

Government Degree College Surankote (J&K)

(Affiliated to the University of Jammu, Jammu)

Code of Conduct

General Rules to be Observed in the College

1. Each student shall be bound by all the rules and regulations made by the College, the Government of Jammu and Kashmir, UGC and by the University of Jammu from time to time.
2. An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should behave with discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioural misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.
3. Ragging is strictly prohibited. Any student found indulging in ragging in any form, directly or indirectly, within or outside the campus will face strict disciplinary actions as per the UGC Regulations on Curbing the Menace of Ragging, 2009, and shall also be liable to be rusticated from the College.
4. Each student is required to apply for the issuing of Identity Card / Library Card from the Library, immediately after confirmation of his / her admission.
5. No book from the library will be issued without the Library Card/ Identity Card.
6. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authorities.
7. Each student should wear the Identity Card while participating in any event like, sports, co-curricular and extra-curricular activities, outside visits, competitions, seminars, workshops, conferences etc.
8. Any student found misbehaving on the campus or behaving arrogantly, violently towards the faculty, staff or fellow students will be liable for disciplinary action and shall be severally punished.
9. Smoking, use of alcohol or narcotic drugs, illegal possessions or use of weapons is strictly prohibited in the college campus. Any student found indulging in any such acts shall face disciplinary action which may extend to rustication of the student from the College.
10. Students are required to take good and reasonable care of the College property. Any student found guilty of damaging or misusing the property, infrastructure, furniture, vehicles on the campus, books, equipments, computers etc. shall be liable to disciplinary action as well as reimbursement to the College for any loss or damage caused thereby.
11. No student is allowed to paste, stick or put any notices, brochures, posters etc. on the notice boards, walls, staircases etc. of the College without the prior permission from the Principal
12. No student or group of students can form any club, association etc. or organize event, activity etc. or collect any funds or subscription without prior permission of the Principal.
13. No student or group of students can invite any person to address or entertain the students of the College, or interact with media on behalf of, or about the College without prior permission of the Principal.
14. No student or group of students is allowed to enter into verbal or written agreements or contracts that support to bind, obligate or create liability of any kind for the College. The College will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized acts.
15. Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause


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injury, distress, or damage the reputation of such person; is prohibited in any part of the College premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited, failing which the student will be liable for disciplinary action.

16. No student is allowed to use any mobile phone or any other electronic gadget in the classroom, library, laboratory or Examination Hall without prior permission of the concerned authority.
17. Carrying any valuables, or expensive mobiles, vehicles etc. on the College campus will be at the risk of the students and the College authority will not accept any responsibility of any loss or damages of such valuables of the campus.
18. Each student is directed not to cause disturbance to the lectures, programmes, activities or exams, failing which the student shall be personally held responsible for such misconduct and the College authorities will not accept any responsibility on his/her behalf and such student will be liable for disciplinary action.
19. Every student should read the notices displayed on the College notice boards, and College website from time to time.
20. Each student should strictly follow the deadlines with respect to form-filling, application-submission, class attendance, examination schedules, class assignments etc., failing which the College will not be responsible for any loss incurred by the student thereby.
21. The College also reserves the right to take disciplinary action in any other appropriate situation not set out in these rules and the decision of the College Principal shall be final and binding on each student.
22. Admission of a student will be cancelled at any point of time in case of:
 - a) Not submitting the required documents in time.
 - b) Failing to fulfill required eligibility criteria of the programme.
 - c) Submission of fake or incorrect documents.

Facility for especially abled persons

1. Institution has disabled-friendly, barrier free environment and has following facilities in place.
 - a. It has built environment with ramps.
 - b. Display boards and signposts.
 - c. Human assistance, reader and scribe.
 - d. Has policy to provide assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment, soft copies of reading material, screen reading etc., if required.

ADMISSION PROCESS

ELEGIBILITY

The admission to B.A/B.Sc. Semester-I is open to a student who has passed the Higher Secondary Part-II examination (12th Class) of J&K State Board of School Education or an examination recognized as equivalent thereto. The admission is given strictly on merit basis in accordance with the college intake capacity for different streams/subjects fixed by Higher Education Department/University of Jammu and for candidates belonging to categories as per S.R.O. 126 Dated: 28.06.1994. The percentage will be calculated by adding 5% of the total marks to the actual marks obtained by such candidates. Further a candidate who has been placed under re-appear category and passed in 50% subjects in Semester I/III/V examinations will be eligible to seek provisional admission to B.A/B.Sc. Semester II/IV/VI on his/her own risk and responsibility on the clear understanding that he/she will pass the re-appear examination within the stipulated period/chances prescribed by the University of Jammu, failing which his/her admission shall be cancelled.


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MINIMUM ELIGIBILITY FOR APPEARING IN EXAMINATION

A semester end external examination for B.A. /B.Sc. (General) under CBCS shall be open to the following categories of students:

A regular student whose particulars are submitted to the Controller of Examinations, University of Jammu by the college Principal where he/she has pursued the course for the examination and has fulfilled the following conditions to be certified by the college Principal:

- a) He/she has been a student of good conduct.
- b) He/she has attended not less than 75% of the lectures delivered
- c) In case of laboratory course/practicals, he/she has attended not less than 75% of the practical classes conducted (practicals include field studies, workshop practice, map work, surveying etc.).
- d) He/she has paid the prescribed fee.

SCHEME OF INTERNAL ASSESSMENT TESTS AND TERM-END UNIVERSITY EXAMINATIONS

Internal Assessment

The University of Jammu has laid down certain rules for the Internal Assessment to be awarded to the students by the college. 50% marks in **practicals** at all levels are reserved for internal assessment. Assessment of students shall be made on the basis of his/her daily performance. 20% marks in **theory** are reserved for internal assessment. A student has to pass in internal assessment and external examination separately. There are two patterns of Internal Assessment Test based on the mode of Admission viz. admission of Choice Based Credit System (CBCS).

CBCS Scheme

There shall be one internal assessment test in each subject in every semester. The internal assessment test in each subject will carry 20 % weightage. The term end examination shall carry 80% weightage.

➤ Internal Assessment Test	20%
➤ Term-End University Examination	80%

Rules for Attendance

1. Each student must attend in each subject at least 75% of the total number of the lectures conducted/delivered in each semester. A student will not be eligible to appear for the Semester-end University Examination if he/she fails to put in the required %age of attendance.
2. Each student should be punctual and must be in the classroom at the commencement of the lecture.
3. Stipulated attendance, completion of assignments, internal assessment tests and practicals are mandatory components for becoming eligible to appear for the Semester-end Examination.

However, the Principal of College may condone shortage of a student in attendance in a semester for special reasons, to be recorded in writing up to 6% of the lectures delivered or practicals conducted in each course separately.

Students participating in Sports/NSS/NCC camps/Cultural competitions and extra-curricular activities shall be treated on duties if a prior permission is obtained from the Principal.

Failure to observe rules regarding attendance will entail loss of attendance and ultimately the student shall be barred from appearing in internal assessment as well as Semester end examination.


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College Library

The College has a well-furnished library with approximately 6000 valuable books in various subjects. It subscribes to various journals and magazines of national and international repute. Besides this, the College Library subscribes to important state and national Newspapers. The college is registered to N-LIST Programme which has an access of 32 lakhs E-Books and 6500 E-Journals

Library Rules:

1. Books will be issued to the students on the production of the library Card issued to him/her in the beginning of the Academic Session 2020-21 by the college Librarian duly signed by the Principal.
2. In case the card is lost, the students must immediately bring it to the notice of the college librarian to avoid any misuse of the card.
3. A duplicate card will be issued on a payment of Rs. 100/- after proper verification.
4. A damaged card can also be replaced by surrendering it to the college librarian along with a payment of Rs. 100/-
5. Books lost or damaged in any way shall have to be replaced by a latest edition by the borrower, failing which the double cost of the book shall be charged.
6. The borrower should satisfy himself/herself about the sound condition of the book before leaving the counter.
7. Students shall be permitted to borrow two/three books respectively at a time for a maximum period of 15 days. If a student fails to return the same within prescribed time period, overdue charges/fine @ Re. 1/- per day/per book shall be charged from the students for the first 15 days and thereafter @ Rs. 2/- per day.
8. Reference Books, Rare Books, Books especially reserved and current periodicals will not be issued for use at home; these can be consulted only in reading room.
9. Strict silence shall be observed in the library and reading rooms. Students shall not take their personal books or belongings inside the library.
10. Students appearing for the university examinations shall surrender their library Card/books before obtaining a no demand certificate for the collection of the roll number slips.

Identity Card

1. Every student on being admitted shall be issued an Identity Card. Students are required to carry their Identity cards and produce on demand in or outside of the college premises.
2. The loss of the identity card must be reported immediately to the concerned authorities.
3. A new Identity Card will not ordinarily be issued. However, after proper verification and on the production of missing report furnished by the concerned Police Station, a duplicate identity card can be issued on a payment of Rs.200/-
4. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authority.


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Code of Conduct

1. No outsider is allowed to enter the college premises without a prior permission.
2. All the students must be in a proper uniform.
3. Students must conduct themselves with decency, decorum and dignity.
4. Smoking, chewing of tobacco and consumption of alcohol are strictly prohibited.
5. The use of mobile phones is not allowed openly and strictly banned inside the class rooms.
6. Students should extend a helping hand in the maintenance of discipline and to keep the college premises neat and clean.
7. Students are not allowed to destroy /damage or break any college property, furniture or fixtures.
8. The college administration does not take any responsibility for the loss of personal belongings of the students.
9. If a student remains absent from the college for more than 14 consecutive days, without obtaining proper permission from the college authorities, he/she shall be removed from the rolls of the college.
10. If a student is falling under shortage category in any subject, he/she will not be permitted to appear in internal as well as external examination.
11. Unlawful assembly of the students in the college premises is prohibited.
12. Writing of graffiti on the walls or sticking posters is a cognizable offence.
13. Ragging in any form is banned and the students involved in ragging will be expelled from the college without any notice.
14. Misbehaviour with any teaching or non-teaching staff shall be dealt with severely and may lead to the expulsion from the college.
15. Students resorting to unfair means in the examinations would be liable to be issued a bad character certificate.
16. The medium of answering the examination shall be English except languages.
17. The decision of the Principal shall be final in all matters of discipline and enforcement of rules.

Anti-Ragging Cell

A. Anti-Ragging Measures:

- Ragging is strictly prohibited in the premises of Government Degree College Surankote. Any student found indulging in ragging in any form, directly or indirectly, actively or passively, or being a part of conspiracy to promote ragging, within or outside the campus, would face strict disciplinary action by the College, and will be liable to be punished as per the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 (U/S 26(1) (g) of the UGC Act, 1956) as well as under the provisions of any other penal law for the time being in force and shall also be liable to rusticate from the College.
- Ragging in all its forms shall be totally banned in the entire College premises, including its departments, constituent units including academic, , sports, canteen etc., whether located within the campus or outside and in all means of transportation of students whether public or private.
- Government Degree College Surankote is an educational Institution and is committed to maintaining a learning environment free of discrimination, exploitation and

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harassment. To achieve these objectives, the Anti-Ragging Cell has been constituted by the College.

B. Meaning of Ragging:

'Ragging' constitutes any of the following acts:

- a) Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student
- b) Indulging in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher / junior student or any other student.
- c) Asking any student to do any such act which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique of a fresher / junior student or any other student.

C. Punishable Ragging Offences:


1. Abetment to ragging
2. Criminal conspiracy to rag
3. Unlawful assembly and rioting while ragging
4. Public nuisance created during ragging
5. Violation of decency and morals through ragging
6. Injury to body, causing hurt or grievous hurt
7. Wrongful restraint
8. Wrongful confinement
9. Use of criminal force
10. Assault as well as sexual offences or unnatural offences
11. Extortion
12. Criminal trespass
13. Offences against property
14. Criminal intimidation
15. Attempt to commit any or all of the above mentioned offences against the victim(s)
16. Physical or psychological humiliation
17. All other offences following from the definition of 'Ragging.'

D. Disciplinary Action in the event of Ragging

The Anti-Ragging Committee may, depending upon the nature and gravity of the offence established, impart to those found guilty of ragging, one or more of the following punishments –

- (i) Suspension from attending classes and academic privileges
- (ii) Withholding / withdrawing scholarship / fellowship and other benefits
- (iii) Debarring from appearing in any test / examination or other evaluation process
- (iv) Debarring from representing the Institution in any regional, national meet, tournament, youth festival etc.
- (v) Cancellation of admission
- (vi) Rustication from the Institution.
- (vii) Expulsion from the Institution and consequent debarring from admission to any other Institution.
- (viii) Collective punishment – when the person committing or abetting the crime of ragging are not identified, the Institution shall resort to collective punishment
- (ix) The committee further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation.

Internal Complaints Committee/Committee against Sexual Harassment of Women at Work Palace


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A. Objective of the Internal Complaint Committee:

Sexual Harassment is a form of discrimination, exploitation and harassment prohibited by the Anti-Sexual Harassment Act, 1995. In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and MHRD Notification of May 2, 2016 regarding University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in Higher Educational Institutions) Regulation 2015, Government Degree College Surankote has constituted an Internal Complaints Committee (ICC) to deal with complaints relating to Sexual Harassment of Women employees and students in the Institution. Anyone found indulging in such acts would face strict disciplinary action by the College and will be liable to be punished as per the provisions of the above said laws as well as under the provisions of any other penal law for the time being in force. Government Degree College Surankote is a co-educational Institution and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. The College, therefore, adopts the policy of condemning all acts which would constitute sexual harassment related to work, education, training or employment. The Cell shall be a complaint center for the members of the faculty, staff and students of the College.

B. Meaning of Sexual Harassment

Sexual Harassment is any unwelcome words or actions of sexual nature such as

- (i) Physical contacts and advances
- (ii) Demand or request for sexual favours
- (iii) Sexually coloured remarks
- (iv) Display of pornography
- (v) Any other unwelcomed physical, verbal or non-verbal conduct of sexual nature

Grievances Redressal Cell

There is a grievance redressal cell in the college that strives to redress grievance of the staff and the students in the Institution. The faculty takes care of the personal and emotional needs of the students through counseling.

College Uniform

Students are required to adhere to the prescribed dress code of the college that shall be decent and appropriate. Students without the prescribed uniform shall not be permitted to college premises.

For Boys

Dress	Colour	Summer	Winter
Full trousers/ Pants (Formal)	Black	Black	Navy blue Sweater/Coat/Jacket
Full sleeve shirt with a single pocket	Light Sky	Light Sky	Light Sky
Formal Shoes	Black	Black	Black
Socks	Black/White	Black/White	Black/White

For Girls

Dress	Colour	Summer	Winter

Kameez (Sq. cut neck with sleeve)	White	White	Black Sweater/Coat/Jacket
Salwar	White	White	White
Dupatta/Chunni	White	White	White Dupatta/Shawl
Belly/Formal Shoes	Black	Black	Black
Socks	White/Black	White/Black	White/Black

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