



GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU-180001, J&K.
(Erstwhile Maharani Mahila College)
Autonomous college under University of Jammu
College for Potential for Excellence, 2016
(Estd. 1944)

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CODE OF CONDUCT HANDBOOK

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Message of the Principal

Dear Stakeholders,

Education for Govt. College for Women, Parade Ground, Jammu is not merely confined to imparting knowledge in the classroom, but is a means of reinforcing values of love, compassion, equality and justice. The College aspires to produce academically-oriented, sensitive and responsible citizens who will contribute towards making the world a better place. This vision of the College defines its educational policy and has been one of its major strengths and characteristic features from the time of its inception till date. GCW Parade, provides a caring and nurturing environment, blossoming into young women ready to face the world. This is stressed through the core values and objectives that the institution upholds.

Students have the right to learn without interference and faculty members have the authority to protect the right by creating and maintaining an environment that is conducive to learning. Academic requirements for studies are prescribed in the Regulations of the Program to which the student is admitted. Different types of inappropriate conduct that may subject a student to sanction or disciplinary action pertaining to general conduct within the campus, examination, hostel, sports, cultural activities and field visits etc. are notified from time to time and informed to the stakeholders by publishing the same in the student calendar and websites of the respective campus, department or centre.

Enforcement of the Rules and Code of Conduct is ensured through monitoring committees formed by Syndicate, Controller of Examination, Dean Students Welfare, Heads of the Departments or Hostel Warden, as per the approved grievance redressal mechanisms. Sanctions/Consequences imposed by the authorities for a violation of code of conduct may include verbal warning, written warning, suspension, penalties etc. depending on the specific case as recommended by the respective monitoring/ grievance redresser Committee.

The release of a handbook of code of conduct for all stakeholders of Govt. College for Women

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Parade ground, Jammu is a fulfilling exercise aimed to regulate the functioning of all the organs of the institution. The hand book will serve as a readily available guide to make us understand the rules and regulations of our working domains.

The information in this publication is reviewed and revised annually by a committee of members, patrons and alumnae. The Handbook will provide general information regarding the policies, practices, and procedures related to college functioning. The Code of Conduct, specifies the expected role of students', the behavior management techniques that are utilized by teachers and administrators, and the consequences for students' misconduct. It is very important that students, staff and stakeholders follow instruction/information in the Code of Conduct book. There should be a shared understanding of expectations of behavior and responsibility, and consequences of action if any misconduct occur. Students and parents are encouraged to provide any other additional purposeful information to the institution that will strengthen safe academic and administrative pursuits of the students and staff.


Principal Principal
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Objectives, Core Values of the College

Objectives

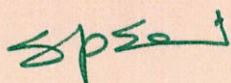
- Enable our students to realize their potential and self-worth so that they evolve as leaders and transforming agents who make significant contribution in all spheres of national and global life.
- In the knowledge society that is evolving, nurture a community of learners motivated by a quest for academic excellence.
- Equip our students with the latest technological and soft skills as well as other learning resources available, so that they have the confidence to cope with the emerging demands of a digitized world.
- In pursuit of an inclusive development model, create and maintain an institutional ethos for multi-cultural thinking, freedom to learn experiment, question, innovate by developing critical and cognitive faculties.
- As a leading college, to emerge as a path breaker nationally and globally in the realm of education. The core values and objectives of the institution aim at promoting the following:

Love and Compassion: To be kind, empathetic and compassionate individuals.

Peace and Non-violence: To be in harmony with oneself and society.

Truth and Honesty: To be truthful, honest and sincere in every endeavour.

Mutual Trust and Team Work: To have faith in fellow human beings in striving together to attain common goals benefiting every section of society.



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Core Values of the College

- Mutual trust, team work, promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.
- We appreciate, respect and promote the perspectives, rights and dignity of each individual.

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Chapter 1: Code of Conduct for the Governing Body

https://ugc.ac.in/pdfnews/2239254_finalrevisedguidelinesautonomouscolleges19-01-2018.pdf

Constitution of Governing Body of Government College for Women, Parade Ground, Jammu

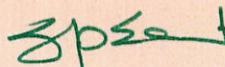
| Number | Category | Nature |
|---|---|---|
| 3 Members one of them to be Chairperson | Educationist, Industrialist, Professional | Nominated by the State Government, persons of proven academic interest with at least PG level qualification |
| 2 Members | Teachers of the College | Nominated by the Principal on seniority by rotation. |
| 1 Member | Educationist or industrialist | Nominated by the Principal for two years |
| 1 Member | UGC Nominee | Nominated by UGC |
| 1 Member | State Government nominee | Nominated by the State Government |
| 1 Member | University Professor | Nominated by the University |
| 1 Member | Principal of College | Ex-Officio |

Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Subject to the rules laid by the Govt. of J&K/Officiating University/University of Jammu/UGC. The governing body shall:

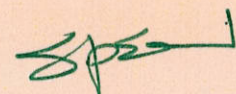
1. Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
2. Approve after detailed deliberation, the matters proposed and recommended by the college Academic Council.



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3. Approve the introduction of new courses as per the requirements of the students and the market demands.
4. Approve the rules for admission in consonance with the reservation policy of the state Govt./National Policy.
5. Approve the evaluation strategies and methodologies, and introduce examination reforms on the recommendation of the examination section of the college.
6. Approve the constitution of Academic Council and Board of Studies.
7. It will have complete academic autonomy and can recommend the appointment of specific administrative staff to carry out various assignments concerned with the autonomous nature of the college.
8. Institute scholarships for meritorious students, medals, prizes and certificates for accomplishments of the students in the field of sports, culture and approve concessions in fee for the deserving students.
9. Perform functions and constitute committees, as may be necessary and deemed fit for the proper development of the college.



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Chapter 2: Code of Conduct for Academic Council

COMPOSITION OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the College
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the University not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

Term : The term of the nominated members shall be three years.

Meetings : Academic Council shall meet at least twice a year.

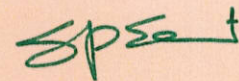
The Academic Council shall oversee the following:-

1. Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curriculum, syllabi and modifications thereof, guidelines for paper setting, examination, evaluation and other relevant issues regarding examination, etc. Provided that where the Academic Council differs on any proposal, it shall 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. The Council has the right to return any recommendation or proposal submitted by Board of Studies concerning the above referred details (point 1) for reconsideration or complete rejection of issues as the council deems fit for the betterment of the academic development of the college.
3. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.



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4. Approve provisions of sports/ research / IT/ hostel admission/other policies or rules concerned for the efficient and transparent function of the college.
5. Recommend proposals for introduction of new program to the Governing body for approval.
6. Recommend to the Governing Body for institution of scholarships, prizes and medals, and to frame regulations for the award of the same.
7. Advise the Governing Body on suggestions pertaining to academic affairs made by it.
8. Make proposal for specific initiatives considered relevant by Governing body for enhancing the efficiency, and purposefulness of the institution.



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Chapter 3: Code of Conduct for Board of Studies

Composition of Board of Studies:

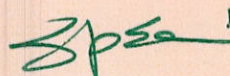
1. Head of the department (chairman)
2. The entire faculty of each specialization
3. Two experts in the subject from outside the college to be nominated by the Academic Council
4. One expert to be nominated by the Vice Chancellor from a panel of six recommended by the College Principal
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the Principal. The Chairman, Board Studies, may with the approval of the Principal of the College co-opt-
 - (a) Experts from outside the College whenever special courses of studies are to be formulated.
 - (b) Other members of staff of the same faculty.

Term : The term of the nominated members shall be three years.

Meetings : The Board of Studies shall meet at least twice a year.

Functions: The Board of Studies of a Department in the college shall:

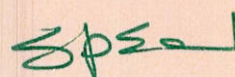
- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council
- (b) Suggest methodologies for innovative teaching and evaluation techniques
- (c) Suggest panel of names to the Academic Council for appointment of examiners and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.



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Chapter 4: Code of Conduct for Principal

1. The Principal is the academic and administrative head of the institute and works for the growth of the institution. Principal will implement the policies approved by the highest decision making body (Governing body/Department of Higher Education) of the college. Principal shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.
2. Principal is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of the finance committee and also Chief Controller of Examinations. Principal shall monitor- admissions, examinations, evaluations for smooth functioning of the college.
3. Principal is authorized to nominate Coordinators, Conveners and other functionaries in the administration.
4. Principal shall conduct the meetings of the Governing Body, Academic Council, Finance Committee as per the UGC guidelines for the Autonomous Colleges stipulated guidelines.
5. Principal shall coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
6. Principal shall work for the common goal of providing effective technical education and guide to enable the students to carve out promising career and lifelong learning.
7. Principal 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.
8. In the matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
9. In matters related to academic work, Principal will be assisted by the Board of studies and Heads of the Departments (HOD's).
10. An integrated timetable of the entire institution shall be prepared and submitted to the Principal. In this endeavor, convener of timetable committee, along with the various HoD's extend support to the Principal.
11. Principal shall closely monitor the classwork as per the timetables and the almanac with assistance of faculty in-charges.



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12. Principal shall closely observe various academic activities like conduct of technical events, conferences, seminars, workshops etc.
14. Principal 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. If necessary he/she shall instruct the HoD's to conduct remedial classes academically to support the slow learners.
15. 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 Project Directors of evaluation.
16. Principal shall also ensure quality assurance and should be assisted by coordinator IQAC.
17. Principal shall monitor, evaluate research, development and consultancy activities. Principal should advise faculty to get sponsored research projects from various funding agencies.
18. Principal shall promote industry-institute interaction for better employability of the students.
19. Principal shall promote internal revenue generation activities with the help of staff and students.
20. Principal shall ensure active role in Placement and Counseling for the students at semester end examination.
21. Principal shall make efforts to look after the overall welfare of the staff and students.
22. Principal shall submit the salary bills of all staff members of the college on the concerned portal.
23. The Principal shall countersign all kinds of scholarship bills in respect of the students of the college.
24. Principal shall ensure that there is adequate stationary, library books, periodicals, consumables for laboratories, workshops etc.



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Chapter 5: Code of Conduct for Teachers (as per UGC regulations, July 2018)

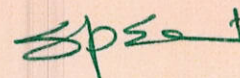
Source: <https://www.ugc.ac.in/pdfnews/5323630> New Draft UGCRegulation-2018

Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicate by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession
- iii. Seek to make professional growth continuous through study and research
- iv. Express free and frank opinion by participation at professional meeting, seminars, conferences etc., towards the contribution of knowledge
- v. Maintain active membership of professional organisations and strive to improve education and profession through them
- vi. Perform their duties in the form of teaching, tutorials, practical, seminar and research work, conscientiously and with dedication
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research
- viii. Abide by the Act, Statute and Ordinance of the College and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and



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x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and students:

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- iii. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- x. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.



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IV Teachers and Authorities:

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- iv. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession

V Teachers and Non-Teaching Staff:

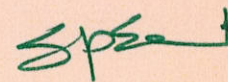
Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking in the institution
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI Teachers and Guardians

Teachers should:

- i. Maintain contact with the parents/guardians of students, and interact with them to discuss issues related to students academic and personal growth.



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Chapter 6: Code of Conduct for Non-Teaching Staff

1. Every non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the College Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty regularly and punctually.
4. Assist in carrying out functions relating to the administrative responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them in any kind of help/guidance etc.
6. Speak respectfully and behave with politeness to everyone in the college (Principal, teachers, students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities.
9. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
10. Should adhere the Professional Ethics and Code of Conduct of the institution.
11. Every employee should apply their knowledge and experience for overall development of the office work of the college.
12. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
13. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of

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decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.

14. Any employee should not indulge in any anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
15. Avoid conflicts between their professional work and personal interest.
16. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
17. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
18. Should adopt a humane approach in dealing with students who are physically challenged.
19. Every employee should respect the functional superiority of those set in authority over him/her by the Principal of the College.



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Chapter 7: CODE OF CONDUCT OF STUDENTS

University Grants Commission believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs. It should be the prime concern of educational administrators across the country to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural calamities. (https://www.ugc.ac.in/pdfnews/4006064_Safety-of-Students-Guidelines.pdf)

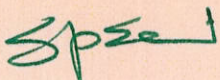
Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institution depends on the academic performance as well as on behaviour of the students.

All students are expected to observe rules and regulations to enable the smooth working of the college and keep harmony, silence and educational atmosphere in the College premises. Therefore all students of under graduate and post graduate departments shall comply with the code of conduct administered by the college.

1. Classes will start from 9.00 a.m. and may continue up to 3.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher/student –welfare committee.
3. As per college rules 75% attendance is mandatory to appear in semester end examination.
4. Students attendance in the following College Functions is mandatory: Foundation Day Celebrations, Annual Cultural Festival, Sports Day, NCC Day for NCC Students, NSS Day for NSS Students, the Annual Function and other College events.
5. Students are expected to obtain clearance from the College before the external examination on the basis of their attendance record and participation in the activities of the college.
6. Students not attending classes for more than four consecutive weeks must inform the Principal/Teacher In charge in writing or else their names shall be struck off the rolls of the College.

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7. Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
8. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal.
9. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
10. Students must adhere to the Dress Code of the College and wear neat and tidy college uniform. Under special cases students are allowed to wear civil dress with prior permission of the college Discipline committee/ Student- Welfare Committee.
11. Ragging is strictly prohibited in the college premises. Any student/students involved in such activities will be strongly dealt with. If any student/students is/are affected by the ragging in the college premises or outside of the college, she/they must inform immediately to the Principal/ Discipline & Ragging committee Coordinator.
12. Consuming any form of addictive substance (like –Alcohol, opioid, etc.) is strictly Prohibited In The Premise .
13. Every student help to keep college premises/ Class Room & desk- chairs clean and neat, everyone must use dust bin for throwing garbage.
14. College premises are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/ classroom.
15. During the conduct of lectures, Students should not loiter in and around the College premises.
16. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited. Mobile phone should only be used in the permitted area of the college.
17. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom. Any visitor who enter college premise has to make entry of name, address, purpose of visit, date time, and contact number and carry valid id card for reference.

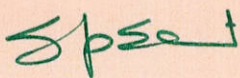


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18. Students should make use of College Library during free period.
19. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, strict disciplinary action will be taken against her/them.
20. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
21. In the event of continued poor class attendance by any student, the Principal has the authority to withhold permission for her to appear in the semester end examinations.
22. Any type of malpractice is strictly prohibited during Examinations.
23. Any function/program/ personal events in the college campus / class room may only be organized with prior permission of the Principal.

21. In case of any kind of problem or need of medical emergency in the college, student should report to the HOD/concerning teacher/ dispensary/Health Centre of the college, who will help them solve their problem.
22. Each student should park vehicle at the parking area of the college.
23. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.
24. Students should maintain dignity by treating teaching and non-teaching staff with care and kindness.

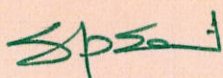
25. Students are expected to read notices/circulars displayed on the notice board.



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Chapter 8: CODE OF CONDUCT OF LIBRARY

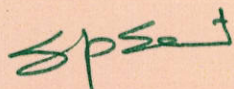
1. Every staff / student of the college is eligible for membership of the Library
2. Silence and discipline must be observed in the Library.
3. Personal belongings and eatables are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 9.00 A.M. to 5.00 P.M. on working days.
5. Misbehavior in the library/ reading room will lead to cancellation of admission in the library and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, Library Cards are not transferable.
9. If a book is lost by the student, she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, if not, overdue charge of Rupee.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.



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14. A student who has lost library card shall make a written report to the librarian, then original or duplicate library card will be issued on payment of Rs. 20/-

15. All final year students should return their library card and library book based on library circular and obtain "NO OBJECTION CERTIFICATE " from the library for getting permission for Semester end Examination.



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Chapter 9: Code of Conduct for Laboratory Students

1. Students should avoid skin and eye contact with all chemicals in the laboratory
2. Students should know the locations of the laboratory, safety showers, eye wash stations and fire extinguishers.
3. Students should know all emergency exit routes.
4. Students should minimize chemical exposures.
5. Wearing of apron and gloves should be mandatory.
6. Closed toe shoes will be worn at all the times in the laboratory.
7. Students should not taste or intentionally sniff chemicals.
8. Students should avoid wearing jewelry/ synthetic clothes in the labs as this can pose multiple safety hazards.
9. The chemical bottles should not be kept open when not in use.
10. Students should never touch live circuits and electrical equipment's with wet hands.
11. Student are expected to leave their lab station neat, clean and organized at the end of each lab period.



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