

Criteria 7.1.10

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OFFICE OF THE PRINCIPAL GOVT. DEGREE COLLEGE BISHNAH

CODE OF ETHICS

The Code sets out the principles of public service ethics that should guide the work of all teachers in meeting the educational needs of their students. These principles are:

- service to the public
- responsiveness to the government and the needs of the public
- accountability
- fairness and integrity
- efficiency and effectiveness

These principles are not in order of importance as each is fundamental to good professional practice. These ethical principles help us decide whether our actions are right or wrong. They tell us what is expected of us, and help us think through difficult situations and reach proper conclusions. The Code expands on these obligations by stating expectations for professional conduct that apply to teachers including college principals as well as non teaching staff.

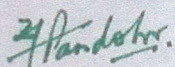
The obligations of the Code apply at all times. This includes times when a teacher is not at college or not performing work duties. It includes times when a teacher is on leave. While the Code focuses primarily on how a teacher performs their work duties.

Being the employee of Department of Higher Education J&K UT, the staff of this college follows the code of conduct laid down in J&K government service rules.

[https://jakfinance.nic.in/IMP_REFERENCE/THE-JK-GOVERNMENT-EMPLOYEES-\(CONDUCT\)-](https://jakfinance.nic.in/IMP_REFERENCE/THE-JK-GOVERNMENT-EMPLOYEES-(CONDUCT)-)

RULES-1971.pdf, <https://www.ugc.ac.in/oldpdf/xplanpdf/humanrights.pdf>. If, the Department considers that the Code has been breached, disciplinary action may be taken. Any disciplinary action shall be taken in accordance with the principles of natural justice and procedural fairness and in a manner that promotes the values and general principles. In deciding whether the Code has been breached, due consideration will be given to the circumstances of the breach and the views of the teacher concerned. Furthermore, the college has an Internal Compliant Committee to monitor the compliance by the faculty.

The student's code of conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the with-drawl of privileges or the imposition of sanctions. The college is a community of students, faculty and staff involved in learning, teaching, research and other activities. All members of this community of students, faculty and staff involved in learning, teaching, research and other activities. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity and inclusiveness are valued, so as to assure the success of both the individual and the community. Furthermore, the college has Discipline Committee which plays an important role in maintaining the discipline in the College.


Principal
Principal
Govt. Degree College
GDC Bishnah
Bishnah



OFFICE OF THE PRINCIPAL
**GOVT. DEGREE COLLEGE
BISHNAH**

ORDER

The following committees are constituted for smooth functioning of the College for the academic session 2020-21.

1. Discipline/Dean Students Welfare/Prize distribution Committee

Prof. D.S. Manhas	Convener	
Prof. Sarita Khajuria	Member	
Prof. Sapna Bhargava	Member	
Prof. Amit Kumar Sharma	Member	
Prof. Sunil Kumar Saliada	Member	
Prof. Sumit Gupta	Member	
Prof. Sunil Kumar	Member	
Prof. Shallu Rani	Member	
S. Karan Singh (S.A./Cashier)	Member	
Mr. Amit Sharma (to Assist S.A.)	Member	

PRINCIPAL
Govt. Degree College
DR. Anuradha Pandoh

CODE OF CONDUCT



Government Degree College Bishnah

Code of Conduct

For the guidance of Principal, Teaching, Non-Teaching staff & Students

INTRODUCTION

A professional code of Ethics offers a set of guidelines to college or organizations which can be used to make appropriate and just decisions at work place. Setting a professional code of Ethics provide a road map to approach and deal with problems in a morally and socially acceptable manner thereby imbibing honesty and integrity in the institutional ethos and work culture leading to a healthier work environment. Such code helps outline the mission and values of an organization and provides the groundwork for a preemptive warning in case of deviance/non-compliance. Teachers as professionals engaged in the teaching learning process are required to show impartiality, integrity and ethical behavior in the classroom and in their conduct with parents and colleagues. This Code of Professional Practice is important for all teachers including principal employed by the Department of Higher Education. As public service employees, teachers hold a special position of trust. In their respective roles, teachers exercise powers that have a significant impact on the lives of children and young people and consequently there is a community expectation that these powers will be properly and prudently used.

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These principles are not in order of importance as each is fundamental to good professional practice. These ethical principles help us decide whether our actions are right or wrong. They tell us what is expected of us, and help us think through difficult situations and reach proper conclusions. The Code expands on these obligations by stating expectations for professional conduct that apply to teachers including college principals as well as non teaching staff. The obligations of the Code apply at all times. This includes times when a teacher is not at college or not performing work duties. It includes times when a teacher is on leave. While the Code focuses primarily on how a teacher performs their work duties.

Code of Conduct for Principal

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
3. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
4. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
5. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.

CODE OF CONDUCT FOR TEACHING FACULTY

Being the employee of Department of Higher Education J&K UT, the staff of this college follows the code of conduct laid down in J&K government service rules.

[https://jakfinance.nic.in/IMP_REFERENCE/THE-JK-GOVERNMENT-EMPLOYEES-\(CONDUCT\)-RULES,-1971.pdf](https://jakfinance.nic.in/IMP_REFERENCE/THE-JK-GOVERNMENT-EMPLOYEES-(CONDUCT)-RULES,-1971.pdf), <https://www.ugc.ac.in/oldpdf/xplanpdf/humanrights.pdf>.

A definitive code for this Institution encompasses the following:

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/She shall be strictly honest and impartial in his/her official dealings.
2. Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every teacher shall engage classes regularly and punctually and inculcate lessons to the students so as to maintain and strengthen standards of academic excellence.
4. It is their duty to extract work from the Non-Teaching staff (4th class) in keeping the Department neat and tidy.
5. Every teacher shall help the authorities in enforcing and maintaining discipline among students.
6. They shall not prevent any student from expressing his/her viewpoint although it may differ from that of his/her own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
7. The teacher should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
8. The teacher should instill a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his/her social responsibility.
9. The teacher should conform to the ethos of his/her profession and act in a dignified manner. She/he should keep in mind that society has entrusted her/him with their children.

10. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, projects etc. She/he should not indulge in over-making, under making or other attempts at victimization on any ground.
11. No teacher or other person employed in a college shall engage himself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.
12. No teacher should involve himself herself in any act of moral turpitude on his /her part which may cause impairment or bring discredit to the institution.
13. All the staff members are bound to follow eco-friendliness and eco-consciousness in the campus.

GENERAL CODE OF CONDUCT FOR STUDENTS

Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to preserve the goodwill and reputation of the college.

- Students are expected to be aware of the rules & regulations of the college and abide by them. Ignorance of rules is not an excuse.
- Students, both boys and girls, should come to the College in the uniform. They should adhere to the cultural values and ethos of the College.
- They must conduct themselves with decency and decorum. Any instance of indecent behaviour on the part of boy students towards girl-students or vice versa will be strictly dealt with. They should respect others without their caste, religion or sex. Use of abusive words among students is strictly prohibited. Cases of ragging are evidently criminal and hence liable to severe disciplinary action.
- Students are expected to be punctual in classes. Latecomers, will be admitted only in exceptional cases. No student shall leave or enter the classroom without the permission of the teacher.
- Students are expected to keep the college building and premises neat and tidy. Pasting posters or notices, making marks on the walls or furniture are strictly prohibited and shall be liable to punishment.

- Loitering on verandahs, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus.
- While moving from one class to another, strict silence must be observed.
- Whenever students are free, they are expected to go to the Library.
- While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
- Students are expected to read all the circulars put up on the Notice Board as well as college website, and act accordingly.
- All the students are bound to follow eco-friendliness and eco-consciousness in the campus.
- Use of cellphones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cellphones would be confiscated, if students are found using them inside the classroom.
- Possession of cellphones inside the examination hall is strictly banned. Bringing and keeping cellphones, cash and other valuables in their bags at the time of examinations will be at students' own risk. College authorities cannot help in cases of theft and consequent loss. Students are advised not to bring cell-phones and other valuables at the time of examinations.
- Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden. Students found in possession or using them would be summarily dismissed from the College.
- Students shall not involve in any form of ragging inside or outside the College campus.
- Ragging in any form is a serious offence and those found indulging in it will be summarily expelled from the College as per the directions of the Government. Do not rag and get ragged. All instances of ragging, including eve-teasing, whether inside or outside the campus, must be brought to the notice of the Principal, either in writing or oral.
- Those who bring vehicles to the College are advised not to indulge in rash driving.
- Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the Principal.

- Students are expected to hand over to the College Office any property found in any place inside the campus.
- Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the Head of Department.
- Usage of Identity cards are mandatory for the student community. While on campus, the students should wear their identity cards. No administrative or office services will be provided if identity cards are not produced. Entry into the campus and library will be restricted using identity cards.
- Students found involved in violent behaviour inside or outside the class and in group violence inside the campus, leading to bloody clashes, would be severely dealt with. Disciplinary action would be initiated against all those involved in them, leading to expulsion from the College.
- A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.
- The college has Discipline Committee comprising of convenor (senior teaching faculty member and other committee members (teaching faculty from different departments of the college) which plays an important role in maintaining the Discipline in the College.

Rules Regarding Attendance and Leave of Absence

- It shall be the duty of every student to attend classes regularly and punctually.
- No student shall absent from any class without proper application for leave. If absence is necessitated by unforeseen circumstances, an application for leave must be submitted not later than the first day of his/her return to the college. In case of sickness exceeding five days, the HOD/Principal may demand a Medical Certificate in support thereof.
- Leave applications should be countersigned by parent or guardian.
- Leave applications should be submitted by students to their respective HODs.
- If a student absents without informing of leave for a period of ten working days, he/she is liable to be taken off the rolls.

- As per the guidelines provided by University of Jammu, a student must attend at least 75% of the working days to be eligible to appear in the University examination.

GENERAL CODE OF CONDUCT FOR NON-TEACHING STAFF

Being the employees of the Government of J&K, all the support staff of GDC Bishnah, should follow the code of conduct stipulated by the UT Government. The College has put forward its code of ethics for the support staff along the following lines.

Professional Conduct

- The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.
- They should avail leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- All duties entrusted by the Principal to non-teaching staff should be carried out without objection.
- All communications, forms, circulars, statements and communications assigned by the Principal are to be provided to the various Department Heads by the non-teaching staff entrusted.