- The issue of the books is an important service of the library and our library is open from 9:00 am to 4:30 pm for working day.
- Photocopying facility is available to students on demand.
- All library records are saved in Excel file.

Rules and Regulation for Library

SILANCE PLEASE

1. The students found talking in the library, will be expelled from the library.
2. Keep the books on proper place after use.
3. Any students found tearing pages from books OR found stealing books his/her membership will be cancelled with immediate effects.
4. Students are not allowed to bring with them anything like Polythene Bag, File Cover, Books, Printing Material and bags etc. Into library. Only a Note-Book and Pen are allowed inside the library.
5. If the book is torn at the time of returning the students will have to return it after binding. Therefore it is the responsibility of students to check the books before getting it issued.
6. In case a book is lost by students He/ SHE will have to replace the new edition of the book OR He/ She will have to deposit an amount equal to double the price of the book.
7. The books are to be returned in time (i.e. on or before due date) Otherwise a fine of Rs. 5/- per day will be charged.
8. It is compulsory to return the library card at the time of "No Dues" otherwise no dues certificate will not be issued. Therefore keep the library card in a safe place. If the library card is lost inform the librarian. New library card will be issued one month with of fine Rs. 50/-.
9. New library card issued for new students on 27th Jan. to 30 Apr. 2020.




Librarian

Maharaja Ranjit Singh College of Professional Sciences, Indore

Department of Computer Science

Instructions

- Keep your mobile phones silent.
- Don't talk loudly.
- Do not eat or drink in lab
- Do not make any changes or save any data in c: drive/ (Desktop comes under drive C)
- Keep your Bags & Shoes outside at proper place.
- Do not wear shoes in lab.
- Do not detach any device.
- Shut down computer after use and organize before leaving your area.
- Do not access social networking sites. (Facebook,/Twitter/ Whatsapp/ Instagram/YouTube or any other).
- You can access sites with teacher's permission only.




Head
Department of Computer Science
Maharaja Ranjit Singh College
of Professional Sciences, Indore (M.R.S.C.P.S.)



Maharaja Ranjit Singh College of Professional Sciences, Indore



Code of Conduct for Students



Department of Physics



Department of Chemistry





Maharaja Ranjit Singh College of Professional Sciences, Indore



Code of Conduct





Maharaja Ranjit Singh College of Professional Sciences, Indore



Code of Conduct

