



OFFICE OF THE PRINCIPAL

**GOVT. DEGREE COLLEGE (WOMEN) KUPWARA,
J&K**

Phone No: 9419029588

E-mail: gwckupwara@gmail.com

"POLICY DOCUMENT

on

Code of Ethics"

Government Degree College (Women) Kupwara is dedicated to maintain the apt ambience for learning and the highest level of academic performance and is committed to excellence and integrity in all its endeavors. The Institution believes in promoting a safe and efficient climate by enforcing behavioral standards and aims to maintain the trust and confidence of all the involved stakeholders including students, employees and the public in general. In this context, the college administration, employees and students are expected to undertake their responsibilities with diligence and professionalism and reflect compliance with rules, and regulations of the institutional Code of Conduct

Objectives

1. To set forth basic standards of ethical behavior;
2. To Emphasize the commitment to ethical conduct and compliance.
3. To Help detect, report and prevent any kind of wrongdoing in the campus.
4. To uphold academic integrity and respect all persons, their rights and property.

Scope

The Code of Conduct of the college is prescribed as a set of written guidelines, which details the recognized ethical norms and values and professional standards of conduct to which all members of the college committee must adhere. It shall apply to all kinds of conduct of the students and staff that occurs on the Institute premises, and any off-

campus conduct that may have serious consequences or adverse impact on the interest of the Institute or reputation.

Ethics and Conduct

1. Students

In order to maintain discipline in the college, the following rules and regulations will have to be strictly abided every student enrolled in the college.

- ❖ Every student attending the college shall necessarily wear the college dress code which is notified at the beginning of academic session. No student will be allowed to enter the college in casual dress.*
- ❖ Wearing of precious ornament is strictly banned in the college.*
- ❖ No student will be allowed to enter the college after 10:30 am and leave the college before 2:30 Pm during peak academic session.*
- ❖ Students (girls) who want to leave the college during working hours on medical or any other ground should have proper permission of parents/guardian on the basis of which the convener discipline committee/Principal may permit herto leave.*
- ❖ No outsider/stranger or relative of any student is allowed to enter the college without a valid reason and proper permission of the Principal. Students accompanied by kids/guests are not be allowed to enter the college.*

- ❖ *Unlawful assembly of the students in the college is banned.*
- ❖ *Students will not be allowed to enter the college premises without valid college identity card.*
- ❖ *Ragging in any form on or off the college campus is strictly banned under law. Any student found misbehaving in the college with staff or faculty shall be liable to punishment under law. Use of mobile phones in the classroom or college premises is strictly prohibited. Anybody who violates rule will have to face disciplinary action under rules.*
- ❖ *Use of mobile phones in the classroom or college premises is strictly prohibited. Anybody who violates rule will have to face disciplinary action under rules. A student wishing to withdraw from the college rolls can do so formally in writing and the application for withdrawal must be countersigned by her parents/guardian.*
- ❖ *A student is expected to maintain silence in and around the classrooms*
- ❖ *Use of polythene bags is prohibited inside the college.*
- ❖ *Students deputed fro co-curricular activities will be treated on duty*
- ❖ *Sticking of posters in the college is an offence.*
- ❖ *Students resorting to unfair means in any examination are liable to be punished as per norms.*
- ❖ *Sexual harassment in any form (physical/online) is intolerable and shall invite disciplinary action under rules.*

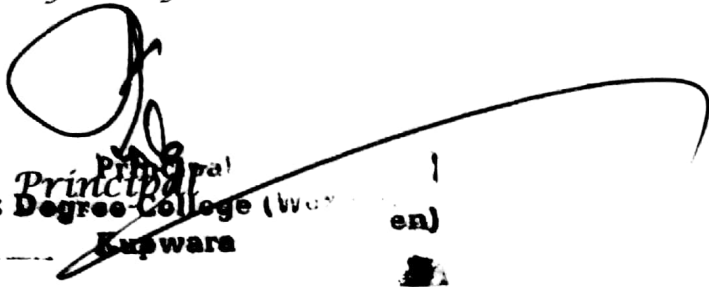
Employees

- ❖ *The employees (Teaching Non-teaching and local fund) are required to follow the service conduct as laid down in CSR and also the conduct rules notified by college Administration from time to time.*
- ❖ *Being a women college, all staff members are advised not to gossip with the students within the college campus.*
- ❖ *The male staff members are advised not to roam around the female washrooms so that their privacy does not get compromised.*

Administration and Monitoring of the Code of Conduct

The implementation, adherence and monitoring of the institutional Code of Conduct shall be the domain of the College Discipline Committee. The committee is entrusted with the responsibility of outlining the code of Conduct for different stakeholders including students, teachers, administrators and other staff. The Code of Conduct shall be communicated to all students through college Prospectus at the time of admission and also displayed on the college website. The committee shall be responsible for reviewing the Codes at regular intervals to address any new challenges with regard to the institutional business. The committee shall monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc. The committee shall undertake appropriate disciplinary action in any instance of contradiction of institutional code of conduct and shall

reflect zero tolerance for any violation of the anti-ragging policy or any report of sexual abuse or harassment.



Principal
Govt Degree College (Women)
Lupwara