



# Guru Nanak College Budhlada

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Under the Management of S.G.P.C., Sri Amritsar Sahib

Affiliated to Punjabi University, Patiala

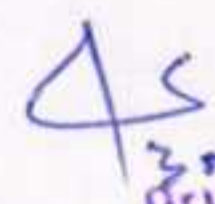
NAAC Accreditation 'A' Grade

Selected Under 'Star College Scheme' by DBT, GOI

## Code of Conduct Policy

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## Motto, Vision and Mission

### Motto of the College:

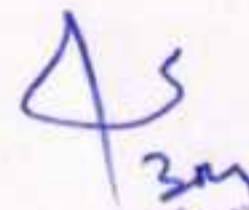
'Learning with Perseverance; Rising with Honour.'

### Vision of the institution:

'Enlightening Human Minds and Social Empowerment through Education.'

### Mission of the College:

'Transforming the youth into a productive asset of society through value based quality education by focusing on their all round development in order to enable them to contribute in the progress of society to their utmost potential.'

  
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## Objectives

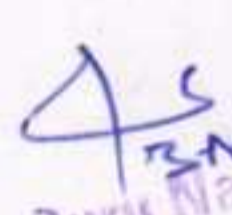
1. To achieve excellence in teaching and learning.
2. To inculcate social, moral and spiritual values among the students.
3. To sensitize the students towards social issues and make them responsible citizens.
4. To make the students skilled and productive.
5. To groom the students intellectually with scientific temper by providing congenial ambience.
6. To enable the youth to become tomorrow's leaders of change.
7. To provide opportunities to the unprivileged sections of the society.
8. To ensure all round development of the students through curricular, co-curricular, extra-curricular and extension activities.

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## **PREAMBLE**

The student code of conduct is established to foster and protect the core values of the Guru Nanak College, Budhlada. It indicates the standard procedures and practices for all students enrolling with the college for pursuing varied courses. Students must treat each other with dignity and spirit of friendship and brotherhood to create and nurture harmonious student community. Every student must respect the faculty members and every staff member of the College. For the well-being of the student community, any violation of discipline and Code of Conduct will be strictly dealt with, including expulsion from the college.

  
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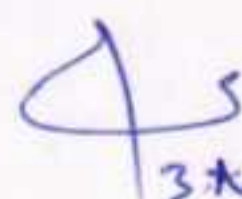


## CHAPTER 1

### CODE OF CONDUCT FOR STUDENTS

1.1 **DISCIPLINE** It is mandatory for all the students to observe and strictly follow the disciplinary rules and regulations of the college. Students may attract punishment in case they fail to observe the following rules:

- Any violation of Regulations, Policies and Code of Conduct for Students of Guru Nanak College as may be prescribed and be prevalent from time to time.
- Breach of an Undertaking or Declaration and/or refusal to obey the directions/instructions of the HOD and/or Principal.
- Damage/defacement/theft to college property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Misbehaviour with a fellow student, faculty or staff or any person in the College.
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means).
- Shouting, whistling, use of verbal/written abuses, derogatory or un-parliamentary language/ terms against any officer, academic staff, administrative staff, other employee or student of the College.
- Distribution or publication of a poster, notice, sign or any publication including audio-visual material, blog or webpage, which is offensive, intimidating, threatening or illegal.
- Any kind of betting/gambling.
- Possession, use (or threat to use) of banned substances/materials  
(Tobacco/Narcotics/Alcohol Products/Weapons/Firearms/Chemicals and Pornographic Materials) in the College Campus, College Hostels and College Transport/Buses. This is a serious violation and stringent disciplinary action will be taken against the errant student which includes immediate suspension from the College till the completion of enquiry by the Disciplinary Committee. The guilty student(s) may be expelled from the College on the recommendations of the Disciplinary Committee.
- Any act of malpractice related to any examination/test/evaluation-process conducted by the College as per
- Mass Bunking of classes and other College activities. Causing disruption in any manner in the functioning of the College.
- Physical assault or threat to use physical-force against any officer, academic staff, administrative staff, other employee or student of the College, and /or causing injury to any person within or outside the College Campus, including Hostels and Transport facility, for any reason whatsoever.

  
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- Violation of status, dignity and honour of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation.
- Any violation of provisions of the Protection of Civil Rights Act, 1955.
- Creating ill-will or intolerance on religious or communal grounds. Distribution of literature/propaganda material, in print or electronic form, pertaining to his/her religion, political views and group views (based on caste, creed and place of residence) within the College Campus.
- Accessing banned sites and/or pornographic sites and/or material in the College Campus, including Hostels.
- Any data storage device or hardware attachments for software/hardware 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.
- Any behaviour which could constitute or be construed as discrimination or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion, disability or age of any student or member of staff of the College, or any visitor to the College.
- Fraud or deception in relation to the College or its staff, students or visitors.
- Indulging in any act either singly or with others that creates disturbance within any part of the Campus/class-rooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus.
- Indulging or promoting any business or trading activity within the College Campus, including Hostels and Transport Facility.
- Raising any slogans or indulging in any violent activity in pursuance of any demands or issues.
- Bribery or attempted bribery including but not limited to offering or giving money, gifts or any other advantage to any student or employee of the College, or any visitor to the College with the intention of inducing that person to perform his/her role improperly or of rewarding that person for performing his/her role improperly.
- Any other act of commission or omission, which constitutes indiscipline in the view of the Disciplinary Committee.
- Breach of any law and order may result in the matter to be reported to higher authorities and/or principal and/or police as the case may be.

**Students should also observe/take care of following points:**

- Students may be required to submit their documents in the college for admission/examination procedure. If a student does not submit the required documents in the college, he/she will be responsible for his/her loss resulting out of it.
- While attending college function, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the college.
- Students are forbidden from entering the college office and staff-rooms during unspecified hours.

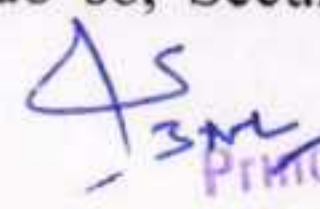


- Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- The students should themselves be present for taking the required certificates, mark-sheets from the college.
- It is the right of the Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.
- Students must help keep the institute neat and clean. Eatables/beverages are not allowed inside the study areas including labs and library. Students should have their tiffin inside the canteen.
- No visitor should meet the Student directly; rather they should enquire in the office before doing so.
- Students are advised to use bins for disposing off the waste materials.
- Students must work towards conservation of electricity and water. They should switch off lights and fans when they leave the class-rooms and laboratories.
- Students must park their vehicles in the prescribed parking zones only. Students are not allowed to bring the four wheelers.
- Students are not allowed to indulge in anti-social/anti-college/anti-national/political activities.
- No guests/visitors shall be allowed with the students in the class/lab/library.
- Industrial trips/educational tours will be planned by the concerned departments and will be accompanied by faculty members.
- The students are required to submit a clearance certificate (No-Dues) from the concerned authorities to get roll number for each semester examination.
- The students are expected to read notices displayed on the college Notice-Board/College Website. Ignorance of reading any notice thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.

**1.2 DRESS-CODE** Personal grooming and dress code is very essential for self-esteem, sense of belonging and camaraderie, pride in the College and preparedness for corporate/professional careers. Students must adhere to the dress code of the college. Students should wear prescribed college uniform every Monday, Wednesday and Friday or as decided by the college authorities. Students are also expected to wear formal dress in the college on other working days.

**1.3 STUDENTS IDENTITY CARD** All the students shall wear their identity cards at all times in the college campus. Any teaching staff and non teaching staff shall have the right to check it. The students can collect their Identity cum Library Cards from the library after a week of their admission and after 15 days from the date of the admission.

- A student will not be allowed into the College Campus without the Identity Card.
- A student must produce the Identity Card to use any College facility like Library, Canteen, Laboratories etc.
- A student must return the Identity cum Library Card to the College Office at the time of passing out/withdrawal/expulsion or when asked for. In case of failure to do so, Security Deposits, if any, will be forfeited and Certificates will not be issued.

  
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- Every student should preserve the Identity Card and not give it to any other student or outsider for any purpose. Any misuse of the College Identity Card (self or others) will lead to disciplinary action against the student, including expulsion from the College.
- The College reserves the right to ask the students to surrender their Identity Card without assigning any reason.
- In case a student loses the Identity Card, she/he should apply for a fresh Identity Card along with a penalty fee prescribed by the College.

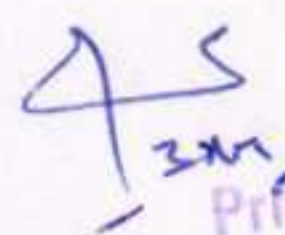
**1.4 ATTENDANCE** To maintain high standards of academics, the college exhorts every student to attend all Lectures, Tutorials, Practical Classes and other Co-Curricular activities mandated by the Program Regulations and Curriculum of the concerned Program. Every student must attend every class scheduled in the Time-Table notified by the Department/College. Student should be regular in attendance for all his/her lectures during the day. As per university rules 75% attendance in all the subjects is mandatory to appear in semester-end examination. Irregularity in attendance may cause disciplinary action. The student coming late shall not be allowed to enter the class. Students will have to submit Regular/Medical-leave application in advance, duly sanctioned by HOD and class-incharge. Medical leave has to be submitted along with valid medical certificate. Attendance is compulsory in mid-semester and final examinations. The student will be entirely responsible for such absence.

**1.5 RAGGING** Ragging is considered a crime and is strictly prohibited inside or outside the premises of the college. It is punishable as per rule of the Government/UGC. If any student indulges in any form of ragging inside or outside the premises of the college, he/she will be summarily expelled from the college.

**1.6 EXAMINATION** Candidates must reach the examination hall at least half an hour before the commencement of the examination. Students must carry Roll Number slip (for Semester Examination) and Identity Card (for Mid-Semester Examination) with them, failing which they will not be allowed to sit for the exam. Use of mobile phones/modern means of communications is strictly prohibited in the exam hall during the examination. Any kind of cheating may result in UMC. Students shall place personal stuff brought by him/her on the desk during the exam.

**1.7 MOBILE PHONE** The student should switch off their mobile phones while in the classroom, Laboratory, Library or in any other academic activity. Bringing of any device in the college premises will be at student's own risk.

**1.8 GENERAL** Students are expected to be honest and also to be attentive in all academic/non-academic activities. Loud/abusive language is not appreciated.

  
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## CHAPTER 2


### CODE OF CONDUCT FOR HOSTELLERS

The following rules are observed for the proper functioning of the hostels:

- Guests are not permitted to stay in any of the hostel rooms. Parents/Guardians are allowed to meet the students only in common room. They are not allowed to enter into hostel block. If guest/outsideers are found in the room, students of the allotted room shall be responsible for any disciplinary action.
- Smoking is strictly prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things is prohibited. Anyone found guilty will not only be asked to vacate the hostel but also be rusticated from the college.
- The cooler, extra fan charges will be paid by the occupants of the room. The students who wish to have Cooler/Extra fan in the room should give an application to the hostel warden for permission, otherwise it will be considered as an unauthorized item.
- The hostellers are not allowed to keep, musical instruments, cassette record players, and TV, electric irons or any electrical equipment. Unauthorised possession will lead to confiscation of the goods.
- The usage of computer is for academic purpose only. Playing movies or others items is strictly prohibited. The Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.
- When leaving the rooms for attending classes or for vacation, fans, electrical gadgets, lights etc. should be switched off. Glass windows are to be closed securely. Violation of these rules would result in fine of Rs.150/-which will be paid by the room occupant.
- The resident of a room is responsible for any damage to the property in the room during his/her stay in room. She/he is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he changes/vacates the room/hostel In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, identified, or from all the students of the hostel, as decided by the college authority.
- Pay the mess bill in advance in the first week of every month (before 6th), after that a fine of Rs. 10/- per day will be charged until you pay the bill.
- Students staying in the hostel will have to pay the mess bill, even if he/she is not taking food in mess.
- The hostel rooms can be inspected by the college/hostel authorities to make sure that they are kept neat and tidy. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
- Every student of the hostel should have the civic responsibility that he/she should not be a cause of inconvenience, annoyance or disturbance to others.
- The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and un-parliamentary language against the hostel/mess staff is strictly forbidden. If any complaint is received from staff/faculty against any student, it will attract strict action. Celebrating birthday parties inside the hostel rooms is strictly prohibited.



- Students should read the circulars put up at all blocks and must keep themselves updated about the functioning of the hostel.
- Students are instructed to attend the General meetings of the hostel. This is mandatory for Members of the Students council who are hostellers and Mess committee members.
- Closing time of hostel from February-October is 6:00 PM and from November-January is 5:00 PM.
- Medical Fitness Certificate from M.B.B.S. Doctor must be attached along with the hostel form.
- Girls students are allowed to visit their home only once in a month and that too with the Mentor and Hostel Warden's permission.
- If any girl student wants to visit their home more than once in a month, special permission from the college principal is required.

  
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## CHAPTER 3

### CODE OF CONDUCT FOR STAFF

**3.1 DISCIPLINE** Staff is the back bone of any institute. All the staff members shall discharge their duties honestly and efficiently to match with the academic standards and performance norms prevalent/set by the College Management from time to time.

- Staff should conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- As good citizens all the staff members must follow law of the land and should not indulge in any activity which can be damaging to the reputation of the institute.
- The staff should take interest in protecting and preventing the theft/misuse/damage of college assets including all kinds of physical assets, movable and immovable property.
- All staff members shall devote their time and best efforts for the progress of the college.
- Staff should contribute to the vision, mission and goals of the college.
- Staff must be punctual, honest and regular in their approach.
- No staff member shall absent himself/herself from duties at any time without prior permission from their HOD and Principal.
- No teacher should carry out any other trade, business or like activity in the campus.
- The staff members are expected to actively associate, involve, participate in all the College activities and programmes irrespective of the Department, they belong to.
- Staff member should not involve himself/herself in any kind of discrimination based on gender/sexuality/age/marital status or physical features, disability or impairment (physical disability or medical status)
- The staff members shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against them in any police Station, Court or Forum.
- No staff member should associate with any political party or take part in any activity, which is not in line with the duties and ethics of the teaching profession.
- Staff should work as a team and in cooperation with others and contribute/participate to academic/administrative activities.
- Every staff member should maintain the confidentiality regarding the College affairs.
- Every staff member shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- The staff member should show no partiality to any segment/individual student.

**3.2 LEAVES** Staff will get casual leaves, medical leaves, earned leaves and vacations as per the UGC guidelines/state government rules. Whenever a staff member needs to take a leave, he/she should get the leave sanctioned in advance. In case of emergency, the Principal and the respective HOD or the next senior faculty must be asked for. Medical leave has to be submitted along with valid medical certificates.



## CHAPTER 4

### CODE OF CONDUCT SPECIFICALLY FOR TEACHING-STAFF

#### 4.1 DISCIPLINE

- The faculty members should report to the college at least 10 minutes before the commencement of college timing.
- Teachers should communicate politely and respectfully with students. Teachers are encouraged to establish a good rapport with students.
- Teachers should forewarn students about the outcomes of conversing in a poor way or any exhibition of bad behaviour and avoid any untoward situation.
- Teachers should refrain from criticizing fellow staff members and the management especially before the students.
- Every teacher should execute all the work assigned to him/her by the Director-Principal and the Head of the Department from time to time honestly and to the best of their abilities.

**4.2 CONTINUOUS ASSESSMENT** Once the subject allocation is done, the staff should prepare lecture wise lesson plan. The Staff should not involve himself/herself in any unethical practice while preparing continuous assessment. The staff should get the feedback from students from time to time and act/adjust the teaching accordingly. The staff should act as a counsellor and act as a mentor/guide for the students. Serious matters of the students should be brought to the notice of HOD. Every faculty member shall maintain academic record book.

**4.2.1 CLASSROOM TEACHING** Every teacher in the service of the Guru Nanak College shall at all the time strive for academic excellence in the discharge of their duties and conduct themselves in the manner of a perfect role model for others to emulate.

- Every Teacher shall discharge his/her duties proficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- All teachers should explain the rules regarding attendance, internal assessment, assignments etc. to the students.
- The staff should engage the students for the entire period and should start the class in time and should not leave the class early.
- A teacher has responsibility to shape the future of the students and therefore the duties of a teacher not only involve completing the subject course but also to make continuous efforts to devise new approaches to counsel and motivate the students towards studies and career growth.
- The faculty members must work hard towards preparing himself/herself academically to meet all the challenges and requirements not only in the subject assigned but also in the methodology (usage of ICT) of teaching for the proper discharge of duties assigned to them.



- Every Teacher should develop methodologies to encourage student participation during the class.
- All Teachers are expected to maintain a quality and high standard of teaching through dedication to the profession, students and the subject.
- A teacher must continuously think to evolve methodology to improve the teaching-learning process, academic environment of the institute and should always be open to put forward their suggestions.
- A teacher should create serene environment in the class in which students can study properly and ask doubts/questions.
- Teachers should maintain a respectful gap from students and should not share their personal problems or issues in the classroom.
- Each teacher is responsible for the general counselling of the students so that students can take decisions for their careers or any other problems they might be facing.
- Teachers shall not confine their activities to the classroom teaching but involve themselves in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
- The staff should take care of students who are slow-learners and plan for their remedial classes
- Every teacher should use feedback system to improve their teaching.

**4.2.2 LABORATORY** The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory. The staff should involve themselves in demonstration, models and innovative methods of teaching for better and improved interaction with students.

**4.2.3 TEST/ASSIGNMENTS/MID-TERM/UNIVERSITY EXAMINATIONS** For technical/numerical oriented subjects, weekly tutorials should be conducted. Tests, MSTs and practical examination must be conducted as per the academic calendar.

**4.2.4 APPRAISAL REPORT** All the staff members are required to submit their **Self Evaluation Report** at the end of every semester in the prescribed format. Faculty Members should update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the HOD and Principal. Faculty Members should also make attempt to publish their research papers/articles in reputed International/Indian Journals, magazines and Newspapers.

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## CHAPTER 5


### CODE OF CONDUCT FOR PRINCIPAL

The Principal of an Institution should always be honest, fair, objectives, supportive, protective and law abiding. Besides, the following traits are expected from the Principal

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- He/she should plan and implement new ideas to execute the vision and mission.
- The Principal should ensure that the staff and students are aware of rules, policies and procedures laid down by the college
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute. The Principal should periodically review this Code of Conduct.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality of education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should promote industry-institute interaction for better employability of the students.
- The Principal should demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- The Principal should promote internal revenue generation activities with the help of staff and students.



- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- He/She is responsible for timely correspondence relating to the administration of the College

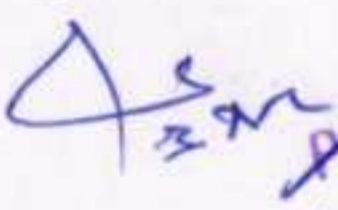
  
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CHAPTER 6  
**CODE OF CONDUCT FOR VICE-PRINCIPAL**

Vice Principal will report directly to the Principal and will assume supervision on behalf of or in the absence of the Principal. At the discretion of the Principal, specific responsibilities and latitude of independent action will vary, but they will assist in the administration of the college and provide leadership. Vice Principal will assist in the formulation of policies, organizational plans, goals and objectives in order to develop and maintain an educationally effective school of excellence. The vice Principal should:

- Meet with the Principal to discuss the implementation of college policies and programs.
- Assist the Principal in supervising all the teaching and non-teaching staff.
- Meet with teachers, pupils, parents/guardians as needed.
- Assist the Principal in conducting orientation for incoming students.
- Maintain an effective, positive working relationship with the staff
- Prepare and submit all reports, as requested by Principal, in proper writing and/or oral style and structure.
- Portray an effective role model for staff, students, parents/guardians, community members. Confer with Principal and Administrative Assistant on decisions concerning attendance and discipline problems.

  
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## CHAPTER 7

### CODE OF CONDUCT FOR CONTROLLER EXAMINATIONS

The examination branch is the back bone of a college. Honesty and integrity are the basic traits required for the controller of examinations. He should ensure secrecy, safety and security of all documents relating to examinations. His other responsibilities are:

- Scheduling of mid- semester examinations, arranging to get question papers, print them and keep them securely for distribution on the date of examinations
- Ensure that valuation of answer scripts is done objectively
- Ensure that there is no conflict of his personal interest with professional interest.
- Special care has to be taken in protecting the question-papers by taking all possible precautionary steps to ensure that the questions are not leaked out before the examinations
- Ensure that the results of MST's are declared in time
- Ensure that not only he is honest but all other staff members of the Examination Section are also equally honest.
- Ensure proper Question Paper audit is done.
- Any violation/unethical behaviour of his staff is not tolerated and serious action taken immediately. Ensure proper correlation between Internal and External marks, through proper auditing.
- Ensure answer scripts are disposed properly / safely (after the due dates)

  
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## CHAPTER 8

### CODE OF CONDUCT FOR IQAC COORDINATOR

IQAC coordinator needs to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. He should also promote measures for institution functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. He will also be responsible for:

- Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Development of Quality Culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes.
- Documentation of the various programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

  
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## CHAPTER 9

### **CODE OF CONDUCT FOR COORDINATOR CULTURAL AND YOUTH WELFARE SERVICES**

Coordinator Cultural and Youth Welfare Services will identify and motivate the students to participate in the various cultural activities held at college/university level. He will also ensure the coaching of various cultural activities if required.

- Organize cultural competition
- Encourage students' participation
- Inculcate cultural and religious values in students
- Preserve and promote tradition and culture in the school
- Keep records of the cultural competitions
- Prepare Action Plan and conduct cultural activities effectively
- Encourage students' participation in different genre of songs, dances and music
- Exhibit cultural programs in any local festival
- Prepare issue form for borrowing of cultural items
- Keep proper records of all sorts of collections and bills counter signed by the committee for transparency and accountability
- Review effectiveness and improvement of the cultural programs in the coordination meetings

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## CHAPTER 10

### CODE OF CONDUCT FOR COORDINATOR SPORTS

Coordinator sports enforce the standards that govern conduct on the field or court. They clearly have an important role to play in ensuring positive environments in sport, beyond simply enforcing rules and regulations of play. Coordinator Sports should

- Ensure smooth conduct of sports
- Ensure proper use of sports material and facilities
- Purchase of sport items by coordinating with the HOD Sports
- Encourage students to participate in zone/university tournaments
- Creation and upkeep of sports facilities
- Proposing annual budget for sports
- Oversee medical facilities for the sports students on campus
- Help in the organization of various sports events in the college

  
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## CHAPTER 11

### CODE OF CONDUCT FOR COORDINATOR RESEARCH

The Coordinator Research will facilitate and enhance the research and consultancy activities of the college, by encouraging the faculty to undertake research projects and Institutional consultancy. The Coordinator Research should advise the Principal in matters related to College Consultancy and Funded Sponsored research. He or she will advise the Principal in matters related to:

- Framing of rules for industrial Sponsored research and consultancy.
- Create and maintain database regarding faculty expertise.
- Facilitate faculty in procuring equipment necessary to conduct research or consultancy work, recruitment of project staff.
- Coordinate co-curricular activities (technical festivals, quizzes, etc.) for the students.
- Providing guidance for submitting proposals to funding agencies.

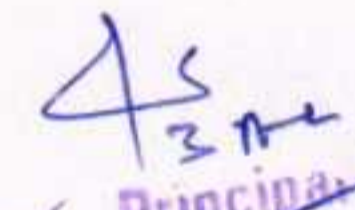
  
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CHAPTER 12  
**CODE OF CONDUCT FOR  
CORDINATOR OLD STUDENTS' ASSOCIATION**

The alumni are one of the crucial pillars of the Institute who are our ambassadors to the industry and our society. GNC is known for its strong Industry connects, extensive outreach activities which are primarily because of its Alumni who are at the helm of affairs in various industries and continue to steer their respective organisations.

- Involving alumni to contribute to academic activities like mentorship and other academic and professional engagements, research and industry exposure to students.
- Engaging alumni in development/advancement of Institute through collective collaboration and contribution.
- Encouraging the alumni to participate in various welfare activities for the students like scholarships and books for needy students.
- To organize activities related to social responsibility of the institution with the help of the alumni.
- Connecting with alumni to enhance the image of MGC and furthering its outreach.
- Constant and consistent effort to engage with the alumni through various Institute academic programmes.
- Create and oversee various plans to reach-out to entire alumni base though an effective leadership in realizing our vision and mission.
- Plan for accommodation of parents and family members of students during Convocation, etc.

  
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CHAPTER 13  
**CODE OF CONDUCT FOR COORDINATOR CAREER  
GUIDANCE AND PLACEMENT CELL**

COORDINATOR (Career Guidance and Placement Cell) plays a pivotal role in counselling and guiding the students for their successful career, which is a crucial interface between the stages of completion of academic program of the students and their entry into the job market. The aim of the college is to provide career guidance and placement opportunities to all students studying in the campus. The Career Guidance and Placement Unit should offer the following services:

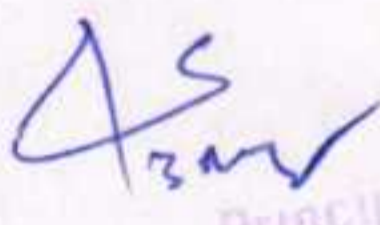
- To organize workshops to help students select a career path and an academic field of study. The workshop offers a partially guided experiential group session in which the participants examine the major factors involved in career decisions - professional inclinations, abilities, style of working with others and career goals.
- Individual counselling which includes tests and/or advising sessions.
- Analyse placement data to gather an understanding for future trends and articulate needs for institute level planning and budgeting.
- Involve faculty members in Pre-placement Talk, project selection and final placement of students.
- Regularly meet with faculty members to solicit the expertise in placement activities with regard to initializing and planning for future activities.
- Interact with students to keep them informed about the latest market trends and skills demand so that they can update themselves and prepare best for their career.
- Boost up student morale and counsel them before they undergo summer and final placement activities.
- Update the faculty members on placement opportunities.
- Build relationships with Alumni through seminars, annual meets, etc.
- Act as Institute-Industry interface including publicity, news bulletins, brochures preparation/distribution, etc.

  
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CHAPTER 14  
**CODE OF CONDUCT FOR COORDINATOR OUTREACH &  
EXTENSION ACTIVITIES**

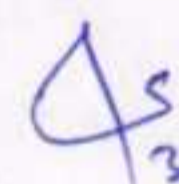
Extension and outreach activities are the vehicles for Institutional social Responsibilities. The college has been successful in sensitizing the students to societal concerns and instilling in them a sense of purpose and social responsibility to contribute to the community well-being through these structured avenues.

  
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CHAPTER 15  
**CODE OF CONDUCT FOR  
UGC-COORDINATOR**

Main responsibility of course coordinator is to keep Director-Principal updated about the UGC schemes for autonomous colleges and to apply for various UGC grants for autonomous colleges. He will ensure proper documentation and utilization of funds for approved grants. UGC coordinator will also keep record of all the grants/funds received from the UGC under various schemes. He will also guide the staff about various UGC research promotion schemes. He will also ensure proper correspondence with the UGC. He will also help in organising UGC sponsored seminar/symposia/conference in the college.

  
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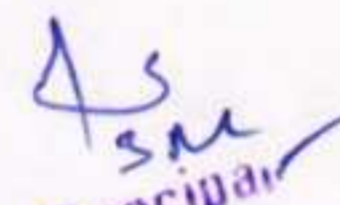


CHAPTER 16  
**CODE OF CONDUCT FORBURSAR**

Bursar will keep precise records of incoming and outgoing payments of the college. . This may include arranging payment requests, making payments for services, verifying accounts payable and receivable, and researching financial account activity, among other duties like.

- Overseeing day-to-day cash management
- Conducting financial audit
- Managing accounts payable and receivable
- Keeping organized books of tuition fees and files of receipts
- Preparing expense reports on a regular basis
- Managing annual budget
- Conducting cost and productivity analyses
- Reviewing employment contracts and terms of services
- Designing and updating financial procedures
- Reporting to the college principal on performance and investment/funding opportunities

He/she will also help students and their families understand the cost of tuition and guide them through the application process if needed and also advise on the available loan options and determine a unique solution for each situation.

  
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## CHAPTER 17

### CODE OF CONDUCT FOR HEAD OF DEPARTMENT

A department head is the person in an academic department of a college, who leads, manages and develops the department to ensure it maintains a high standard of excellence in all its activities. With the faculty's support, a HOD's primary directive is to ensure that their department remains (or becomes) well-regarded in its field to attract students. Department heads exercise leadership, demonstrate vision and empower others to execute an agreed-upon departmental strategy. A department head's main responsibilities are to:

- Develop best practices to achieve department goals.
- Ensure that all staff members follow department policies and procedures.
- Analyse any department related issues and provide immediate resolutions.
- The work load of all the staff should be fixed by the respective Head of the department as prescribed by UGC/DPI and Punjabi University.
- The Head of the Department should prepare the academic calendar of the department and get it approved by the Principal.
- The subject allocation should be done by the HOD after taking into account the Faculty Members' expertise/choices.
- The books prescribed by the University for each year should be procured through the Library and made available in the Department.
- The Head of the Department should arrange fortnightly meetings of the staff members to review the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference and publish research papers/articles in reputed International / Indian Journals / Conferences.
- The Head of the Department should take feedback responses from the students and arrange periodic PT meets.
- The HOD should make efforts to arrange remedial classes for slow learners after discussion with subject teachers.


  
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**CHAPTER 18**  
**CODE OF CONDUCT FOR SYSTEM**  
**ADMINISTRATOR**

The Systems Administrator shall discharge the duties under directions of the Director-Principal concerned. He/she shall broadly perform the following duties:

- Performing system requirements and related activities pertaining to obtaining quotations for procurement of h/w and s/w
- Administering and configuring servers and System performance tuning
- Facilitating development and maintenance of institute's websites and updating the same
- Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
- Installing and configuring new hardware and software
- Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
- Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
- Identify and help implement installation of ICT and MIS requirements for the institute
- Analysing system logs and identifying potential issues with computer systems.
- Introducing and integrating new technologies into existing data centre environments.
- Performing routine audits of systems and software.
- Performing backup of data and files.
- Adding, removing, or updating user account information, resetting passwords, etc.
- Answering technical queries
- Being responsible for security of systems and network
- Any other work assigned from time to time.

  
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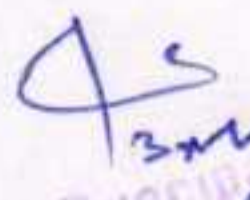
CHAPTER 19  
**CODE OF CONDUCT FOR NON-TEACHING STAFF**

**Job Responsibilities of Office Superintendent**

- Scrutinize Admission & Eligibility documents and registers of admission.
- Supervise and maintain personal files of staff and faculty.
- Maintaining P.F. account as the case may be.
- Keeping discipline and work schedule of class IV employees.
- Maintain casual leave register.
- Maintain movement register for staff under office administration.

**Job Responsibilities of Librarian**

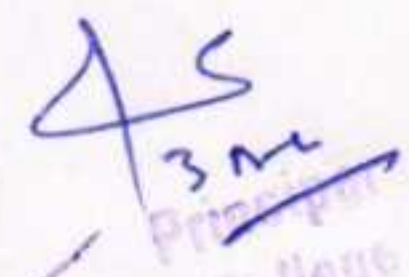
- To prepare and issue Library cards to students and staff.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine
- To display new arrivals by photocopy of the cover page of the books and journals.
- To receive international journals & magazines and highlight important articles & news.
- To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- To maintain the day wise records of visits of staff faculty members in library.
- Display cuttings of newspapers on education /social matters on notice board
- The list of required books to be submitted to the principal for further procurement.
- To ensure discipline of the students in the library.
- To effectively encourage faculty & students to use e-journals by keeping them always in working condition.
- Regularly undertake binding of books which are damaged.
- Any other matter assigned by Principal from time to time.

  
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CHAPTER 20  
**CODE OF CONDUCT FOR VISITORS**

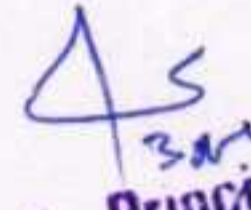
- Anyone who is not a regular staff member or student of the College will be considered a visitor.
- All visitors to the College must report to the office of the Principal upon arrival in the College. They will be required to sign the visitor's register and will be issued a visitor's Pass, which must be kept all times while in the College campus. The visitor must return the Pass to the office before leaving the College campus.
- All visitors to the college must carry original ID proof (Aadhar card/Driving Licence/ Voter Id card etc) which must be shown when asked to do so.
- No visitor can possess/consume/sell/distribute/exchange drugs, alcoholic beverages, controlled substances in the College campus.
- No visitor can possess or use weapons in the College Campus, except in the case of law enforcement officers.
- Any unauthorized person on College property will be reported to the Principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on College campus contained in the Code of Conduct.
- No visitor intentionally damages or destroys College property or the property of a teacher, administrator or any other person.
- No visitor can disrupt the orderly conduct of classes, College programs, functions or other College activities.
- No visitor can Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- No visitor can enter any portion of the College premises without authorization or remain in any building or facility after it is normally closed.
- No visitor can violate the traffic laws, parking regulations or other restrictions of vehicles.
- Visitors should be made into groups of suitable size based on the office capacity ensuring social distance.

  
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CHAPTER 21  
**CODE OF CONDUCT DURING PANDEMIC**

- One should wear triple layer masks and gloves.
- Hands should be washed with soap and water immediately after each piece of mask and gloves is removed.
- Mandatory thermal scanning of everyone entering the office to be done.
- Intercoms and office chats to be used for communication to avoid frequent gatherings.
- All communications received in paper to be placed in separate trays for at least 24 hours before processing.
- To avoid papers, soft copies to be encouraged for safety.
- Large gatherings or meetings of 10 or more people to be discouraged. Seating arrangement to be done maintaining social distancing at least 6 feet away from others on office sites, in gatherings and meetings.
- Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
- Use of staircase for climbing should be encouraged.
- There is a strict ban on use of gutka, tobacco etc. and spitting is strictly prohibited.
- Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at office all the times.

  
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