

# CODE OF CONDUCT HANDBOOK

FOR STUDENTS, TEACHING AND NON TEACHING  
STAFF



**GOVERNMENT DEGREE COLLEGE  
PAMPORE**

# HUMAN VALUES

The purpose of education in general and higher education in particular is to facilitate actualization of human potential by making its stakeholders, particularly higher educational administrators, teachers, and learners conscious about human values and professional ethics. The principal values are discussed in brief as follows:

**Love & Compassion** (Prem and Karunaa): Love is the all-pervading life energy. It finds its manifestation in sincere care for others, kindness, empathy and compassion and is unconditional. True love leads to compassion. It may be seen in operation in human acts of generosity, mercy (dayaa) and charity (daana). The concept of 'Love for all' leads to consideration of the whole world as a family as in the concept of vasudhaiva kutumbakam. **Peace (Shanti):** The scope of peace includes peace at the individual level and at the world level. For world peace, peace at the level of individual, society and nations is imperative. Marcus Aurelius stated, 'He who lives in harmony with himself lives in harmony with the universe.' Mahatma Gandhi had remarked, 'Always aim at complete harmony of thought, word and deed. Always aim at purifying your thoughts and everything will be well.'

**Truth (Satya):** Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked by veracity, honesty and sincerity, purity, accuracy and fairness, fearlessness and integrity. It may have many facets as subjective or relative truth that why people cling to 'my truth' and 'your truth' leading to conflict at times. However, when searching for a lasting truth that withstands relativity, the values of common sense, intuition, justice, quest for knowledge, the spirit of enquiry and synthesis are nurtured and enhanced. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

**Non-Violence (Ahimsa):** Ahimsa means non-killing. Non-violence is a result of restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or nonliving. It requires being sensitive to the fact that there is life in all forms of existence and they are interconnected. Non-violence demands abstinence from hatred and nurturing love and compassion for

for all beings.

**Righteousness (Dharma):** Righteousness is the backbone of core human values and also of human existence. It involves conduct of life and action by practicing propriety and decorum at every stage. In simple language, it is marked by 'right conduct'. It covers ethical guidelines, ethical behaviour and moral righteousness. Its essence is covered in the saying: Do good, see good, and be good.

**Renunciation or Sacrifice (Tyaaga):** Renunciation has two preconditions: care as well as love for all living beings attended by absence of selfishness. Renunciation begins when selfishness ends. Renunciation is not an escape from the problems of life. Moreover, renunciation without action means a parasitic life. Also, service is born, when renunciation with action begins. Renunciation in its simplest form is seen in austerity, sense control, and selflessness.

**Service (Sevaa):** When love and compassion for others and willingness to sacrifice for others out of love take the form of action, it becomes service. Service is possible only when one loves others as one's own, not as other. The value of service demands equanimity without any conditions or discrimination on the lines of caste, creed, race, region or religion. Human values are mankind's deepest moral aspirations and form the foundation of human culture and lives as individuals and as societies. The need is to inculcate and practice them consciously to be a good human so that s/he can realize his/her potentials as a human being. Values are to be learned through practices. Hence, the administrators and teachers in higher education need to bear in mind that they are being watched and observed by their peers and learners in general and they (peers/learners) are learning values by observing them (seniors and peer learners). So the ambiance in and around higher educational institutions should be such as would be conducive to value education and bring qualitative change in life and work at home and workplace with professional ethic

# VALUES AND ETHICS FOR STAKEHOLDERS

**(1) Integrity** –adhering to a conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.

**(2) Trusteeship**- Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.

**(3) Harmony**- Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders

**(4) Accountability** - Enabling the environment of openness and trust to accommodate mistake and to encourage individual in taking the responsibility of one' action.

**(5) Inclusiveness** – adopting standards, policies and procedure to promote and ensure equal opportunity, without any discrimination against an individual or a group, for education, employment, promotion and other activities in an institution

**(6) Commitment** – Dedicating to the vision and mission of the institution while cultivating one's knowledge, skill and attitudes to achieve excellence in due time and regulatory boundaries.

**(7) Respectfulness** – Creating an environment of mutual respect, trustworthy and quality interaction as well as fair participation by functionaries and beneficiaries of the institution.

**(8) Belongingness**- fostering a shared vision of institute to make everyone feel secure, supported, accepted and included.

**(9) Sustainability** – Ensuring optimal resource utilization-economic, environmental and social-to achieve long lasting and safe future.

# 1

# CODE OF CONDUCT FOR PRINCIPAL

## **Principal as a HEAD of the institution would**

1. be responsible, as the principal academic and administrative officer of the college, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the Department of Higher Education and affiliating university are duly observed and business of the college is carried out in strict adherence thereto
2. comply with laws, rules, and regulations of the government of J&K(UT)
3. provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
5. act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the college to the maximum extent.
6. follow the objectives and policies of college and contribute constructively to their ongoing evaluation and reformulation.
7. maintain the confidentiality of the records and other sensitive matters.
8. endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
9. refrain from any misappropriation of financial and other resources.
10. refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

## The Teachers would

- . act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
- 2. act as friend, philosopher and guide of students
- 3. help students in identifying their potential and support through counseling and mentoring.
- . create a conducive environment for teaching-learning process and strive for innovative practices and knowledge creation
- . observe punctuality in teaching and other duties.
- . exhibit decent behaviour with all.
- . refrain from harassment of student in any form.
- . actively participate in institutional development.
- 3. refrain from any type of discrimination
- ]. inculcate human values, scientific outlook and concern for the environment among students and others.
- . develop an understanding of our heritage.
- 2. encourage students to actively participate in scheme/ activities of national priorities
- 3. cooperate with the college authorities for betterment of the college.
- 4. actively work for national integration and communal harmony.
- 5. be sensitive to societal needs and development.
- 3. abide by Act, Statutes, Ordinances, rules, policies, procedures of the Department of Higher Education and affiliating university and respect its ideals, vision, mission, cultural practices and the traditions

**Every non-teaching employees of the College shall at all times:**

- 1). maintain absolute integrity
- 2) Maintain devotion to duty
- 3) do nothing which is unbecoming of a Government servant;
- 4) Commit himself to and uphold the supremacy of the Constitution and democratic values
- 5) maintain high ethical standards and honesty;
- 6) promote the principles of merit, fairness and impartiality in the discharge of duties
- 7) maintain accountability and transparency; and be responsive to the public, particularly to the weaker section
- 8) maintain courtesy and good behaviour with the public;
- 9) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically
- 10) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;
- 11) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
- 12) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- 13) maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person
- 14) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities".

# 4 CODE OF CONDUCT FOR STUDENTS

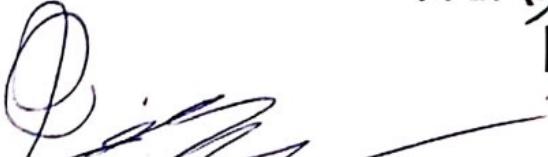
## **Students would**

1. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the affiliating university and those issued by Higher Education Department
2. respect ideals, vision, mission, cultural practices and the traditions. Of the college
3. stay in the college with the joyful learning experience.
4. remain punctual, disciplined and regular in attending classes. 4. observe modesty in their overall appearance and behaviour.
5. behave with dignity and courtesy with teachers, staff and fellow students
6. act as a role model for the junior students by attaining the highest level of values and morality.
7. maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
8. contribute towards cleanliness of the campus and surroundings.
9. respect and care for the college properties.
10. observe proper behavior while on outside activities (educational tour/visit or excursion).
11. be honest in providing only truthful information on all documents.
12. maintain the highest standards of academic integrity while presenting own academic work.
13. help teachers in maintaining the learning environment conducive for all students.
14. strive to keep campus ragging free

# 5 COMMITTEE FOR MONITORING CODE OF CONDUCT



Prof (Dr.) Seema Naz  
Principal



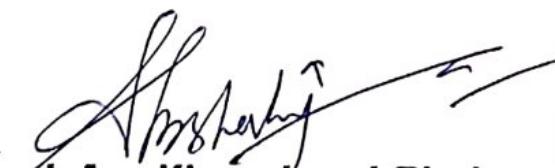
Dr. Hilal Ahmad Bakshi  
Associate Professor



Dr. Mohammad Tahir Khan  
Associate Professor



Dr. Iqbal Malik  
Assistant Professor



Dr. Irfan Khursheed Shah  
Assistant Professor

## **ANNUAL AWARENESS PROGRAMME TO ANNOUNCE CODE OF CONDUCT TO THE STUDENTS**

To ensure overall discipline within the campus, discipline committee organised an annual morning assembly on 12th April 2021 to acquaint the students about the mandatory rules and regulations to be followed by all the students within the college premises. In her address note, Principal of the College, Prof. (Dr.) Seema Naz highlighted the importance of discipline in day to day life. Dr. Mohd Iqbal Malik, Convener Discipline Committee, read out the mandatory rules and regulations to the student fraternity. Students assured full support and cooperation for the maintainence of discipline within the college premises. The assembly ended with a vote of thanks proposed by Prof. Shah Lateef, Head Department of Education.

<https://gdcpampore.edu.in/wp-content/uploads/2021/11/newsletter-April-to-September.pdf>

### **MEET THE FACULTY - INTERACTIVE SESSIONS**

As a part of the quality initiative taken up by IQAC, GDC Pampore and Dean Students of the college 'Meet the Faculty of Arts and Humanities' was organized on 1st June, 2021. The program was conducted under the patronage of the respected college Principal, Prof. (Dr.) Seema Naz

<https://gdcpampore.edu.in/news-events/online-interaction-under-the-banner-meet-the-faculty-of-arts-and-humanities-for-bg-1st-semester-students-on-01-06-2021/>

As a part of the quality initiative taken up by IQAC, GDC Pampore and Dean Students of the college 'Meet the Faculty of Science' was organized on 7th June, 2021. The program was conducted under the patronage of the respected college Principal, Prof. (Dr.) Seema Naz.

<https://gdcpampore.edu.in/news-events/online-interaction-under-the-banner-meet-the-faculty-of-science-for-bg-1st-semester-students-on-07-06-2021/>

As a part of the quality initiative taken up by IQAC, GDC Pampore and Dean Students of the college 'Meet the Faculty of Commerce, Library, Music, Physical Education and Sports' was organized on 10Th June, 2021. The program was conducted under the patronage of the respected college Principal, Prof. (Dr.) Seema Naz.

<https://gdcpampore.edu.in/news-events/online-interaction-under-the-banner-meet-the-faculty-of-commerce-library-sports-and-music-for-bg-1st-semester-students-on-10-06-2021/>