



# **SSM COLLEGE OF ENGINEERING**

**DIVAR PARIHASPORA PATTAN, KASHMIR - PIN 193121**

**(Approved & Recognized by AICTE New Delhi & Govt. of J&K)**

**Affiliated to the University of Kashmir**

## **CODE OF CONDUCT** **(FACULTY AND STAFF)**

## Code of Conduct for Faculty and Staff

### **Introduction:**

Code of Conduct provides a frame work for achieving highest ethical, professional and moral practices. The well-defined Code of Conduct moulds the behavior of the faculty and Staff to improve the working system and to turn them into valuable human assets to serve the Institution in particular and mankind in particular.

Since the Faculty/Staff consists of both genders it demands for adherence to the highest moral values, integrity and respect for one another. Discipline, Decorum, Decency and Etiquette are basic pillars determining the Code of Conduct.

The Code of Conduct in respect of faculty/staff of the Institution covering all the fascists is given as under:

### **A) General**

The following shall be the general guiding factors vis-a-viz Code of Conduct of the faculty/staff and every member shall:

- Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
- Abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, s/he is placed.
- Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- Endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
- Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.
- Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the college's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's

staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.
- Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.
- No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institution / person / concern (relating to the Professional Fees / Salary / Perquisites, etc)

**The employees shall desist from following practices:**

- Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business.
  - Bring or attempt to bring any outside influence to bear upon the Management to further his interest in the Institution.
  - Misuse the amenities provided by him by the Institution for the discharge of his official duties.
  - Accept any gifts, presents, gratis, payments or other favors from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of the Institution and / or its associates.
  - Engage directly or indirectly in any trade or business or avocation or undertake any other employment.
- (a) Propagate / indulge in communal or sectarian activity or indiscrimination of any sort.
  - (b) Discriminate against persons on the grounds of caste, creed, language, etc.,
  - (c) Indulge in or encourage any form of malpractice.
  - (d) Accept private tuition.

No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall

follow the decision taken by the State Government / MHRD.

### **Due care of assets and properties of the college:**

- Take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc., of the Institution and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the Institution. Besides, the Institution shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.
- Promptly report any occurrence or defect noticed which might endanger lives of persons in the Institution and may result in any damage to the property of the Institution or that of others.
- Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Institution.
- Check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In-charge concerned should be appraised and appropriate action taken in consultation with the Principal. Great care must be taken to avoid unnecessary inventory holdings.
- In the event of Natural Calamity / Flood / Cyclone - the directions of the Management shall be followed during this period. All Teaching and Non-Teaching staff are required to ensure the safety of the equipment / Institution property and will also report of their own safety and that of the students.
- An employee is not supposed to be in the unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in use in the Institution or kept in stock in the Institution. Any individual possessing such goods by improper means will be found culpable. The Principal / Registrar may confiscate such goods and disciplinary action will be taken as deemed fit.
- An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the Institution premises forthwith unless required to stay back by the Principal / Registrar. Such employees shall not enter the Institution premises without permission.
- Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty. Such cases shall be reported to the / Principal / Registrar by the Vigilance Officer.

- Be a member of or otherwise associated with any political party or any organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.
- Contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the Institution.
- No employee shall organize or participate in any demonstration on the property of the Institution, which is prejudicial to the interests of the Institution or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.
- No employee shall, except with the prior permission of the Institution or in the bona fide discharge of his duties, participate in a Radio / TV broadcast, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of the Institution or detrimental to the image / interests of the Institution.
- No employee shall criticize the Management either in the press or over the radio or on any public platform. He will also avoid doing so against other staff / students during discharge of his duty. However, nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- No employee shall, except in accordance with any general or special order of the Institution, or in the bona fide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by the Institution.
- No employee while in service of the Institution or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of the Institution.
- No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.
- No employee of the Institution shall, without the prior consent of the Institution either during his service or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in Institution / association with Institution duties.
- Employees shall not possess lethal weapons.

- Employees shall deposit with the appropriate authority any lost and found / unclaimed articles in the premises of the Institution.
- Employees shall observe safety / health norms notified by the Institution from time to time.
- No member of the staff shall apply, during the period of his service in this institution for an appointment outside or send an application for study or training, except with the prior permission of the Principal / Registrar. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The Principal / Registrar reserves the right to refuse the forwarding of such applications based on service condition.
- The Principal / Registrar shall have the right to place any staff under suspension on charges of misconduct.
- In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his duties, the Principal / Registrar has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect, after conducting an enquiry by a committee constituted by the Principal / Registrar.
- For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- Staff members should get prior permission from the Principal / Registrar to contact any outside agency or government departments for any matter related to the college / hostels.
- If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he shall settle the account within 21 days from the date of drawl of advance or within 15 days after the completion of the event as applicable for which advance was drawn failing which the advance shall be adjusted from his salary.
- Staff Members, if and when relinquishing their job, shall hand over their files and documents and get the NOC from all departments concerned in the required format.
- All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

## **B) DISCIPLINARY ACTION:**

- Infringement of any of the Conduct Rules shall be termed “misconduct” and therefore entail disciplinary action.
- Without prejudice to the general meaning of the term ‘misconduct’, the following acts of omission and commission shall be treated as “misconduct”, in respect of an employee.
- Willful disobedience of any lawful and reasonable order of his official superiors.
- Commission of any act subversive of discipline or good behavior, dishonesty, fraud, impersonation.
- Participation in any strike / demonstration / gherao and or any other kinds of agitations or abetting and inciting such agitational activities.
- Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of the Institution.
- Willful damage to the property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of the Institution.
- Accepting or offering bribes or any illegal gratification.
- Habitual:
  - Absence without leave or absence without leave for more than seven consecutive days.
  - Late attendance or habitually leaving work before time or abandonment of the place of duty.
  - Breach of rule or office order of the Institution.
  - Negligence or neglect of work.
- Accepting service for any consideration in any other company / establishment / Institution or under any person without the approval of the Institution.
- Distributing or exhibiting inside the Institution premises, hand-bills, pamphlets or posters without prior written permission of the Principal / Registrar.
- Attending or holding any unauthorized meeting within the Institution premises.
- Unauthorized disclosure of information about the business or affairs of the Institution.
- Making false statements on matters related to his employment in the Institution or willful suppression of facts at the time of employment or during the course of service in the Institution.
- Attempting or causing bodily injury or intimidation to any employee /

officer of the Institution or the contracted employees who perform their duties in the Institution premises or in the course of his discharging official duties for the Institution.

- Use of foul or abusive language to misbehave with any officer or employee or visitors or the contracted employees within the Institution premises or in the course of his discharging official duties for the Institution.
- Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary / Inquiry Authority or Superior(s).
- Carrying on money lending or any other private business within the premises of the Institution.
- Participation in any movement prejudicial to the interests of the Institution.
- Habitual indebtedness or insolvency.
- Abetment of or attempt at abetment of any act which amounts to misconduct.
- Misusing or mishandling any machine, apparatus or equipment.
- Using the Institution facilities, including men and material unauthorizedly for personal gain.
- Not allowing the Institution employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of the Institution.
- Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.
- Tampering with any of the records of the Institution.
- Acts of immorality within the premises of the Institution.
- Unauthorized occupation / illegal or immoral use of the Institution quarters / premises / rooms.
- Not wearing Identity Card while on duty.
- Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the Institution.
- Organizing or attending any meetings during the working hours, which are not official and authorized.
- Violation of any service rules / instructions by the appropriate authority.

### **C) INQUIRIES - PROCEDURE & PUNISHMENT:**

- The Management has authorized and delegated powers to the Principal / Registrar for the purpose of administering these Service Rules or for ordering an enquiry. The Principal / Registrar also has the right to mete out punishment to the offenders.
- Any employee found to commit any act of misconduct as mentioned above shall be served with a Charge Memo stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges. If the reply is not satisfactory, a Domestic Enquiry will be conducted by an Enquiry Officer duly appointed by the Principal / Registrar for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defense and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of the Institution. The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall proceed ex-parte. The Enquiry Officer shall submit the findings to the Principal / Registrar for further action.
- Additionally, the findings of the Enquiry Officer shall be communicated to the Employee concerned asking for an explanation within a specified period, and if not found satisfactory, action can be initiated against him.
- An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponements of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.
- If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the workman shall not be entitled to any salary / wages during the period of his suspension.
- If as a result of the enquiry, an employee is found not guilty of misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.
- An employee found guilty of misconduct after an enquiry duly conducted may be punished by (a) suspension from duty without salary / wages not exceeding 7 days or (b) dismissal or (c) demotion or (d) stoppage of salary / wage / increment or (e) fine or (f) reprimand by an

order of the Institution or any one authorized by him.

- While awarding punishment, the Principal / Registrar may take into account the gravity of the misconduct, the previous record of the employee, if any, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Institution shall be served on the employee concerned.
- In case of dismissal, the employee may, if he thinks it necessary, appeal to the Appellate Authority whose decision will be final.

## General Code of Conduct

### **Introduction:**

Code of Conduct provides a frame work for achieving highest ethical, professional and moral practices. The well-defined Code of Conduct moulds the behavior of the Students and the Staff to improve the working system to give a proper shape to turn into valuable human assets to serve the mankind. Since the Institute is having co-education system it asks for adherence to the highest moral values, integrity and respect for one another. Discipline, Decorum, Decency and Etiquette are basic pillars determining the Code of Conduct.

Rules and regulations for Code of Conduct are summed up as under:

- Classes start from 9.30 a.m. to continue up to 4.30 p.m.
- As per University rules 75% attendance is mandatory to appear in semester end examination.
- Students need to adhere to proper Dress Code to give a reflection of decency.
- Use of mobile phones in the classrooms, Library, labs, workshop area etc is strictly prohibited.
- Every student must carry his/her Identity Card while entering the campus and identify himself with help of the Identity Card whenever asked for.
- No guest/ visitor is allowed with the students in the class/lab/library/canteen/hostel.
- Students must help keeping the Institute neat and clean and also preserve and maintain the greeneries.
- Eatables / beverages are not allowed inside the study areas including labs, library, and workshops. Students can have their tiffin inside the canteen or class room.
- Smoking is strictly prohibited in the College Campus.
- Students must make use of electricity and water economically.
- Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy / theft.
- Students shall have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the Institute's property, machinery and equipment.
- In case it is found that they have caused any damage to the Institute's property they shall be required to reimburse or make good the damage caused. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.
- In case of medical emergency in the laboratory, the student must inform the faculty member / technical assistant without any hesitation.
- To ensure polythene free Campus.
- To ensure disallowing use of junk food.

• **Following Activities shall be Deemed as act of Indiscipline:**

1. Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether in Institute premises or elsewhere.
2. Using abusive language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members;
3. Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises; whilst on SDET-BGI or engaged in any activity in SDET-BGI or for SDET-BGI;
4. Fraud, deceit, deception, dishonesty or theft in relation to this institute or its staff, or in connection with holding any office position anywhere.
5. Action likely to cause sexual or racial harassment of any student, member of staff or other employee.
6. Damage to, or defacement of property caused intentionally or recklessly, or misappropriation of such property which includes , damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls /doors/ windows/ white board / tables / equipment / chairs etc. by way of writing names/painting/scribbling etc.
7. Misuse or unauthorized use of the Institute premises or items of property, including computer misuse.
8. Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the Institute throughthreatening, physically preventing or using any other means from preventing the students from attending classes.
9. Consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large.

**Penalties for Minor Disciplinary Violation:**

Where the violation is considered minor by the Competent Authority, the following penalties may be imposed at the discretion of the Competent Authority for minor disciplinary violations.

1. A warning to be issued to the student for first offence may not be placed in the students' record. However, in case of a repeat offence the censure may be placed on the student's record and may invite action
2. A fine may be imposed for each violation / offence
3. Informing the Parents, withholding grade cards etc.

**Penalties for Major disciplinary violation:**

When violation is considered major by the Competent Authority, the following penalties may be imposed for such disciplinary violations.

1. Suspension / debarment from the institute/ hostel where the student will be declared 'persona-non-grata' and will be debarred from entering the premises, facilities and from attending the classes or
2. permanent expulsion from the institute or
3. The defaulter may be debarred from taking an examination or examinations for one year or more than one year.
4. Any other course of action which may be reasonable in the circumstances.

### **Penalties for Ragging:**

As per Supreme Court Judgment ragging is - any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other student, Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

- The punishment may also take the shape of:  
Referring the case to the Local Police Authorities
- Withholding scholarships or other benefits
- Debarring from representation in events
- Withhold results
- Suspend or expel from hostel or Institute

Since the roles and responsibilities of students, staff/faculty members and Management is different so is the work culture therefore need for specific code of conduct for students and staff members is necessitated. The detailed manual of Code of Conduct for the above two categories viz STUDENTS and STAFF/FACULTY are provided respectively as under: -

### **A) CODE OF CONDUCT FOR STUDENTS: -**

1. The college maintains strict discipline. Students violating this are liable for severe penalty including expulsion. Students expelled on grounds of indiscipline will not be entitled to any certificate and refund of fees and deposits.
2. Ragging of any sort is strictly prohibited. Students found guilty of ragging are liable to severe punishment including dismissal from the college / hostel. The matter will also be referred to the police as the government has declared ragging as a criminal offence.
3. The use of mobile phones by the students is strictly prohibited in the academic buildings. Defaulters will be imposed penalty including confiscation of the instruments at the discretion of the Principal/ Management.

4. Students should strictly follow the dress code. They should maintain decorum befitting dignity with proper dress and hairstyle.
5. Any student found responsible for any damage to the college building, furniture or equipment will be punished severely and the cost of damages along with a fine will be recovered. The college reserves the right to expel such students.
6. Silence should be maintained in the library and laboratories and while moving from one place to another in the campus/Department.
7. Taking part or organizing/attending any unauthorized meeting in the college or collecting money for any purpose without the prior written permission from the Principal.
8. Mass absence from classes and instigation of students to absent themselves or to go on strike is a serious breach of discipline and may result in expulsion from the College.
9. Students shall not take part in any anti-social or subversive activities. No student shall be a member of any organization / association not connected with the college without the prior written permission from the Principal.
10. Unionism or framing associations based on caste, colour, creed, language, nationality or political ideology within the campus is strictly forbidden.
11. Students must conduct themselves at all times in a decent manner to bring credit to themselves and to the College.
12. The Campus is a 'No Smoking Campus'. Consumption of smoking and use of drugs is strictly prohibited in the campus and any such activity on the part of students may lead to the expulsion from the Institute.
13. Students are required to take due care of the tools, apparatus and other equipment given to them and should maintain the cleanliness of the laboratories and the workshops. The damage caused to any equipment should be reported immediately to the laboratory in-charge.
14. The College provides equal opportunities to all the students in circular and extra-curricular activities and it is for students to utilize the opportunities for their overall development.
15. Students should help in maintaining peace and order in the campus.
16. All students are expected to see the notice board daily for circulars, instructions and news on placement and training.
17. Water and power should be used judiciously by the students. Lights and fans should be switched off when not in need. Water taps should be properly closed to avoid wastage.
18. All students should wear their identity cards visibly during their stay in the campus.

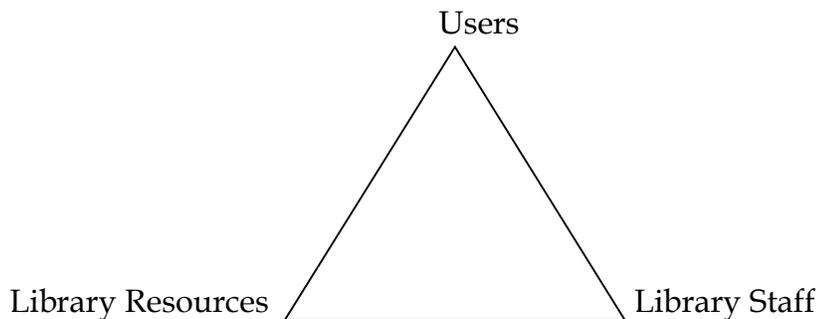
## LIBRARY: -

### **Standard Operating Procedure (SOP) For Library and Information Resource Centre (LIRC)**

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

#### **Role of Library:**

Library plays a very critical role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, DR.S.R.Ranganathan, father of library Science development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.



#### **Objective:**

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

#### **Procedure:**

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

## **Membership of Library**

- For becoming the members of the library the faculty and students have to fill in the library registration form with the details and get it signed by the Librarian.

## **Procedure for borrowing of Books:**

- Books will be issued for a period of seven (15) days at a time to the students and for one semester to the faculty. Technical and Admin Staff will be issued books for a period of thirty (30) days.
- Re- issue of books will be done in the set of fourteen (15) days each for a maximum of two times, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book. The faculty should renew the books at the end of each semester to avoid any fine.
- Technical and admin staff or students can at best hold only Two (3) books in his/her account at any point of time, whereas a faculty members can hold a maximum of (3)books in his/her account.
- Books will be issued only after the library card is produced and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.
- For re-issue after the last date for return of the book, the book has to be physically brought to the circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.
- Students withdrawing admission from 'SSM College of Engineering are required to take "No Due Certificate" from the library.

## **ACCOUNTING OF FINE:**

Rate of fine will be as follows:

- Students - Rs 2/- per days.
- The maximum limit for fine per book is Rs 1500/- . There after fine stops accumulating.
- Fine rate will be fed to Library fine book for generation of fine. The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the student/faculty/staff member on the screen before accepting the fine payment.
- The fine received from the concerned person shall be as per the screen display, in cash and a receipt prepared manually must be issued to the card holder. The Circulation in charge would press 'OK' option in the process and the transaction shall thus be finally completed.

- The individual would be reflected as “pending” option on the computer, till the fine gets cleared by the card holder.
- The fine would be deposited with the Accounts Branch by the Circulation Staff as per Computer Report recorded on the system duly tallied with the manual receipts, after thorough checking by the Library- In -Charge.
- Fine collected from the students will be deposited, within 48 hours in the Accounts Branch. If the day falls on a holiday/Sunday then the fine will be deposited on the next working day.
- The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He /She would be responsible to ensure that the accounting procedure is followed.

### **Missing/Lost books**

- Repairable books
- Unserviceable books for auction
- Books not issued for over three years

### **Dealing with Losses**

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

### **General Rules and Regulations:**

- Identity Card is compulsory for getting access to the library
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Using **Mobile phones** and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library

- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the library premises

**Admission to Library:**

Students are allowed to library only on production of their authorized/valid Identity Cards

**Working Hours of the Library:**

- Monday to Thursday 10:00 am to 4:30 pm (During Examination up to 6 p.m)
- Saturday 10:00 am to 4:30 pm

**Circulation Issue System:**

Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

**Overdue Charges:**

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.

**Book Lost:**

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

**Care of library borrower cards:**

Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards, Members are responsible for the entire set of library borrower card issued to them.

**Loss of cards:**

Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine.

**Validity of cards:**

Library borrower cards are valid for the entire duration of the course to access library facilities At the end of the course borrower cards shall be returned to the library.

### **No due Certificate:**

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

### **Care of Library Books:**

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

### **Book bank:**

SC/ST students of college can become a member of the book bank giving application along with caste certificate, by paying refundable membership fee of Rs. 100 for UG Rs. 200 for PG for the full duration of course. Members of the book bank will be issued 4 textbooks for each semester. Book shall be returned within two days after the theory examination, otherwise a fine of Rs.1/- per day will be charged.

### **Reference section:**

This section has encyclopaedia, dictionaries, Text-books Reference books etc. which are only available for reference. User can make use of these resources in the library itself.

### **Journal Section:**

In these section journals, general magazines and news letter are available. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack and are meant only for reference within the library.

### **BOOKS AND INSTRUMENTS: -**

1. All students should possess textbooks as per the syllabus. The same will be verified by the respective faculty members in the beginning of every semester.
2. Only University specified scientific calculators will be allowed during class/examinations.
3. Students will not be allowed to attend drawing classes without drawing instruments like instrument box, drafter, scale set, drawing paper, etc.
4. The College has also a stationary shop for meeting urgent stationary requirements.

### **LEAVE APPLICATION: -**

Every Department has a mechanism in place for applying for leave in case of emergencies. Students are not permitted to take more than 3 days of leave continuously. If the students have to take leave for more than 3 days continuously for any reason, the parents concerned must approach the respective HOD. Students not fulfilling the above conditions will be marked absent until they fulfill the requisite conditions.

### **HOSTEL**

1. Application for admission to the Hostel should be made in the prescribed form. A passport size photograph must be affixed in the application form. The students seeking hostel admission must give an undertaking in writing that he/ she will abide by the rules of the Hostel. This shall be endorsed by the Parent or Guardian in writing.
2. Students should get prior permission from the warden to leave the hostel after 8:00 p.m. if necessary.
3. Strict silence should be observed in the hostel during study hours.
4. TV hall will be closed during the study hours and during the period of university examinations.
5. Mobile phones, laptops should not be used during study hours.
6. Students will not be allowed to move out of their own rooms after 9.00 p.m.
7. Ladies are not permitted to enter in the men's hostel and vice versa.
8. The hostel inmates are not permitted to go out of the campus without the permission of the warden and in case of emergency, permission must be taken from the warden to leave the campus. They should get the gate pass and submit it to the security guard at the main gate.
9. Cleanliness should be maintained in hostel rooms, toilets and the college premises. The inmates of the rooms which are not kept clean will be fined or asked to vacate the hostel.
10. All the occupants of a room are equally responsible for any damage, loss of furniture, fittings etc. in the room and in such cases the cost will be recovered through a collective fine system.
11. Ragging in any form is not permitted in the campus. If any student is found guilty of ragging, he/she will be expelled from the hostel immediately.
12. No guest is permitted to stay in the hostel without availing permission from the warden.
13. No student should deface his or her respective room in any manner by sticking posters, papers, etc.
14. Students are required to switch off the lights and fans of the room when they leave their rooms.
15. All lights in rooms should be switched off by 11:30 p.m.
16. The electrical appliances such as heater, iron box, kettle, high voltage music system are not permitted.
17. Permission should be obtained from the warden for use of table fans, computers or any other low-power consumption electrical appliances.
18. Hostel inmates shall not organize or address any meeting in the hostel

without prior permission of the warden.

19. Prior permission should be obtained from the warden for celebration of festivities or any other functions.
20. Bursting of crackers inside the premises is strictly prohibited.
21. Students should not encourage unauthorized vendors / persons in the hostel.
22. Visits to the local guardians are restricted to once a month during week-ends and on declared holidays.
23. Visitors are to be entertained in the lobby and should not be allowed into the rooms. Their names are to be recorded in the Visitor's Register.
24. Hostel inmates are instructed to dine only from their respective hostel mess and follow the mess rules and regulations strictly.
25. Consumption of drugs, alcohol, smoking & chewing of pan is strictly prohibited on the campus.
26. Playing cards or any other form of gambling is strictly prohibited in the hostel.
27. In case of serious illness and infectious diseases, the students should report the same to the concerned resident warden for necessary action.
28. Special permission has to be obtained from the Principal for use of personal vehicles by inmates. If permission is granted, they can keep their vehicles only in the college parking slots.
29. Students should maintain decent dress code in the mess and outside the hostel area.
30. Private cooking is not permitted in the hostel rooms or in the hostel premises.
31. Students are advised not to keep valuables such as jewellery and cash in their rooms.
32. Food items from the mess should not be taken out of the dining hall.
33. Complaints regarding the quality of food and any suggestions should be entered in the suggestion book available with the warden.
34. There will not be any reduction in mess charges when a student is on leave from the hostel.
35. Students indulging in wastage of water and electricity will be fined.
36. Disciplinary action will be taken for violation of rules and misconduct by hostel inmates. In all matters of discipline, the decision of the Management will be final. A student expelled on disciplinary grounds will forfeit fees and deposit paid.

### **Hostel Leave Rules**

1. Students, who are sick and want to go home or to meet their local guardian, must obtain permission from the Principal / Warden.
2. Leave for reasons other than sickness, should be obtained in advance, from the Warden.
3. Visits to the local guardian are restricted to once a month. Special prior permission has to be obtained for overnight stay and the consent of parent for such stay has to be communicated to the Warden in writing in advance.
4. All grievances and problems should be reported to the Warden/ Dean Student Affairs.

## RAGGING

### 'Ragging is a Criminal Offence'

Ragging in any form is a criminal offence. Students indulging in ragging will be suspended from the college / hostel pending enquiry. They will be permitted to enter college / hostel after enquiry with re-admission and penalty. Depending on the severity of the case the culprits will be handed over to the police or expelled from the college / hostel.

The State Government of Jammu and Kashmir has also promulgated an Act under the "THE JAMMU AND KASHMIR PROHIBITION OF RAGGING ACT, 2011" on 9<sup>th</sup> April 2011 which has come into force from 9<sup>th</sup> April 2011 with the following clauses:

1. *Short title and commencement.* – (1) This Act may be called the Jammu and Kashmir Prohibition of Ragging Act, 2011.  
  
(2) It shall come into force on the date of publication in the Government Gazette.
2. *Definitions.* – In this Act, unless the context otherwise requires, –
  - (a) "Act" means the Jammu and Kashmir Prohibition of Ragging Act, 2011;
  - (b) "educational institution" means and includes a University, College and any other institution, by whatever name called, whether a private or Government educational institution, carrying on the activity of imparting higher education therein, either exclusively or among other activities, and includes a polytechnic, an orphanage, a boarding home, a hostel, a tutorial institution and the premises attached thereto ;
  - (c) "fresher" means a fresh or new student admitted to an educational institution and includes junior students ;
  - (d) "Government" means the Government of Jammu and Kashmir ;
  - (e) "head of the educational institution" includes the Registrar of the University, Dean of a Faculty in the University, Dean of Medical Faculty, Director of the Institution or Principal, Headmaster, Manager or any other person responsible for the management of any educational institution ;

- (f) "ragging" means any disorderly 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, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student, or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment or adverse affect on the physique or psyche of a fresher, or a junior student;
- (g) "student" means a person who is admitted to an educational institution and whose name is lawfully borne on the attendance register thereof ; and
- (h) "State" means the State of Jammu and Kashmir.

3. *Prohibition of ragging.*— From the date of commencement of the Act, ragging within or outside any educational institution in the State shall be prohibited and no person shall commit, abet, propagate or participate in ragging within or outside any educational institution.

4. *Penalty for ragging.*— (1) Whosoever, directly or indirectly, commits or participates in or abets or propagates ragging within or, outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both.

(2) If the particular person committing or abetting ragging is not identified, every person participating in, or present at, such ragging activity shall be liable to punishment under the Act and collective punishment shall be resorted to so as to act as a deterrent punishment and to ensure collective pressure on the potential raggars.

5. *Procedure for making a complaint.*—(1) Whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of an educational institution, the head of that educational institution shall, within seven days of receipt of complaint, inquire into the matter mentioned in the complaint and if *prima facie* the complaint is found true, he

shall immediately forward the complaint to the police station having jurisdiction over the area in which such educational institution is situated for registering a case under the Act.

(2) Where on an inquiry by the head of the educational institution, it is found that there is a no substance in the complaint received under sub-section (1), he shall intimate the fact in writing to the complainant.

6. *Deemed abetment.*—(1) If the head of any educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 5 when a complaint of ragging is made, he shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

(2) No Court shall take cognizance of an offence under sub-section (1) without a complaint in writing made by the District Magistrate concerned.

7. *Removal from rolls of educational institution.*— Any student convicted of an offence under section 4 shall be removed from the rolls of the educational institution and shall not be admitted in any educational institution in the State for a period of three years from the date of such removal.

8. *Suspension of the student.*—(1) Without prejudice to the foregoing provision, whenever a complaint is forwarded by the head of an educational institution to the police station under sub-section (1) of section 5, such student shall be suspended forthwith from the said institution and shall neither be allowed to enter the premises of the educational institution till the final outcome of the complaint under the Act nor shall be entitled to any of its facilities.

(2) Any student suspended under sub-section (1) shall be expelled from the boarding home, hostel and mess of the educational institution.

9. *Prevention of ragging in educational institutions.*—It shall be the duty of every educational institution to prevent ragging in such educational institution and for this purpose the educational institution shall, among other things, take the following steps :—

- (i) the prospectus, the form for admission or any other literature issued to the aspirants for admission shall clearly mention that ragging is banned in the

institution and anyone indulging in ragging is likely to be punished ;

- (ii) the admission and enrolment form shall include a printed undertaking to be filled in and signed by the student to the effect that he/she is aware of the institution's approach towards ragging and the punishments to which he/she shall be liable if found, guilty of ragging ;
- (iii) it shall display, on the notice board, the name, address and the contact number of the person or authority to whom a fresher should approach for help and guidance for various purposes ;
- (iv) the head of the educational institution or a person higher in authority shall address meetings of professors, lecturers, instructors, teachers, parents or guardians and students, collectively or in groups, to create confidence by apprising them of their rights as well as obligations to fight against ragging, insisting on freshers to report to the head of educational institution or proctorial committee about instances of ragging and to generate confidence in their mind and to encourage them to report any instance of ragging to which they are subjected to or which comes in their knowledge ;
- (v) at the commencement of the academic session, the educational institution should constitute a proctorial committee consisting of senior faculty members and hostel authorities like Wardens and a few responsible senior students to, –
  - (a) keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence ; and
  - (b) promptly deal with the incidents of ragging brought to its notice and summarily punish the guilty, either by itself or by putting forth its finding/recommendations/suggestions before the authority competent to take action ;
- (vi) all vulnerable locations shall be identified and especially watched ;
- (vii) the local community and the students in particular shall be made aware of the dehumanizing effect of ragging inherent in its perversity and posters, notice boards and signboards, wherever necessary, may be used for the purpose ; and
- (viii) migration certificate issued by the educational

institution should have an entry apart from that of general conduct and behaviour as to whether the student has ever indulged in ragging and in particular was punished for such ragging.

10. *Provision of the Act to be in addition to other laws.*—Nothing in the Act shall be deemed to affect the operation of any other law for the time being in force in the State and the provisions of the Act shall be in addition to, and not in derogation of, such other laws.

11. *Power to remove difficulties.*—If any difficulty arises in giving effect to the provisions of the Act, the Government may, by order not inconsistent with the provisions of the Act, remove the difficulty :

Provided that no such order shall be made after the expiry of a period of two years from the commencement of the Act.

12. *Power to make rules.*—The Government may, by notification in the Government Gazette, make rules to carry out the purposes of the Act.