



OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE FOR WOMEN
KATHUA-184101

(NAAC Accredited B+ Grade)

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Code of Ethics policy document

Institution's Responsibilities towards Students

1. **Provide Quality Education:** Ensure high standards in teaching, curriculum, and resources.
2. **Create a Safe Environment:** Maintain a secure, ragging-free, and inclusive campus.
3. **Support Growth:** Offer guidance, career counseling, and skill development opportunities.
4. **Maintain Infrastructure:** Provide well-equipped classrooms, labs, and facilities.
5. **Encourage Extracurricular:** Facilitate participation in cultural, sports, and co-curricular activities.
6. **Ensure Transparency:** Be clear in policies, evaluations, and fee structures.
7. **Emotional Support:** Offer counseling and promote mental health awareness.
8. **Promote Research:** Encourage innovation and provide research opportunities.
9. **Involve Students in Governance:** Include student representatives in decision-making.
10. **Promote Cleanliness:** Maintain a clean and sustainable campus.
11. **Offer Financial Aid:** Provide scholarships and financial assistance.
12. **Instill Ethics:** Foster values of integrity, responsibility, and community service.

These responsibilities ensure the holistic development and well-being of students.

Student's Responsibilities towards the Institution

1. **Follow Rules:** Adhere to the institution's rules, regulations, and policies.
2. **Academic Integrity:** Maintain honesty in academics, avoiding cheating or plagiarism.
3. **Respect Faculty and Staff:** Treat all staff members with respect and cooperate in academic and non-academic matters.
4. **Uphold Reputation:** Act in a way that reflects positively on the institution.
5. **Engage in Activities:** Participate in academic, cultural, and extracurricular activities.
6. **Maintain Cleanliness:** Keep the campus clean and handle college property responsibly.
7. **Respect Diversity:** Show respect for all students, irrespective of background.
8. **Leadership and Teamwork:** Take initiative and collaborate with peers in tasks and projects.
9. **Anti-Ragging:** Avoid any form of ragging and report incidents immediately.
10. **Use Resources Responsibly:** Utilize the institution's resources efficiently and respectfully.
11. **Punctuality and Regularity:** Attend classes and events on time, maintaining minimum attendance.
12. **Environmental Responsibility:** Participate in eco-friendly initiatives and avoid littering.
13. **Seek Guidance:** Approach teachers for academic or personal support when needed.
14. **Respect Property:** Take care of college property and report damages.
15. **Be a Responsible Citizen:** Uphold ethical values and represent the institution with pride.

By following these responsibilities, students contribute to a positive and productive environment.

Code of Conduct for Teaching Faculty

1. **Professional Integrity and Commitment**
 - Maintain the highest standards of integrity, ethics, and professionalism.
 - Strive for excellence in teaching, research, and service.
 - Comply with all college policies, rules, and regulations.
2. **Duties and Responsibilities**
 - Teach and mentor students effectively as per the timetable.
 - Prepare thoroughly for classes and evaluate assignments, projects, and exams fairly and promptly.
 - Participate actively in administrative, academic, and extracurricular activities assigned by the college.
3. **Respect for Institutional Values**
 - Promote the vision, mission, and values of the institution.
 - Refrain from any behavior that could bring disrepute to the institution.
4. **Professional Relationships**
 - Foster respectful and professional relationships with students, colleagues, and staff.
 - Avoid discrimination based on religion, gender, caste, or socio-economic background.
5. **Academic Freedom and Responsibility**
 - Maintain academic integrity in research and publications.
 - Use fair and transparent methods for internal assessments and avoid favoritism.
6. **Punctuality and Attendance**
 - Be punctual in attending classes, meetings, and official events.
 - Regularly update attendance records and maintain professional discipline.
7. **Ethical Behavior**
 - Avoid plagiarism and adhere to copyright and intellectual property norms.
 - Abstain from using the institution's resources for personal or unethical purposes.
8. **Use of Technology and Resources**
 - Incorporate technology effectively in teaching and administrative tasks.
 - Ensure responsible use of institutional resources and avoid wastage.
9. **Continuous Learning and Development**
 - Engage in professional development by attending workshops, seminars, and training programs.
 - Encourage innovation and creativity in pedagogy and research.
10. **Discipline and Conduct**
 - Avoid any activity that disrupts the teaching-learning environment.
 - Adhere to dress codes and maintain decorum in and outside the campus.
11. **Student Welfare and Mentorship**
 - Act as a mentor and guide for students in academic and personal matters.
 - Encourage a culture of inquiry, critical thinking, and collaboration among students.
12. **Confidentiality**
 - Maintain confidentiality regarding institutional data, student records, and examination results.
13. **Social Responsibility**
 - Contribute positively to society through extension activities and community service.
 - Promote awareness of environmental and ethical issues.
14. **Grievance Redressal**
 - Handle grievances of students and colleagues impartially and transparently.
 - Follow the grievance redressal mechanism laid down by the college.
15. **Compliance**
 - Abide by the laws and regulations governing higher education.
 - Adhere to any additional policies framed by the governing body of the college.

Code of Conduct for Non-Teaching Faculty

- **Loyalty:** Be loyal to the college by being punctual and reliable in all duties.
- **Integrity:** Demonstrate honesty in words and actions.
- **Relationships:** Create and maintain strong relationships with fellow students and staff members.
- **Responsibility:** Fulfill responsibilities by meeting the required standards for every assigned task.
- **Respect for Hierarchy:** Respect and maintain the hierarchy in the administration.
- **Authorized Actions:** Do not use unauthorized persons to perform official duties.
- **Professional Behavior:** Display the highest possible standards of professional conduct.
- **Respect for Others:** Respect the rights and opinions of others.
- **Adherence to Norms:** Follow all norms and job details assigned by the Administration Department or Principal, from time to time, with full dedication.
- **Anti-Discrimination:** Refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender, sexuality, age, or marital status.

Code of Conduct for Students

- **Anti-Ragging:** Students are forbidden from ragging. Ragging is a serious criminal offense that involves severe punishment in the form of dismissal from the college and police action that can result in imprisonment.
- **Identity Card:** Students must carry their identity card with them at all times and produce it when asked.
- **Discipline:** It is mandatory for every student to maintain proper discipline on the college campus. Any act of indiscipline will make the student liable to a heavy fine.
- **Attendance:** A student shall be allowed to sit for the examination only if they have obtained at least 75% attendance in all subjects.
- **Uniform:** Every student must come to the college in proper uniform.
- **Behavior Standards:** Students are expected to maintain the highest standards of discipline and a dignified manner of behavior inside and outside the campus. They shall abide by the rules and regulations of the college, acting in a way that highlights discipline and esteem.
- **Class Timings:** The College follows a six-day working schedule from Monday to Saturday, with classes scheduled from 9:00 AM to 3:00 PM.
- **Dress Code:** Any violation of the dress code will attract a fine and may lead to further disciplinary action.
- **Silence in Academic Areas:** Students must maintain silence in academic buildings, ensuring decorum. Deviant behaviors like hooting, whistling, or loitering will be treated as indiscipline.
- **Cleanliness:** Keep the campus neat and clean. Waste must only be disposed of in designated waste bins.

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