



GOVERNMENT DEGREE COLLEGE POONCH

CODE OF PROFESSIONAL ETHICS AND CONDUCT


Code of Conduct for Teaching Staff

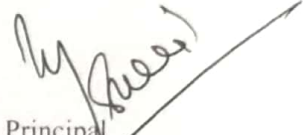
- Every faculty member should follow the institutional policies for realization of Vision and Mission of the College.
- Code of Conduct of teaching is defined by the UGC regulations and instructions issued by the Higher Education department in this regard from time to time.
- All the teaching staff shall prepare a Lesson/Teaching plan, well in advance before the commencement of the classes.
- Teaching staff shall work honestly and efficiently under the guidance of the Head of the Institution during the period of service in this college.
- No member of the staff shall engage in any political activity.
- All the Faculty members must be punctual for classes and should perform other responsibilities assigned to them by the college.
- The primary responsibilities of the faculty members consist of lectures/practicals/tutorials in the allocated workload, invigilation and evaluation. In addition, they have to perform administrative responsibilities, institutional support activities and other responsibilities assigned to them for the smooth functioning of the college.
- The working hours of the faculty members shall be defined by prescribed time table and other responsibilities.
- Teachers must follow the Mentor – Mentee system and shall take proper care of their group of students through guidance and motivation.
- Faculty members should treat their students equal irrespective of their caste, religion, economic, social and physical identity
- Behavior of any kind that violates the decorum or morality within the campus shall not be allowed.
- Any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities shall be strictly prohibited.
- Prior intimation to the Head of the institution shall be required before availing any leave.
- Faculty members must ensure their professional growth necessary by attending orientation, refresher and other faculty improvement programs, for effective teaching learning.
- The staff members will mark their attendance using Biometric Attendance Monitoring System.
- Teachers shall inculcate the feeling of patriotism, peace and scientific outlook among the students.
- Faculty members should refrain from any form of discrimination.

- The College has adopted the policy of zero tolerance towards sexual harassment. All the faculty members must follow policy.
- All the faculty members encourage to adopt modern ICT tools and Pedagogy for teaching.

Code of Conduct for Non-Teaching/Administrative Staff

- Code of Conduct for non-teaching staff is mainly governed by the rules and regulations notified by the Higher Education Department, Government of Jammu and Kashmir.
- The normal working period for those in the category of non-teaching is also notified by the Head of the Institution as per the guidelines from the department.
- All Staff members should display the highest possible standards of professional behavior. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All the staff members shall maintain the record of their concerned section on daily bases.
- Degree issuing section must keep the record of student progression and Placement with documentation proof.
- All the staff members must observe the hierarchical system of the college.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.


 COORDINATORS
 Internal Quality Assurance Cell
 Govt. Degree College
 Poonch


 Principal
 Govt. Degree College
 Poonch
Principal
GDC Poonch (J&K)

RULES AND REGULATIONS OF THE COLLEGE

1. All the Students and Staff members must have to follow the SOPs and guidelines regarding COVID-19 issued from time to time by the Government of India.
2. No outsider is allowed to enter the College without a valid reason and without the permission of the Principal. He / She shall write his name, purpose of visit and the person he wishes to meet on the Visit Book available at the entry gate.
3. If a student remains absent from the college without permission for more than ten consecutive days, his/ her name shall be struck off from the College rolls.
4. Unlawful assembly of students in the College is banned.
5. Writing of graffiti on the walls or sticking of posters is a cognizable offence.
6. Ragging in any form, on or off the College Campus, including the hostels is a cognizable offence and the student(s) involved in ragging will be severely punished, even to the extent of being expelled from the College.
7. Mobile Phones are strictly banned in the College Campus. If a student caught while using Cell Phone in the College the Mobile shall be snatched and fine for Rupees 1000/ may be imposed.
8. Students resorting to violence in the campus or misconduct or misbehavior in the examination are liable to be issued a bad Character Certificate in addition to the action initiated against them in accordance with the University rules & regulations.
9. A Student desirous of withdrawing his/ her name from the College rolls should submit an application duly countersigned by his/her parent/guardian. The withdrawal certificate shall be issued only after the student clears all College dues. Such students shall in no case be readmitted during the same academic session.
10. Any student, who indulges in any indiscipline in the College, shall not be eligible for any Prize, Certificate, Award or Scholarship from the Institution. This shall apply to all the students including NCC Cadets, NSS Volunteers, players or the hostel boarders.
11. The College authorities reserves the right to change, modify or suspend the rules as and when required.
12. No student shall be allowed to enter in the college premises without proper UNIFORM and FACE MASK.

College Uniform

It is compulsory for all students to wear the prescribed college uniform. Students who do not conform to the dress regulations will not be permitted to college premises to attend classes.

1. For Boys

Dress	Colour	Summer	Winter
Full trousers/ Pants (Formal)	Black	Black	Navy blue Sweater/Coat/Jacket
Full sleeve shirt with a single pocket	Light Sky	Light Sky	Light Sky
Full shoes	Black	Black	Black
Socks	Black/White	Black/White	Black/White

2. For Girls

Dress	Colour	Summer	Winter
Kameez (Sq. cut neck full sleeves)	White	White	Black Sweater/Coat/Jacket
Salwar	White	White	White
Dupatta/Chunni	White	White	White/ Black Dupata/Shawl
Sandal	Black	Black	Black
Socks	White/ Black	White/Black	White/Black

Students, other than Sikh boys, are not permitted to attend college with long hair. Hair must be trimmed so as not to touch ears or shirt collar. Black patkas/turbans are to be worn by Sikh boys.

College Library

The College has a well-furnished library with approximately 45000 valuable books in various subjects. It subscribes to various journals and magazines of national and international repute. Besides this, the College Library subscribes to important state and national Newspapers.

There is a reading room attached to the College Library. About 20 magazines, Newspapers and Journals etc. are being subscribed for enhancing the general knowledge of the students.

With the help of University Grants Commission, a Text Book section (Book Bank) has been opened where a large number of textbooks are available for the needy and deserving students. Books out of this section are issued for the entire session to the meritorious but poor students who cannot afford to purchase books.

Library Rules

1. Books will be issued to the students on the production of the library Card issued to him/her in the beginning of the Academic Session 2020-21 by the college Librarian duly signed by the Principal.
2. In case the card is lost, the students must immediately bring it to the notice of the college librarian to avoid any misuse of the card.
3. A duplicate card will be issued on a payment of Rs. 100/- after proper verification.
4. A damaged card can also be replaced by surrendering it to the college librarian along with a payment of Rs. 100/-.
5. Books lost or damaged in any way shall have to be replaced by a latest edition by the borrower, failing which the double cost of the book shall be charged.
6. The borrower should satisfy himself/herself about the sound condition of the book before leaving the counter.
7. Students shall be permitted to borrow two/three books respectively at a time for a maximum period of 15 days. If a student fails to return the same within prescribed time period, overdue charges/fine @ Re. 1/- per day/per book shall be charged from the students for the first 15 days and thereafter @ Rs. 2/- per day..
8. Reference Books, Rare Books, Books especially reserved and current periodicals

- will not be issued for use at home; these can be consulted only in reading room.
9. Strict silence shall be observed in the library and reading rooms. Students shall not take their personal books or belongings inside the library.
 10. Students appearing for the university examinations shall surrender their library Card/books before obtaining a no demand certificate for the collection of the ADMIT CARDS.

Identity Card

1. Every student on being admitted shall be issued an Identity Card. Students are required to carry their Identity cards and produce on demand in or outside of the college premises.
2. The loss of the identity card must be reported immediately to the concerned authorities.
3. A new Identity Card will not ordinarily be issued. However, after proper verification and on the production of missing report furnished by the concerned Police Station, a duplicate identity card can be issued on a payment of Rs.100/
4. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authority.

Code of Conduct

1. No outsider is allowed to enter the college premises without a prior permission.
2. All the students must be in a proper uniform.
3. Students must conduct themselves with decency, decorum and dignity.
4. Smoking, chewing of tobacco and consumption of alcohol are strictly prohibited.
5. The use of mobile phones is not allowed openly and strictly banned inside the class rooms.
6. Students should extend a helping hand in the maintenance of discipline and to keep the college premises neat and clean.
7. Students are not allowed to destroy /damage or break any college property, furniture or fixtures.
8. The college administration does not take any responsibility for the loss of personal belongings of the students.
9. If a student remains absent from the college for more than 10 consecutive days, without obtaining proper permission from the college authorities, he/she shall be removed from the rolls of the college.
10. If a student is falling under shortage category in any subject, he/she will not be permitted to appear in Internal Assessment Tests as well as External Examination
11. Unlawful assembly of the students in the college premises is prohibited.
12. Writing of graffiti on the walls or sticking posters is a cognizable offence.
13. Ragging in any form is banned and the students involved in ragging will be expelled from the college without any notice.
14. Misbehavior with any teaching or non-teaching staff shall be dealt with severely and may lead to the expulsion from the college.
15. Students resorting to unfair means in the examinations would be liable to be issued a bad character certificate.
16. The medium of answering the examination shall be English except languages.
17. The decision of the Principal shall be final in all matters of discipline and enforcement of rules.