

GOVERNMENT DEGREE COLLEGE

UTTERSOU, ANANTNAG-192201

CODE OF CONDUCT AND ETHICS FOR PRINCIPAL, TEACHING STAFF, NON-TEACHING STAFF & STUDENTS

Code of conduct for Principal:

Principal of any institution is a patron, custodian, supervisor, teacher, and administrator, guide and much more and plays a pivotal role in the inclusive development of the institution.


He/she has a greater responsibility than any other staff. As an Academic and Administrative Head of the Institution, principal is liable to follow certain code of ethics in his/her conduct as proclaimed by UGC and MHRD. He/she should:

- Always be honest, fair, objective, supportive, protective and law abiding.
- Be fair in his/her disciplinary actions for all the members of faculty, non-teaching staff and student.
- Implement the new ideas and plan to execute the vision and mission.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college.
- Promote institution interaction and inculcate research development activities.
- Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
- Listen to the student's ideas and set a supportive tone.
- Execute any other qualitative and quantitative work for the welfare of the students and institution.

Code of Conduct for FACULTY

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:

- Maintain high standards of punctuality, honesty and professional ethics.
- Deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- Respect the right and dignity of the student in expressing his/her opinion.
- Work within the institutional policies and practices so as to satisfy the vision and mission of the institute
- Refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- Not act in any manner that violates the decorum or morality within the campus.
- Provide an innovative and quality education to students.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Inspire students to acquire knowledge, inculcate social, moral and environmental values, and instil scientific temper.
- Contribute selflessly to the intellectual, social, economic, moral and emotional development of the students.
- Demonstrate integrity, morality, patriotism in the classroom, institution and society at large.
- Treat all the colleagues with respect, dignity, and humility.
- Respect the dignity of the non-teaching staff.
- Refrain from any antisocial, anti-democratic and anti-environmental activities which could damage the integrity of the profession and image of the college.


PRINCIPAL

Non-teaching staff Shall:

- *Maintain punctuality*
- *Attend the students' grievances and act immediately*
- *Not conduct any activity which will damage the image of the institution*
- *Deal properly and positively with staff, students and the parents.*
- *Must not be absent from duty without official approval or approved sick leave.*
- *Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.*
- *Respect Principal and teaching staff & shall maintain the decorum of the college.*
- *Not indulge in anti-social, anti-environmental activities*
- *Support principal in all the administrative work*
- *Abstain from sexual harassment which attracts stringent punishment.*
- *Respect and honor the dignity of women staff*
- *Maintain honesty, integrity, fairness in the Administration.*
- *Adhere strictly to the laws and regulations of the college.*

Code of Conduct for Students:


- *All students must abide by the rules and regulations of the Institute. The Institute 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:*
- *Students are strictly instructed to come in college on time*
- *Every student must carry his or her Identity card inside the campus and wear clean, neat college dress-code.*
- *Students have to present minimum 75% for lectures and practical.*
- *The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.*



- *Being in a co-education institute both boys and girls students have to maintain the harmonious relation in college campus.*
- *Ragging in any form is strictly prohibited in the college.*
- *Students must help to keep the institute campus neat and clean.*
- *Spitting, smoking and throwing bits of paper in the premises should be avoided.*
- *During leisure hours, students are advised to use the library, and computer lab.*
- *Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse etc. should lead to disciplinary & penalize action.*
- *Students should stay away from any anti-social activities.*
- *Students should take care of their belongings. The institution will not be responsible for any loss.*
- *Students are expected to read notices/circulars displayed on the notice board.*
- *Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.*
- *All acts of violence and sexual harassment of any kind will lead to disciplinary action or penalty as per the competent authority.*
- *Visitors are not allowed to meet the students in the classrooms.*

Copy to:

1. IQAC Coordinator
2. Convener, Discipline Committee
3. I/c Website to upload on college website



PRINCIPAL