

GOVERNMENT DEGREE COLLEGE ANANTNAG

Handbook

for

Code of Conduct

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Core Values

Code of Conduct for Principal

The Principal of the college is governed by J&K GOVERNMENT CIVIL SERVICE RULES, 1979. The recruitment, promotion and superannuation are governed by service rules of the Dept. of Higher Education, Govt. of J & K, and The University of Kashmir Act, 1969 (Act No. XXIV of 1969) outlined as under:

- SRO-284, dated - 09/09/2009 – J & K Govt. Degree Colleges (Adoption of UGC Revised Pay Scales) Rules, 2009
- SRO-51, dated - 04/03/2014 – Amendment in the J & K Govt. Degree Colleges (Adoption of UGC Revised Pay Scales) Rules, 2009
- SRO-243, dated - 31/5/2018 – J & K Govt. Degree Colleges (Adoption of UGC Revised Pay Levels) Rules, 2018
- SRO-294 - J&K Reservation Act (2005)
- J & K Civil Service Regulations (Vol. I)
- J & K Civil Service Regulations (Vol. II).
- The University of Kashmir Act, 1969

Besides this:

- The Principal is the academic and administrative head and DDO of the institution, and works for the growth of the institution.
- Principal is authorized to implement the policies framed by the central/state government from time to time, but takes due suggestions from various academic/administrative bodies in this behalf.
- Principal is authorized to nominate coordinators, conveners and other functionaries in the college administration.
- Frequently conducts academic audit and meetings of the college committees as per the norms in vogue.
- To coordinate and motivate the faculty, establishment staff and the supporting staff so as to play their respective roles more effectively.
- Principal also ensures quality assurance assisted by coordinator and members of IQAC.

- Principal works for the common goal of providing effective technical education and guidance, to enable the students to carve out promising career and lifelong learning.

Code of Conduct for Teachers

The employees of the college are governed by service rules of J & K GOVERNMENT CIVIL SERVICE RULES, 1979. The recruitment, promotion and superannuation of teaching staff are governed by service rules of the Dept. of Higher Education, Govt. of J&K and The University of Kashmir Act, 1969 (Act No. XXIV of 1969) outlined as under:

- SRO-284, dated - 09/09/2009 – J & K Govt. Degree Colleges (Adoption of UGC Revised Pay Scales) Rules, 2009
- SRO-51, dated - 04/03/2014 – Amendment in the J & K Govt. Degree Colleges (Adoption of UGC Revised Pay Scales) Rules, 2009
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Besides this, there is a separate code of conduct for teachers adopted by the college

- ❖ Teachers must report and leave at proper time as per the official schedule and mark their in and out timings on biometric attendance. Also prior permission should be obtained for reporting late to duty or leaving early from duty, which along with other leaves are granted as per the existing leave rules.
- ❖ Besides academics, teachers must proactively take part in other co-curricular and organizational activities assigned to them from time to time.
- ❖ It is obligatory on the part of the teachers to complete the syllabi in time.
- ❖ Staff members are encouraged to contribute towards research by taking-up research projects and consequently publishing their work in reputed journals. For quality improvement and personality development, they are permitted to participate / present papers in seminars & conferences, attend subject specific refresher courses and other quality improvement programmes.

- ❖ No teacher should involve himself / herself in any act of moral turpitude which may cause impairment or bring disrepute to the institution.
- ❖ Teachers must follow formal dress code.

Code of Conduct for Students

- ❖ The students are expected to be “Mindful of Others” while in college campus.
- ❖ The students must always carry their identity cards with them in the college campus.
- ❖ The students must be dressed in proper uniform as prescribed by the college administration. Those who don’t follow the proper dress code won’t be allowed to enter the college premises. College has separate dress code for boys and girls: **Boys** - Grey Pants (Formal), White Shirt, Bottle Green Sweater, Navy Blue Coat / Jacket, Black Leather / PT Shoes, Socks (any colour); **Girls** - Grey Trousers, White Frock, Bottle Green Sweater, Navy Blue Coat / Jacket, Black Leather / PT Shoes, Socks (any colour)
- ❖ It is mandatory for every student to attend at least 75% of the lectures delivered/practicals conducted. Failure to do so will disqualify the student to appear in the semester-end-examination.
- ❖ The students should check the college notice boards on daily basis to keep themselves abreast with the latest developments.
- ❖ The students must use only the designated space in the college canteen.
- ❖ Water is precious and students must not waste it or use unnecessarily.
- ❖ If a student is found to have fraudulently got admission in college by submitting wrong information, he / she shall be immediately expelled from the rolls of the college. The college may take further action as it may deem fit against the said student and his / her guardian.
- ❖ Ragging and eve teasing within the college premises is strictly prohibited as per law. Any student found indulging in such practice shall be subject to strict disciplinary action upto and including expulsion from the college and shall be liable to pay fine.

- ❖ Activities like plucking of flowers, harming the green zones / herbs and violating the animal rights within the college campus are strictly prohibited. Any student involved in such activities shall be liable to pay fine.
- ❖ Damaging / defaming college property in any manner is prohibited. Any student involved in such activities shall be liable to strict disciplinary action under rules.
- ❖ College is no-smoking and polyethene-free zone and hence carrying polyethene bags and smoking within the campus is strictly prohibited. Any student involved in such activities shall be liable to strict disciplinary action under rules.
- ❖ The students must follow the rules and regulations of the college. Strict action will be taken by the college administration if any student violates code of conduct.

Core values

Since education is the survivor of societies and a keystone in future building for all, we commit to the core values of our institution.

- ❖ We are committed to excellence in academics, innovation in all teaching-learning process, research & outreach programs, and continuous self-improvement in all areas.
- ❖ Cultivating a learning community in which the honesty, fairness, respect, and professional and scholarly ethics of all students are recognized and supported. The dignity of all people is respected and the conduct is based on integrity, mutual respect and civility which are driven by the highest ethical standards.
- ❖ We embrace human diversity irrespective of cast, creed and religion, and value its necessity to ensure a vibrant learning community. We are always committed to provide the college community that is safe, secure, caring, supportive, and welcoming.
- ❖ The college decisions and activities are focused to enhance the personal and professional growth of students as well as the faculty by lifelong learning, leadership skills and various developmental programs.
- ❖ Inculcating the values among students towards the conservation of forests, heritage and environment, making them proactive towards cleanliness, and promoting among them camaraderie and harmony for different social, cultural and economic background students / people.
- ❖ We are committed to promote gender, region, social, economic and ethnic equity.
- ❖ We are also committed for woman development.