



# **Office of the Principal**

**GOVT. DEGREE COLLEGE D.H. PORA (KULGAM)**

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## **Code of conduct for teaching and non-teaching staff**

1. The roles and responsibilities assigned to teaching staff shall be as per rules and regulations laid down by the department of higher education Jammu & Kashmir, university of Kashmir Srinagar, university grants commission, and state government from time to time.
2. Employee's appointment shall be on a full-time basis on probation of two years from the date of your joining his/her duties.
2. Employee should submit all originals as well as certified true copies of relevant testimonials such as dob certificate, mark sheets, experience certificate, discharge/relieving certificate, last pay certificate, caste certificate, change of name certificate (if any), etc. Before joining his/her duties.
3. Employees are required to give the correct mailing address as soon as they join the duties and any change in the address given earlier should be communicated to the principal.
4. Employee shall not conduct or engage himself/herself in any private tuitions or private coaching classes.
5. Employee shall not engage in any other paid job, full-time, part-time during the continuation of his/her service, without the permission of any competent authority.
6. Any employee who wishes to pursue any course or degree during his/her tenure of service shall have to take prior permission from the concerned authority.
7. Employee's services are transferable to any other college / institution run by the department of higher education Jammu and Kashmir.
8. Employee shall not be allowed to take/carry any documents or material outside the institute's premises without permission. Hence it shall be treated as a violation of the code of conduct and the institute shall have full right to take action against him/her.
9. Employee cannot deny any duty or responsibility assigned by the competent authority of the institute.
10. Employees shall regularly use a bio-metric attendance system while entering and going out of the premises. On the basis of bio-metric attendance, the computation of salary shall be done.
11. GDC DH PORA believes that research and quality improvement in the teaching and learning process contributes to classroom excellence. Significant changes in the structure of education have occurred both nationally and worldwide, making learning more accessible. As a result of these changes, teachers must be more adaptable, flexible, and diversified. Internal faculty members can upgrade their academic knowledge through the platforms provided by college's well-designed policies related to financial support. This program intends to assist faculty members in advancing their academic careers. The goal is achieved by offering financial assistance to educators and encouraging them to attend seminars, symposia, conferences, workshops, and training workshops held in india. This would aid in sharing knowledge, fostering academic growth, and increasing collaborations and networking. This also helps to create a conducive environment for academic study. The outcomes of such interactions and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and student academic achievements.

## **Code of conduct for students**

- Students shall strictly adhere to all the rules and regulations in force and any breach of any rule shall entail cancelation of his/her admission in the college.
- The students shall not involve themselves in any of such activities that are prejudicial to the proper conduct of study or discipline, or peace in the college campus, such as involving themselves in strike, unlawful assemblies, consumption of intoxicating drinks and drugs, late attendance and any other infringement of rules and regulations;
- Ragging in any form inside or outside the college campus is strictly banned. Senior students found indulging in ragging the junior students shall be dismissed from the institution.




- Student shall abide the dress code of the institution and must confirm to the high standards of modesty maintained by the institutions.
  - Students are not allowed to enter the college premises with android phones. However, keypad phones are allowed in the college.
  - Strict silence shall be maintained during class hours in the classrooms, library, and laboratory and examination halls.
  - Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and shall not be tolerated.
  - Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the principal.
  - Students are not permitted to entertain the visitors in the college during the working hours.
  - Student shall not enter the office room, staff room or computer lab without permission.
  - Monthly tests and model examinations are part of curriculum and student shall be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.
  - Eve-teasing is strictly prohibited & eve-teasers shall be dismissed from the college.
  - Students who do not follow the college rules and regulations shall be expelled from the college.
  - Students coming by two wheelers are instructed to wear helmet and the vehicle must be parked in the allotted space only.
- Special request to parents/guardians**  
parents are specially requested to contact the college authorities periodically to get first-hand information about the attendance, academic progress, conduct, etc. Of their wards. Parents are reminded that they are not absolved of their responsibility in the education of their children once their daughters/sons are admitted to the college. They shall follow the student's progress in studies and her/his general conduct in and outside the college. Their co-operation is solicited especially to ensure regular attendance of classes.
- **Physical education**
    1. Every student of the college has to participate in the physical education programs and has to put in 75% of attendance in additional to the usual class attendance.
    2. No candidate shall be exempted from physical education classes except on medical grounds.
    3. Games can be played in any vacant class on all working days of the college.
  - **Lab rules**
    1. Silence shall be maintained inside the lab.
    2. Playing games and chatting in computer lab is prohibited.
    3. Students shall work only on their assigned systems and are responsible for the given system.
    4. Chewable items are prohibited inside the lab.
    5. If a student damages any lab item or any software, hardware component, the expense shall be collected from him or her pocket.
    6. Students shall get permission while entering & leaving the lab.
    7. Students shall get permission to use (pen drives/CDS) inside the lab.
    8. Scribbling on the walls or computer tables is not permitted.
    9. Chairs shall be arranged properly before leaving the lab.
  - **College library rules**
    1. The library shall be kept open on all the working days for all the students and staff of the college from 10:00 am to 4:00 pm.
    2. The library shall remain closed on all holidays.
    3. Students and staff should make entry in the gate register before entering the library.
    4. Each first year ug student can borrow two books, second and third year UG students can borrow three books by using their id card.
    5. Students shall be entitled to keep the borrowed books for a period of two weeks only.
    6. A student failing to return a book on the due date shall be fined as follows
    7. The librarian can recall any book at any time even if the period of loan has not expired.
    8. Absence from college shall not ordinarily be accepted as an excuse for delay in the return of books.
    9. Students are expected to use all the books with care. If a book is lost or damaged, the borrower has to replace the book or pay double the cost of the book.
    10. All marking, underlining or annotating of books is forbidden. Every book will be examined and if it is found damaged, the matter will be reported to the principal for disciplinary action.
    11. The last borrower using a book shall be held responsible for all effects which he/she did not point out at the time of his/her borrowing it.
    12. No renewals of the books will be allowed after two weeks.
    13. Students must return all the library books and the cards at the end of the course or at the time of leaving the college whichever is earlier.
    14. Students are not allowed to bring any printed matter, notebooks or files inside the library.
    15. The librarian's decisions are final in the matter of issue, and collection of the books from the students.



• **Attendance and leave of absence**

1. No student shall be allowed to absent herself/himself from the college without prior permission from staff concerned and principal.
2. Anyone who is not present in the class when attendance is taken will be marked absent
3. Students have to obtain parent's signature preferably from father in the leave letter.
4. The absence of one hour or more in a session will be marked as absent for half a day.
5. Students shall be allowed to attend the class only after the leave is sanctioned by the teacher concerned and the principal.
6. In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible, and never later than the first day of return to the college.
7. If a student takes leave because of sickness he/she shall submit a medical certificate signed by a registered doctor. He/she should submit it on the first day as soon he/she comes to the college after leave.
8. If a student takes leave for more than three days he/she shall not be allowed into classroom, unless he/she meets the principal along with his/her parents.
9. No leave shall be granted for monthly tests and model examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the principal.
12. The students shall earn at least 75% of attendance to appear for university exams.

  
Principal  
Govt. Degree College  
Dandell Hanjipora, Kulgam