

CODE OF CONDUCT

For faculty, Employees and students

GDC, BIJBEHARA has upheld and will continue to uphold the highest levels of ethics and integrity in all its affairs.

A: Teachers Handbook

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
5. Teachers should be good counselors 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.
6. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Teachers should carry out other academic, cocurricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. 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.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register while reporting for duty.

4. Teachers must be aware that their workload is 30 hours a week even though their maximum class hours are only 16 a week.
5. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

B: Non-Teaching Staff

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)
2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
3. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
4. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m. Besides Above mentioned code of conduct, the employees of the college are governed by service rules of JK CIVIL SERVICE RULES.

College Students

The institution lays primary emphasis on the maintenance of discipline. The students are advised to strictly follow the following code of discipline:

1. Students must carry the Identity Card with them on all days and should produce the same as and when asked for.

2. Entry of outsiders in the college without proper permission from the Principal is strictly prohibited.
3. Smoking/alcohol inside the college campus is strictly prohibited.
4. Students shall not be allowed to enter the college campus after 10:30 am and leave before 3:30 p.m.
5. It is mandatory for every student to maintain proper discipline in the college campus. Any kind of act by the student that amounts to indiscipline will make him/her liable to imposition of heavy fine or even expulsion from the college.
6. Pursuant to the directive from the Hon'ble Supreme Court and endorsed by the Hon'ble High Court of JK, the UGC and the Higher Education Department, JK, ragging in the educational institutions has been banned under law and, therefore, any student found involved in ragging in the College will be dealt with under rules which can include even expulsion from the institution.
7. A student shall be allowed to appear in the examination only if he/ she has obtained at least 75 attendance in all the subjects.
8. Every student shall come to the college in proper uniform.