

## **Code of Conduct for the Governing Body**

The code of conduct for the Governing Body of the college is:

1. The Governing Body approves and acquiesce in the matters proposed and passed through the Academic Council of the college after discussions and also endorse the prescribed new courses of study and syllabi, and restructure and redesign the courses to suit the local needs, to make it skill oriented and in consonance with the job requirements.
2. Prescribes the rules for admission in consonance with the reservation policy of the state govt/national policy..
3. Evolves methods of assessment of students performance, the conduct of examinations and notification of results.
4. Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
5. Constitute Academic Council and Board of Studies.
6. It will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.
7. Institute scholarships, studentships, medals, prizes and certificates.
8. Perform such other functions and institute committees, as may be necessary.

## **Code of Conduct for Academic Council**

The Academic Council will have powers to:

1. Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for institution of new programmes of study.
5. Recommend to the Governing Body for institution of scholarships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body.

## **Code of Conduct for Principal**

1. The Principal is the academic and administrative head of the institute and works for the growth of the institute. He/She will implement the policies approved by the highest decision making body of the college. He/She shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.
2. He/She is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of the finance committee and also Chief Controller of Examinations. He/She monitors admissions, examinations, evaluation for smooth functioning of the system.
3. He/She is authorized to nominate Coordinators, Convenors and other administration functionaries in the administration, with the approval of the Academic Council.
4. To conduct the meetings of the Governing Body as per stipulated guidelines.
5. To hold Academic meetings as per the norms.
6. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
7. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
8. He/She is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.
9. In the matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
10. In matters of admissions, Coordinator admissions will assist the principal.
11. In matters related to academic work, he/she will be assisted by the Board of studies and heads of the departments.
12. An integrated timetable of the entire institution shall be prepared and submitted to the principal. In this endeavor, convenor of timetables, along with the various heads of the departments extend support to the principal.
13. Shall closely monitor the classwork as per the timetables and the almanac with assistance of faculty in-charges.
14. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
15. Shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
16. If necessary shall instruct the heads of the departments to conduct remedial classes academically to support the slow learners.
17. In matters related to internal examinations, semester end examinations(both theory and practical), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
18. Principal shall also ensure quality assurance and he/she should be assisted by coordinator IQAC.
19. Shall monitor, evaluate research, development and consultancy activities.He/She should advise faculty to get sponsored research projects from various funding agencies.
20. The principal should promote industry-institute interaction for better employability of the students.
21. Shall promote internal revenue generation activities with the help of staff and students.
22. Arrange finishing school for the students with the active association of Convenor Placement and Counseling cell.
23. Shall make efforts to look after the overall welfare of the staff and students.
24. Principal shall forward monthly salary bills of all staff members of the college to the finance department for necessary action.
25. The Principal shall countersign all kinds of scholarship bills in respect of the students of the college.
26. Shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of the budget.
27. Shall countersign T.A bills.
28. Shall have powers to sanction advances and final withdrawal of GPF of the staff.

## **Govt. College for Women, Parade Ground, Jammu.**

### **Code of Conduct for Teachers**

1. Teachers should complete the syllabus in time and address to the academic needs of the students.
2. Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
3. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
4. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
5. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency.
6. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
7. Staff members are also encouraged to take up Research projects and attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
8. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution.
9. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
10. Teachers must be aware of their workload and work accordingly.

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## **Code of Conduct for Students**

The Code of Conduct for Students is a guide for all members of the student community to a high standard of behaviour, both to protect the campus environment and to promote consideration and respect for individuals in support of the mission of the College. This document confirms that the College commits itself to the advancement of learning, personal development of the students and their training as responsible citizens.

1. Not at any time must a cell phone be used in class or during exams. Chatting via social media platforms and texting is not allowed during formal college hours. No inappropriate photos/videos should be ever taken or stored. Any such act can render a student liable to the following:
  - Confiscation of cell phone/ IPAD/ TABLET
  - Parent contacted
  - Warning
  - Possible suspension from the college.
2. Students should not furnish any false information to any College official, faculty member, or office.
3. Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed.
4. Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.
5. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred.
6. Use or possession of drugs, alcohol or other intoxicating substances is banned.
7. Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the College and/or unreasonably infringes on the rights of other members of the College community is prohibited.
8. Cheating on exams and other acts of dishonesty in class that may violate or spoil the academic atmosphere is not allowed.
9. To maintain the discipline the students must wear proper uniform in the college.
10. False claims about representing the student's presidium or any other student's body in the college is not allowed. Any misappropriation of College funds is prohibited.