



CODE OF CONDUCT



GOVT. DEGREE COLLEGE KULGAM Jammu & Kashmir 192231

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GOVERNMENT DEGREE COLLEGE KULGAM

This Handbook indicates the standard procedures and practices of the Government Degree College Kulgam for all the stakeholders of the Institute. All stakeholders must know that it is incumbent upon them to abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it. The Institute's endeavor by means of enforcing this Code is to pioneer and administer a disciplined process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All stakeholders are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

CODE OF CONDUCT FOR PRINCIPAL

- The Principal should understand the objectives and policies of the institute and contribute constructively to its evaluation and reformation.
- The Principal should act with competence and strive to advance both in self and in others.
- The Principal should make all the decisions based on the best interest of the students.
- The Principal should always be honest, fair, law abiding, objective, supportive and protective.
- The Principal should devote time, thought and study to the duties and responsibilities of one's job and be able to render effective and credible services.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the institute.
- The Principal should form various college level committees which are necessary for the development of the institute.
- The Principal should empower all the staff members and students to reach their maximum potential.
- The Principal should be fair in disciplinary action for both staff and students.
- The Principal should maintain the confidentiality of the privileged information that infringes upon another's right to privacy and not disclose information to secure personal and financial goal.
- The Principal should encourage faculty members to update their knowledge by attending professional development programmes like seminars/workshops/conferences.
- The Principal should provide leadership, direction and coordination within the institute.

- The Principal is responsible for the development of academic programs of the institute.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should convene meetings of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward annual performance report of all staff members of the Institute and submit it to the Management.

CODE OF CONDUCT FOR FACULTY

- The Teachers should be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success.
- The teachers should acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development.
- The Teachers should act with honesty and integrity in all aspects of their work.
- The Teachers should represent themselves, their professional status, qualifications and experience honestly
- The Teachers should provide professional education services in a nondiscriminatory manner.
- The teachers should make reasonable effort to protect the student from conditions harmful to health and safety.

- The Teachers should disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- The teachers should take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- The teachers should not use professional relationships with students, parents, and colleagues to private advantage.
- The teachers should delegate authority for teaching responsibilities only to licensed personnel.
- The teachers should not deliberately suppress or distort subject matter.
- The teacher should not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- The teachers should not knowingly make false or malicious statements about students or colleagues.
- The teachers should accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.
- The Teachers should avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students
- The Teachers should seek to develop positive relationships with pupils/students, colleagues, parents, school management and others in the school community, that are characterized by professional integrity and judgment.
- The Teachers should work to establish and maintain a culture of mutual trust and respect in their schools.
- The Teachers should uphold the reputation and standing of the profession.
- The Teachers should work within the framework of relevant legislation and regulations.
- The Teachers should apply their knowledge and experience in facilitating pupils'/students' holistic development.
- The Teacher should plan and communicate clear, challenging and achievable expectations for pupils/students.
- The Teachers should create an environment where pupils/ students can become active agents in the learning process and develop lifelong learning skills.

- Whenever a teacher intends to take leave, he should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The Teachers should get the feedback from students and act / adjust the teaching appropriately.
- The Teacher should engage the full lecture and should not leave the class early.
- The Teachers should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The Teachers should encourage students asking doubts / questions.
- The Teacher should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The Teachers should motivate the students and bring out the creativity / originality in the students and should make him/her available for doubt clearance.
- The Teachers should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The Teacher should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.
- The Teachers is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF/ SUPPORTING STAFF

- Staff members should display the highest possible standards of professional behavior that is required in an institution.
- Staff members should not use their position in the institute for private advantage or gain.
- Staff members should seek to cooperate with their colleagues, providing support, help and guidance as required by them.
- Staff members should retain professional independent objectivity and not to promote dogma or political bias to others in their working activities.
- Staff members should be aware of and should follow institute policies systems and procedures.
- The accountant should prepare, examine and analyze accounting records, financial statements and other financial reports.

- Accountant should prepare accounts, taxes and tax returns ensuring compliance with payment reporting and other tax requirements.
- Lab assistant should help the lab in charge to carry out the lab related work.
- Clerk should maintain service book of all staff of the institute.
- Peon should report early in the institute and maintain cleanliness of labs, class and staff rooms.

CODE OF CONDUCT FOR STUDENTS

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students should only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- No person should be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Disciplinary action will be initiated against students indulging in eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits should be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students' and with the written consent of the management.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students should not bring outsiders to the College or hostels.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 15 days from the date of admission.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.
- The student should be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- The student should be attentive, fair and cooperative to teachers and peers on various academic and nonacademic activities.
- Students should believe in loving, sharing and caring.
- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly.
- Students are expected to wear formal dress while on college campus.
- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.
- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student must report about his sickness to the Institute.

- The student should complete all the Practical's and Term – work such as Journals, Assignments and Projects.
- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Students are strictly prohibited from indulging in ragging activities. A student found guilty by the committee will attract one or more of following punishments (a) cancellation of admission. (b) Debarring from appearing in any examination or test. (c) Suspension from attending any classes and academic privileges etc.