

Code of Conduct for the Students

1. Every student must carry his/her identity card while being present on the College Premises.
2. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
3. Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
4. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
5. Chewing paan or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
6. Playing cards, spitting and loitering are strictly prohibited inside the college campus and shall invite severe punishment/disciplinary action.
7. Use of Cell phones is strictly prohibited during class hours.
8. 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 will be considered as a punishable act.
9. During leisure hours, students are advised to use the library as maximum as possible.
10. Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
11. Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus are strongly prohibited as well as punishable.
12. Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
13. Latecomers will not be entertained to enter into the college/classroom.
14. A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the End-Term Examination.
15. Students are required to check the Notice Board, Telegram and also website of the college for important announcements.

Code of Conduct for the Teaching and Other Staff

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.

2. Every teachers shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every whole-time teacher of the College /University may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration
4. No teacher shall leave his headquarters except with the previous permission of proper authority even during leave or vacation.
5. Whenever leaving station, a teacher shall inform the Principal, the address where he would be available during the period of his absence from station.
6. Every teacher shall devote himself diligently to his work and utilize his time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
7. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practicals and assessment/examination./evaluation or field work assigned to him by the College authorities.
8. Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extra-curricular work related to the College as may be assigned to him by the College authorities.
9. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
10. Every teacher shall help the College authorities in enforcing and maintaining discipline among students.
11. No teacher shall incite students against other students, teacher or College authorities. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.
12. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, theses. Etc. he should not indulge in over-making, under making or other attempts at victimization on any ground.
13. No teacher shall resort to unauthorized use of College resources or facilities for personal, commercial, political or other purpose not related to the College.

14. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.
15. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others within or outside institution.
16. No teacher shall take active part in politics, so as to cause interference in the discharge of his duties nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
17. No teacher shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the State, the friendly relation with foreign Status, public order, decency or morality or which involves contempt of Court, deformation or incitement to an offence.
18. No teacher shall in any radio broadcast or in any document publish anonymously or in his own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion.
 - (i) Which is in the nature of character assassination reflection on the personal life of his superiors, or
 - (ii) Which is in the nature of criticism of individuals as distinct from policy decision. Provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.
19. No teacher shall except with the previous permission of the administrative department engage himself directly or indirectly in any business or private or accept any other employment.
20. Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through the proper channel.

For the Society

1. The College should organize multi-dimensional outreach programmes for the benefit of the society.

Office of the Principal Govt. College for Women Nawakadal Srinagar J&K 190002

2. The College should organize Skill Enhancement Programmes for the Women of Srinagar City by conducting training programmes in the Crafts like Cutting Tailoring, Paper Machie, Computer Applications etc.
3. The College should extend all possible help to the two adopted localities of Srinagar City.

For the authorities

1. With a view to augment the Student Support Facilities, the College should remain constantly in touch with the authorities for seeking the funds required.
2. The College Administration should try its level best to make the fuller utilization of funds to be received from different agencies including the local administrative authorities.
3. Every attempt needs to be made to maintain transparency in the utilization of funds and the delivery of academic services in the Institution.

Sd/
Principal
Govt. College for Women Nawakadal