

Govt. P. G. College Rajouri

Code of Conduct for Students

The following shall be the rules governing the code of conduct for students:

1. A student must maintain the highest standards of discipline and dignified manner of behaviour. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. Students are expected to adhere to the timetable for attending lectures/tutorials/practical and other extracurricular activities.
3. Students must carry their Identity card inside the campus.
4. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead to disciplinary action.
5. Students not attending classes for more than four consecutive weeks must inform the Principal/Teacher In charge in writing or else their names shall be struck off the rolls of the College.
6. Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in the activities of the college.
7. Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
8. Students must help to keep the campus neat and clean.
9. Students are expected to read notices/circulars displayed on the notice board.
10. Spitting, smoking and throwing bits of paper in the premises should be avoided.
11. Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
12. Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.
13. Students are required to earn the minimum attendance of 75% in each subject (theory/practical) to be eligible to appear in semester end examinations (Majors) and internal examinations (minors).

Library Rules

- The students shall maintain discipline and silence in the library.
- No student shall mutilate, disfigure, deface by writing in the margins, by under- lining sentences, by marking passages or damaging a book, a periodical or any property of the library, in any way.
- Use of cell phones is strictly prohibited.
- Bringing any type of eatables inside the library is strictly prohibited.
- Internet facilities provided in the library must be used for consultation of course of study only.

- Activities such as playing games and use of social networking sites or chatting is strictly prohibited.
- If a book issued to a student is found mutilated at the time of return he/ she shall have to replace or pay the price thereof with a fine of Rs. 100. Therefore, members are requested to check the books thoroughly before getting them issued.

Following shall constitute an act of indiscipline:

1. Keeping or using any fire arms, lethal weapons, knives etc.
2. Keeping or using intoxicants in any form.
3. Gambling in any form.
4. Ragging, bullying or harassing of other students.
5. Strike or hunger strike.
6. Boycotting of any College function, program or activity.
7. Using intemperate language.
8. Recourse to violence, assault, intimidation, rioting.
9. Showing or causing to show any disrespect to a teacher or staff member of the College inside or outside the Campus including hostel.
10. Damaging any College property.
11. Restoring to unfair means in an examination.
12. Molestation/eve-teasing/abusing.
13. Physical injury to fellow students or employees or anyone in the Campus
14. Misconduct or misbehaviour in the class room or anywhere in the College Campus.

Code of Conduct for Teaching Staff

The contribution that the teaching profession makes to society is significant. Whoever accepts teaching as a profession assumes the obligation to conduct himself/herself as per the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that have already been set forth and which he/she seek to inculcate among students must be his, her ideals. Teachers should be caring, fair, and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality, and specific needs of students and promote their holistic development. He should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, etc.

A teacher as per notified code of conduct shall mandatorily-

- Work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Employ themselves honestly and efficiently under the headship of the Principal.
- Perform his/her academic duties such as lectures, demonstrations, practical, conduct of examinations, evaluation and invigilation. In addition, they have to undertake responsibilities of administrative work, providing mentoring and counselling to students and participating in extra-curricular activities and institutional support activities as required.
- Must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- Be impartial in the assessment of students.
- Shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- Shall not engage in any political activity within the college campus.
- Observe the working hours according to the prescribed time table and any other additional duty assigned to them.

- Follow Mentor- mentee System, take proper care of their group of students by guiding, motivating, counselling and monitoring them.
- Shall not act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Take leave as per rules with prior intimation, keeping in view their specific responsibility for completion of academic schedule.
- Respect the right and dignity of the student in expressing his/her opinion.
- Encourage students to achieve their goals, develop their traits and at the same time contribute to community wellbeing.
- Refrain from inciting students against other students, colleagues or administration.

Misconduct: Failure to conform to the above-mentioned Rules shall be construed as misconduct, The violation of the code of conduct invites disciplinary action for which detailed procedure and penalties need to be prescribed. The magnitude or seriousness may not be the same in all cases. Hence the cases of violation or non-observance shall have to be dealt with at different levels and in different ways under the nature of the violation.

Code of Conduct for Non-Teaching/Administrative Staff

- The normal working period for those in the category of non-teaching staff shall be from 9.00 to 5.00 p.m. with staggered half an hour lunch break during 1 to 2 p.m. on all working days.
- All Staff members should be punctual and disciplined towards their work. They should display the highest possible standards of professional behaviour.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- Non-Teaching staff assigned to the laboratories should be responsible for the cleanliness and maintenance of the labs.
- The Staff has to carry out any work assigned with regard to examinations conducted by the college as directed by the Principal.
- The Staff should take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.

Code of Conduct for the Head of Institution

The Principal of an Institution should always be fair, honest, protective, supportive and law abiding.

The Principal has to:

- Outline a policy and plan to execute the vision and mission of the Institution.
- Provide leadership, direction and co-ordination within the Institution
- Plan the budgetary provisions and go through the financial audited statements of the Institution.
- Direct and monitor the administration of the academic program and general administration of the Institution.
- Ensure that quality in education and academic services is maintained for continuous improvement. Promote industry institution interaction and inculcate research development activities.
- Form various College level committees' imperative to the progress and development of the institution. Ensure that the staff and students are aware of the rules, policies and procedures laid down by the College and enforce them appropriately.

- Be fair in disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower the staff and students to reach their supreme potential.
- Carry himself with the utmost uprightness and exhibit outstanding and strong leadership skills