

CODE OF CONDUCT POLICY

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CHAPTER - 1 INTRODUCTION

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

Code of Conduct is a set of rules and guidelines set up by institutions to ensure a disciplined, healthy, and smooth running of higher educational institution where the students and the staffs mutually engage in an environment of exchange of knowledge.

According to UGC norms, 2010 and later in the guidelines published in “Mulya Pravah - Inculcation of Human Values and Professionals Ethics in Higher Educational Institutions”, (2019) UGC focused on the creation of human values and practices to ensure rich learning environment in the higher education institution.

According to UGC guidelines “professional Code of ethics includes integrity, objectivity, and professional competence, professional conduct, avoidance of conflict of interest, transparency and information disclosure and such other ethical principles as may be specified in these regulations.”

1.1 Why Code of Conduct is important?

It defines the VALUES of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization. A well-written code of conduct clarifies an organization's mission, values, and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

1.2 Code of Conduct of Govt. Degree College Beerwah:

The college has formulated a code of conduct, or a set of rules and regulations governing the behavior or conduct of individuals entering the college premises in to the four chapters:

- 1.2.1 Code of conduct for Staff members
- 1.2.2 Code of conduct for Students
- 1.2.3 Code of conduct for Visitors
- 1.2.4 General code of conduct for employees

CHAPTER 2: CODE OF CONDUCT FOR STAFF MEMBERS

1. Proper and courteous behavior as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment. Showing due respect to all office bearers and chairpersons.
2. A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language, or sex or for other reason of an arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues, or administration of the college.
3. A Teacher shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any student of the College private tuition.
4. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
5. Co-operate with the authorities for the betterment of the college's keeping in view the interest and in conformity with dignity of the profession.
6. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
7. A teacher shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the College.

Proper and polite use of language as means of verbal expression, communication, and exchange.

Use of informal and casual forms of address, abusive and slang words is strictly forbidden. This is to ensure that the atmosphere of the college is maintained. Correct use of language whether English, Urdu, or Kashmiri to uphold standards expected in any academic institution. As literate and/or educated members of the college community, each one is responsible for upholding standards of correctness while speaking in a particular language. All college notices, letters and invitations are to be written in correct and formal English or as the case may be.

8. Use of the polite conversational tone while addressing and interacting with each other, students, and visitors. shouting, screaming, and calling out to one another in loud voices or engaging in loud conversation or discussion while walking down the corridors during class hour is strictly forbidden. There should be complete silence in the library and in research labs and sections throughout.
9. Use of proper gait, posture and gesture while walking, standing, or sitting in corridors, in classrooms and laboratories. Pushing, jostling, or shoving anyone to make way for oneself or while overtaking another is strictly forbidden.
10. Good use of facilities in toilets and washrooms as per standard norms practiced in all public places like malls, etc., to ensure toilets remain clean and usable throughout the day. Use of bins to dispose of garbage and litter. Loud and noisy manner of gargling, cleaning of mouths and spitting (except in basins), belching, burping, smoking, or chewing and spitting of paan, gutka etc., in the college premises are strictly forbidden. This is to maintain public decency, health, and hygiene.
11. Eating inside the Library or any of the classrooms is strictly prohibited. Food is to be eaten only in the College Canteen and Girls' Common Room, in the Staff Rooms and in the Office rooms of the College. Exception and exemption will be made on days on which College seminars and workshops are conducted.
12. Responsible use of every article of college property and every facility provided by the college. Vigilance against damage and misuse of college property and resources. The College expects each member to be alert and vigilant and to report any misuse, damage, or defacement of any item of college property including e-resources and college websites.
13. The College requests all its members to work in a spirit of cooperation and

harmony, to remove unnecessary and unpleasant altercations, conflicts through peaceful negotiation and discussion and to refrain from engaging in bitter verbal exchanges and/or activities that may threaten the stability and smooth functioning of the administrative and academic machinery of the college.

14. All the Staff members shall carry their identity cards along with them on every working day of the college. All the staff members of the college shall have to adapt the proper dress code as per rules and regulations of the government.
15. Acceptable use defines the use of social media by the government employees which is permitted by this policy. Employees should not use their government/official email addresses when setting up personal social media accounts.
16. Employee must avoid stating, implying, or creating the impression that they are communicating in an official capacity on behalf of the department in their personal social media activities.
17. Employee should not engage in discussion on the social media by way of tweets, status update, posts, comments, messages, or blogs etc. which are political in nature or contentious or antisocial or illegal those promote hatred, and law and order situation in the college.
18. Employee should not use social media to engage in harassing or discriminatory conduct towards other employees or students based on their race, religion, origin, sex, gender, age, disability, or work.
19. Every staff member shall comply with the rules and regulations regarding the use of social media platforms issued by the government from time to time.

CHAPTER-3: CODE OF CONDUCT FOR STUDENTS

1. This Code shall apply to all kinds of conduct of students that occurs on the College premises and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.
2. Government Degree College, Beerwah, shall ensure that the newly students abide by certain college codes as soon as they enter the institution. They must abide by the above set of rules.
3. That, He/she shall be regular. Students must have a compulsory attendance of 75%. On medical grounds or in any legitimate reason the students with a minimum of 60% shall be qualified for appearing in the final examinations after submission of valid certificate

along with ne considered by college administration as per policy.

4. That every student will maintain proper discipline, integrity, and dignity in the College Campus and will behave appropriately with the teachers, college authorities, LFEs, and his fellow students at the College.
5. That in case any student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the College, the College will have all the rights to recover the damages caused by him/her and impose monetary fine on him/her, and in case of nonpayment, College may cancel his/her admission or may take any legal action against him/her.
6. That during the entire duration of his/her course he/she will not enroll himself/herself for any other Regular Course in any other College/private Institution.
7. That he/she will neither indulge in any illegal, unlawful, or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking, or any other kind of addiction in any manner in the College premises. In case he/she is found indulging in any of the above the College may take any legal action against him/her.
8. That he/she would attend the College in prescribed College Uniform and carry and display his/her Identity Card issued by the College, every day, if unable to do so the College can initiate action as per rules and regulations.
9. That in case he/she is found travelling in the College Bus without due authorization and permission he/she shall be liable to pay the transport fee of concerned route for the whole academic year.
10. That he/she will park his/her personal vehicle(s) in the College parking entirely on his/her own risk and in case of any mishappening to it i.e. theft, damage, breakage, loss etc. he/she will not claim any compensation from the College.
11. That he/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the College from time to time and in case of any default by him/her, the College can take action against him/her including cancellation of his/her admission and debarring his/her entry in the College Campus, Library.
12. Use of mobile phones in college premises during class hours dedicated for academic and research activities is strictly forbidden. Use of mobile phones in the library and during Seminar Library hours is strictly prohibited.
13. Students are not allowed to bring in outsiders (those without formal invitation

issued by the College) or to use the college premises and the college property to host parties to celebrate events of a personal nature or to induct outsiders as guests in the name of student events like meeting, association, conference, welcome party, etc.

CHAPTER 4: CODE OF CONDUCT FOR VISITORS

1. This code is part of the security measures adopted by the college to protect all its members and assets that come within its premises from any damage or threat. The college is within the jurisdiction of the Beerwah Police Station (BPS) and is under its protection. In case of emergency, the college can use the facilities extended by the BPS to handle any untoward or awkward situation.
2. All visitors invited by the College are GUESTS and are to be treated as such and will enjoy the hospitality extended by the College.
3. Visitors seeking information about any aspect of the college will be directed by the Security personnel to the relevant place be it Office, Principal's office, Staff room. No visitor will be permitted to come uninvited to classrooms and examination halls. Visitors must come by prior appointment to meet teachers. They are to be seated in the college lobby in case they arrive without appointment and will be permitted to visit the Staff room only if the teacher concerned instructs the security to do so.
4. No outsider can ramble or loiter into the college. This will be seen as trespassing and trespassers will be dealt seriously. Visitors will be allowed only during official hours.
5. Visitors, invited and uninvited, will fill the Visitors' slip available in the College foyer before they meet any member of the college. The visitors' slip will be duly sent up by the security personnel deployed to do so. Entries of visitors are to be recorded in the Visitors' Book.
6. The purpose of visit is to be intimated through intercom or any other mode.
7. The college is under CCTV surveillance; cameras are installed at all entry and exit points.

CHAPTER 5: GENERAL CODE OF CONDUCT FOR ALL EMPLOYEES

The college expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence & be impartial in the discharge of official duties.
4. Must not be absent without sanctioned leave.
5. Maintain a responsible and decent standard of conduct in private life.
6. Render courteous services to the public.
7. Keep away from demonstrations organized by political organizations.
8. Refrain themselves and their family from joining any organization that is involved in subversive/criminal activities.
9. If arrested, must inform his/her superior in the office.
10. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India, public order, and morality.
11. Must follow the social media Policy of the Government in letter and spirit.

In case the violation of the above guidelines involves an offence under rules, it will attract necessary disciplinary action as per rules.

Note: In case of Anti Ragging and Sexual harassment procedure, there are separate policies formulated by the college, which will be discussed separately.

Committee Responsible: Discipline and Moral Counselling Committee

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