

**Handbook on Code of Conduct for Teachers, Students
& Non- Teaching staff**

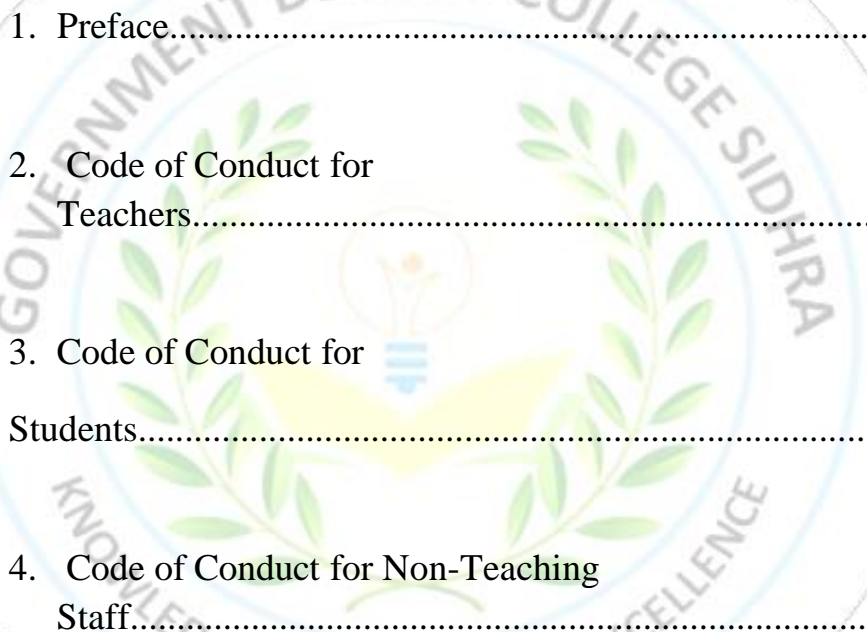


**GOVERNMENT DEGREE COLLEGE SIDHRA,
JAMMU**

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Estd. 2019

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Preface

The code of conduct for Teachers, & Non-teaching staff should be defined by character, morality and righteousness. The code of conduct has been prepared to know the rules and regulations of the college to the Students, Teachers & Non-teaching staff. It is expected that all these three very important component i.e, students, teaching, and non- teaching staff should strictly act in accordance with the code of conduct mentioned in this handbook religiously. In fact, all these rules and regulations will give strength to our institution in achieving excellence in all the spheres.

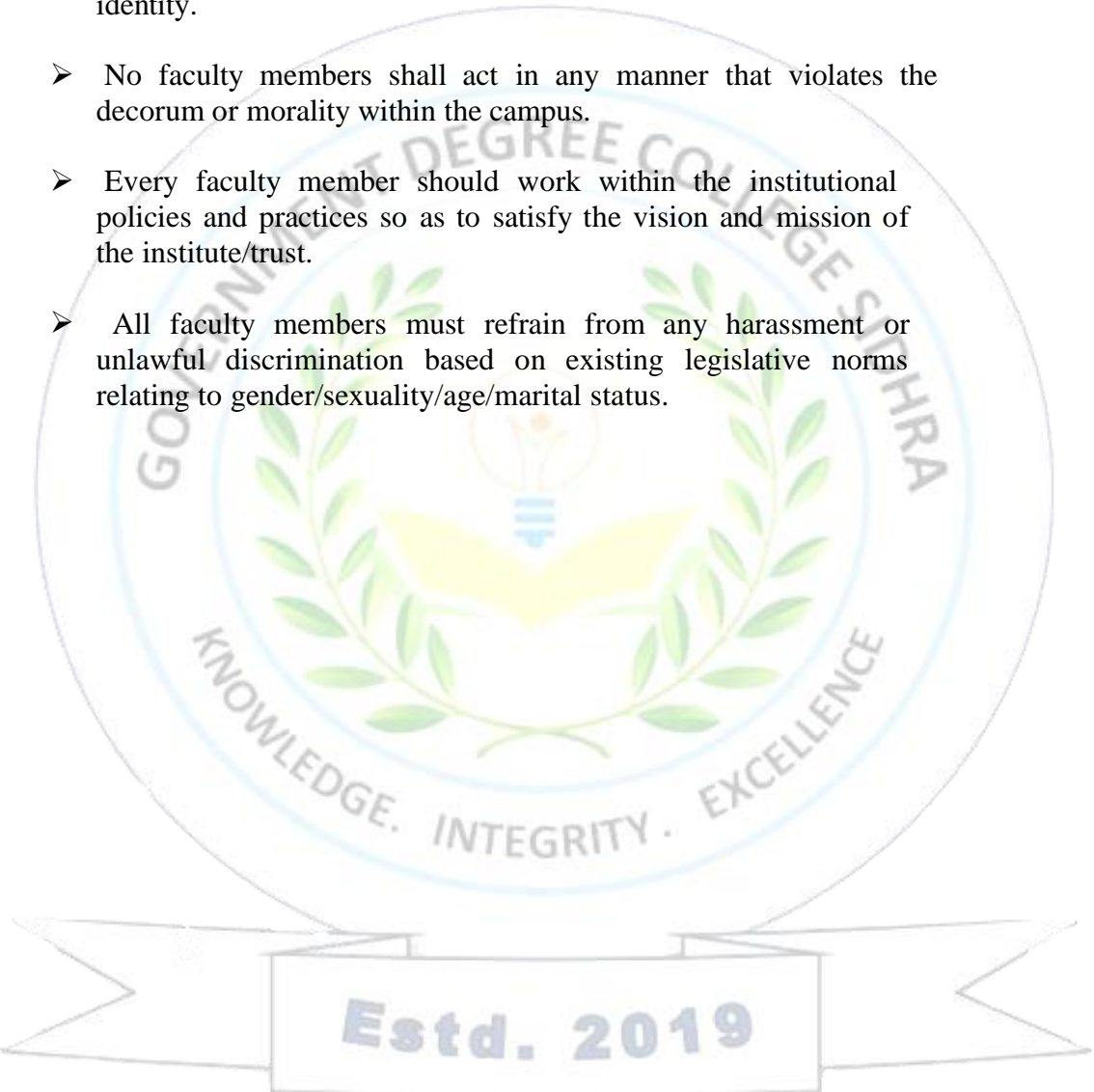
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Code of Conduct for Teachers:

- All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members.
- All faculty members must maintain high standards of punctuality, honesty and professional ethics.
- Every faculty member shall discharge his/her duties efficiently & effectively as per the norms laid down by the Higher Education Department of UT of J&K and University of Jammu.
- Every faculty member should report to the college at least 10 minutes before the commencement of college timing.
- All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
- Teacher should take proper care of his/her group of students by guiding, motivating, counseling and monitoring their attendance and performance.
- Every faculty member should be responsible to conduct regular classes and practicals and also take extra classes whenever necessary.
- Every faculty member shall respect the right and dignity of the student in expressing his/her opinion.
- Every faculty member shall deal impartially with students

regardless of their religion, caste, economic, social and physical identity.

- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
- All faculty members must refrain from any harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.



Code of Conduct for Students:

All students must abide by the rules and regulations of the College. The college authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

1. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.
2. Classes start from 9.30 a.m. and may continue up to 3.00 p.m. Students are advised to come to the Institute by 9.20 a.m. to attend the classes.
3. Every student must carry his or her Identity card inside the campus. Any violation of this will lead disciplinary action.
4. Students must help to keep the institute campus neat and clean.
5. Students should wear Institute uniform.
6. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
7. Students are expected to read notices/circulars displayed on the notice board.
8. Spitting, smoking and throwing bits of paper, writing on walls and desks in the premises should be avoided.
9. Misuse or unauthorized use of the institute premises or items of

property, including computer misuse, Library misuse etc should lead to disciplinary & penalize action.

10. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.
11. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
12. Any other act which may be considered by the Campus Director /Director/HOD or any other Competent Authority to be an act of violation of discipline and conduct.
13. The teacher shall abide by The Code of Professional Ethics laid down by AICTE/Other Apex Bodies from time to time.



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Punishment for Violation of Rules and Regulations:

The Competent Authority may impose any of the following punishments on any student if found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the institute.

1. Debarring from appearing university examination.
2. Deduction of Internal marks.
3. Expulsion/ Rustication from the college.
4. Fine up to Rs. 20,000/-. (In case of Ragging as per Supreme Court order/rules)
5. Lodging of FIR with the Police.
6. Anti-Ragging is Criminal offence

Ragging Constitutes any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student,
2. Indulging in indiscipline activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student,
3. Asking any student to do any act which such student will

not do in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student,

4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of person,
5. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any another student,

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6. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment for Violation of Rules and Regulations of Ragging:

1. Cancellation of admission,
2. Withholding/withdrawing scholarship/freeship and other benefits,
3. Suspension/Expulsion from the hostel,
4. Lodging of FIR with the Police,
5. Fine up to Rs.20, 000/-.

Anti-Ragging Committee & Squad: Anti-Ragging Committee is established as per the guidelines of AICTE, University or any other Competent Authority. All the students are encouraged to approach them without any hesitation in case of ragging

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Code of Conduct for Non-Teaching Staff:

- Staff members should display the highest possible standards of professional conduct.
- All Staff members should be punctual and discipline towards their work.
- Every staff member employed in the college shall discharge his/her duties efficiently and carefully as per the rules and regulations laid by the Higher Education Department.
- All Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Every Staff member should cooperate with students, colleagues & superiors.
- All the staff members should respect for the rights and opinions of others.
- Every staff member should follow all norms and job details assigned by the Principal, Director & Superiors from time to time with full dedication.
- All Staff members must refrain from any form of

harassment or unlawful discrimination / anti national activity based on existing legislative norms relating to gender/sexuality/ age/ marital status or otherwise.

Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action like Explanation, Show Cause Notice, Enquiry Committee, Suspension, etc. or any other action as per the service rules established by the govt of JK.



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