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## CODE OF CONDUCT

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### Mission

Equip the differently privileged rural students with skill of appreciating the socio-economic challenges and with the passion for contributing in the national mission of approaching and overcoming these challenges

### Vision

To ensure and encourage student participation in the functioning of the institution with a view to promote a culture of team work and cooperation to boost their democratic mannerism, leadership qualities, self-confidence and overall personality development. To emphasize the class room centric learning for maintaining a caring teacher-learner partnership with due appreciation for the latest tools and methods of learning and social outreach. To strive for making the institute a centre of learning famous for the values and practices of discipline, moral uprightness, sense of social responsibility, fair-play and honesty.

### Preamble:

This Handbook indicates the standard procedures and practices of Government Degree College Dooru Anantnag for all its staff and students enrolling with the Institute for pursuing different courses. All the staff and students must know that it is incumbent upon them to abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

### Jurisdiction:

The Institute shall have the jurisdiction over the conduct of its staff and the students associated /enrolled with the institute and to take cognisance of all acts of misconduct including incidents of ragging, inappropriate behaviour, physical or sexual abuse or any other misconduct or otherwise which are taking place on the Institute campus or in connection with the institute related activities and functions.

### CODE OF CONDUCT FOR PRINCIPAL

The Principal of the College should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following attributes are expected from the Principal.

- Chalk out a policy and plan to execute the vision and mission.
- Promote Industry-Institution interaction and inculcate research development activities.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.

- Recommend and forward necessary communication to the authorities as warranted under rules and regulation in place.
- Monitor, manage and educate the administration of the institution and take remedial measures/actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work designed for the welfare of the College.
- Be fair in his/her disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his/her staff and students to reach their maximum potential.

### Code of Conduct of Employees

#### Compliance with Policies:

- All the staff has to adhere to the college administrative policies, procedures, and regulations, including those related to health and safety, academic integrity, and the use of college resources.
- Abide by all applicable laws and regulations, both within and outside the college environment.
- Take responsibility for your actions and their consequent impact on students, colleagues, and the college community.
- Use college resources, including facilities, equipment, and technology, responsibly and only for college-related purposes.

#### Commitment to Students:

- Provide guidance and support to students, fostering a positive learning environment.
- Ensure the safety and well-being of all students, following all relevant policies and procedures.
- Act as positive role models, demonstrating the values and behaviours expected from students.
- Communicate respectfully with students, colleagues, and other stakeholders, avoid use of offensive language and behaviour.
- Collaborate with colleagues to foster a supportive and productive work environment.

#### Professionalism:

- Uphold honesty and transparency in all dealing official transactions, avoid conflict of interest.
- Protect the privacy of students, colleagues, and the college by keeping all sensitive information confidential unless legally required to disclose it.
- Treat all students and colleagues equitably, without discrimination based on race, gender, religion, disability, or any other protected characteristic.
- Staff should dress in a professional manner appropriate to the college environment.

- Maintain a high standard of teaching, administrative, or support work, with a commitment to continuous improvement and growth.

### Code of Conduct for students

#### Academic Integrity

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The following principles are to be adhered by all the enrolled students:

- All the enrolled students shall be regular and must complete his/her assignments in the stipulated time frame.
- Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons, dignity and their rights and property and safety of others; etc.
- Student has to refrain from Intentionally damaging or destroying Institute property or property of other students or faculty members.
- Student has to refrain from engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- A student has to follow the dress code and the prescribed uniform of the college administration.
- Students should take lead in participating in all the extra-curricular and co-curricular activities that are to be conducted by the college during the given academic year.
- Student must refrain from doing any theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others.

#### Anti-Ragging Rules

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC/HED Regulation on Curbing the Menace of Ragging in Higher Educational Institutions. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. In this direction the following code of conduct shall be adhered by all the students of the college and as per the Ragging rules the following acts constitutes ragging:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student/s.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student.

Govt. Degree College Dooru-Shahbad

Anantnag-192231

(NAAC Accredited College)

- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a student by other students.
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

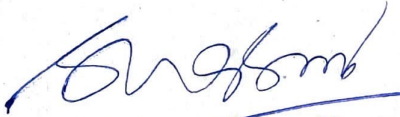
Anti-Sexual and other Harassment Rules

The University Grants Commission (UGC) of India has established guidelines for the prevention, prohibition, and redressal of sexual harassment in higher educational institutions. For prevention and prohibition of sexual harassment at workplace, the Institution has a functional committee for Anti Sexual Harassment. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case. Any such instances will be investigated and penalties shall be imposed as warranted under rules. The committee will decide (as it deems fit) the nature of punishment against the nature of the incident occurred. Students are expected to use the social media carefully and responsibly. Moreover, students cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

References:

- ❖ THE UNIVERSITY GRANTS COMMISSION EMPLOYEES (CONDUCT) REGULATIONS, 1967
- ❖ Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009
- ❖ UGC Circular on Anti-Ragging dated Dec. 14 2023.
- ❖ University Grants Commission (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015.

  
Coordinator IQAC  
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**Govt. Degree College**  
**Dooru**

  
Principal  
**PRINCIPAL**  
**GOVT. DEGREE COLLEGE**  
**DORU SHAHABAD**