



A HAND BOOK OF INSTITUTIONAL CODE OF CONDUCT



2018-19 & 2019-20



(NAAC Re-accredited “A” Grade)

**GURU NANAK COLLEGE FOR GIRLS
SRI MUKTSAR SAHIB (PB)**

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VISION

“ਵਿਦਿਆ ਵੀਚਾਰੀ ਤਾਂ ਪਰਉਪਕਾਰੀ”

*Education, If Truly Contemplated,
Makes One Altruistic*



:: MISSION ::

To shape young minds through diverse knowledge and skill development programmes and inculcate in them human values, the ideals of social justice and peaceful coexistence, in harmony with Nature and humankind to achieve Guru Nanak’s vision of egalitarian society.

PREFACE

Guru Nanak College for Girls values integrity, equality, service and community and strives to integrate those values into its educating, research and administrative practices. As members of the Guru Nanak College for Girls, all faculty, staff, students and administrative Officers strive to sustain the highest ethical standards of the College.

In that spirit, this Code of Conduct is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as members of the College community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies. Each of us must honor the College's mission and adhere to the commitments set forth in this Code of Conduct, which forms the foundation for the College's Compliance and Ethics Program. The Code applies to all administrative officers, faculty, staff, student employees, acting on behalf of the College.

This code of conduct is prepared primarily for students, faculty, and administrators, as well as the general public. It is used as the basic resource document for advisement once a student has been admitted to the college. It is regarded as the primary authoritative source of information on all college policies, procedures and requirements, and any advice provided by college officials or employees or information in other publications to the contrary is null and void.

This code of conduct is prepared in light of the code of conduct of the Panjab University and rules of service of SGPC Sri Amritsar. Both the student and the institution should be able to rely on them as the ultimate source of accurate information about college policies, procedures and requirements until the next printing of the catalog, which normally occurs every fall. Therefore, every effort has been made in the preparation of this document to ensure accuracy of information. However, this catalog should not be regarded as a binding contract between the student and this institution because College reserves the right to change any provisions listed in this document, including but not limited to, admission requirements and academic requirements for graduation, without notice to individual students. However, an effort will be made to

generally advise students and the public of such changes before they take effect. The student is hereby informed and given due legal notice that all of these decisions are within the prerogative of the college, as previously determined by the courts, and are not subject to disciplinary-type due process requirements or strict application of contract law.

When the student accepts admission into the college, she is agreeing to abide by and be governed by the policies, procedures, requirements contained in this document. Students are responsible for keeping themselves apprised for requirements for the university and the degree programs in which they are enrolled. I hope this document will make the functioning of this institution smooth and

Dr. Tejinder Kaur Dhaliwal

(Principal)

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INSTITUTIONAL CODE OF CONDUCT FOR STAKEHOLDERS

1) PRINCIPAL

The principal shall have full powers and discretion, consistent with the rules framed by the University in all matters pertaining to internal administration of the college, viz.—

1. The Principal should provide leadership, direction and co-ordination within the Institute.
2. 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.
3. The Principal should form various college level committees which are necessary for the development of the Institute.
4. The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
5. 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.
6. Admission, promotion and detention of students.
7. Grant of fee concessions and award of stipends to deserving students.
8. Imposition of fines and remissions thereof.
9. Disciplinary action and imposition of penalties.
10. Expenditure out of Amalgamated Fund.
11. Appointment and dismissal of Peons, Laboratory Assistants, Bearers, etc.
12. Grant of Leave to the staff.
13. Organization of extramural activities.
14. To meet an emergency, temporary appointment of a member of the teaching, staff and other staff up to a period of six months against a sanctioned post.
15. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.

16. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
17. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
18. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
19. The Principal should periodically review this Code of Conduct.
20. As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws and meets or exceeds institute standards and any weaknesses, any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
21. The Principal is responsible for the development of academic programmes of the Institute.
22. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
23. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
24. The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
25. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.
26. Writing off a loss of at least three Library books per thousand at the time of annual stock taking.

2) VICE-PRINCIPAL

1. The senior most faculty member will act as the vice-principal of the college.
2. She/he will be responsible for the co-ordination of the students, teachers and non-teaching staff members.
3. To assist the higher authority regarding smooth functioning of the administration.
4. To redress the grievances of the teachers.
5. To look after the day to day matters in the absence of the principal.
6. To assist in preparing budget and allocation for various heads.

7. To maintain check on the regularity and punctuality of the staff.
8. To oversee the functioning of all the college committees.
9. To sanction leaves to the staff (if more than 10) and the students (medical leave).

3) BURSAR

1. Act as an internal auditor cum chief account officer in the college;
2. Act as financial advisor of the principal;
3. Act as the overseer of the overall operations of student financial services, billing, receivables, and cashiering functions of the college;
4. Provide direction and leadership in financial management, fiscal policies review and changes, and will ensure compliance with the procedures of the college, state, and standard accounting;
5. Recommend and participate in the development of the financial policies and procedures of the college;
6. Be actively involved in functions of planning and policy-making committees;
7. Interact with internal and external auditors, participate in auditing projects, and will provide information and access to accounting records as and when required;
8. Helps the IQAC to develop and manage annual budgets for the college and perform periodic cost and productivity analyses;
9. Act as a member of fee concession committee;
10. Act as a member of the committee for *Mai Bhago Stipend* for Meritorious students;
11. Be responsible for management of budget, procurement and payment of supplies and setup of financial procedures in the college;
12. Undertake general and financial administrative tasks such as scrutinizing the bills, quotations and comparative statements of quotations etc.;
13. Perform miscellaneous job-related duties as assigned by the principal time to time.

4) IQAC CO-ORDINATOR

1. To develop Quality culture in the institution as per the parameters of NAAC.
2. To conduct SWOC analysis of the institution and suggest strategies and plan of action accordingly to the higher authority of the college.
3. To coordinate the dissemination of information on various quality parameters of higher education to the various stakeholders.
4. To develop quality benchmarks/parameters for various academic and administrative activities of the institution in light of the NAAC guidelines.
5. To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. To coordinate the documentation of the various programmes/activities leading to quality improvement.
7. To prepare agendas of IQAC meetings and keep the record of proceedings and decision taken.
8. To coordinate the different stakeholders regarding quality-related activities of the institution.
9. To coordinate the timely and efficient execution of the decisions of IQAC committee.
10. To convey the feedback response from students, parents and other stakeholders on quality-related institutional processes to the higher authority.
11. To motivate the faculty, staff and students to adopt the quality parameters in teaching learning, evaluation and administration.
12. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
13. To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

5) DEANS (ADMINISTRATIVE OFFICERS)

5.1 DEAN ACADEMIC AFFAIRS

1. To officiate and coordinate the college activities in the absence of Vice-Principal.
2. Preparation of Annual Academic College Calendar.
3. Convener of the College Admission.

4. Co-ordinator of the Semester Examination.
5. Formulation of Time Table, Distribution of Workload according to University and Directorate of Education, S.G.P.C's Rules & Regulations.
6. Maintain proper workload of each department after Intensive calculation of Teacher-Student ratio.
7. To monitor the classes via forming block incharges who will give report weekly.
8. To supervise the Prospectus committee.
9. To organize prize distribution function.
10. To maintain record of resumes and facilitate recruitment of staff.
11. To coordinate in conducting inspection of courses.
12. Preparation of ID-Cards for the students.
13. To organize Orientation Programme for both newly recruited teachers and students.
14. To motivate the teachers to attend GOC/RC.
15. Making strenuous efforts in pursuing & elevating Academic Standards.
16. Introduce Innovative Measures in maintaining and improving internal quality within the institutional periphery through documentation.
17. Impelling the faculty members to strengthen the Teaching-Learning process by introducing innovative techniques.
18. Strictly vigilant the teaching activities & check the attendance register time to time.
19. To act as a liaison between teaching & non-teaching faculty.
20. Organizing faculty development programs to cope up the teachers with state, national & international levels.
21. To compile/tabulate & publicize the university results.
22. Maintain the records of departmental profiles, teaching plans of all the departments.
23. Collection of absentee performas and to maintain a lecture shortage and fine register.
24. Arrangement of departmental meetings and keeping the record of minutes and meetings.
25. To cater to the academic problems of the students and getting feedback from the students about the performance of teachers.
26. Framing & conduct of tutorial meetings and keeping the record of meeting.
27. To check academic performance of students especially hostlers and maintenance of notice boards.

28. To keep an eye over the remedial classes.

5.2 DEAN STUDENT'S WELFARE

1. To ensure the social responsibility of the institution towards the students belonging to the underprivileged, downtrodden, differentially abled and marginalized section of the society.
2. To set the rules/ regulations and criteria for selection of students for financial assistance under various welfare schemes of the college.
3. Organize/conduct scholarship tests in the college for meritorious students.
4. To find out funding agencies/departments that can financially support the needy students.
5. To make students aware about the financial assistance available for them by organizing workshops, seminars and lectures.
6. To encourage and motivate the students to appear in the various scholarship tests / competition organize by different funding agencies.
7. Recommend the cases of needy students for fee concession and freships.
8. To assist the SC/BC/Minority and Meritorious and economically weak students to fill the scholarship forms.
9. Securing fellowships or scholarships for further studies in the country or abroad.
10. Providing counseling to the students and parents regarding various scholarships available, their eligibility and procedure for further study.
11. Documentation of record of financial assistance given to the students.

5.3 DEAN RELIGIOUS STUDIES

1. To organize Students' Personality Development Camps every year.
2. To organize extension lectures for the students for their sensitization.
3. To organize seminars, workshops and conferences on moral and ethical values from time to time.
4. To arrange religious trips and tours for students.
5. To organize social welfare activities in collaboration with the member students.
6. To maintain a library in the Religious Studies department where religious books can be issued to the students.

7. To showcase documentary films to the students on the events of historical and religious importance.
8. To prepare students for Inter-school and Inter-college religion related competitions.
9. To organize Religious Scholarship Exams for S.G.P.C Schools and colleges.
10. To organize Moral Value Exams of Guru Gobind Singh Study Circle, Ludhiana every year.
11. To guide and prepare students for Khalsai Youth Festival and Shahidi Jor Mela every year.

5.4 DEAN CULTURAL AFFAIRS

1. To organize and coordinate the cultural activities of the college.
2. To ensure the preparation and participation of students in Panjab University Youth and Heritage Festival every year.
3. To receive and send correspondence (letters, notices etc.) regarding Youth festivals.
4. To prepare students for various cultural competitions of Panjab University.
5. To receive notices, letters etc. from State/National/international organizations.
6. To organize Teej festivals, lohri every year.
7. Any other duty assigned by the principal.

5.5 DEAN SPORTS

1. To organize sports competitions in the institution from time to time thereby ensuring representation of the institution/college in Inter-university sports competitions.
2. To arrange boarding, playing, studying, entertainment and security of players in the institution.
3. To provide medical facilities to the players.
4. To help sports students in getting fee concessions, fellowships, stipend etc.
5. To maintain discipline among the students in the college.
6. To inform guardians about the Welfare Programs of Sports persons.

6) PUBLIC RELATION OFFICER (PRO)

1. To maintain good relations with the community.
2. To expand the number of applicants in the institution.
3. To publicize the achievements, activities, facilities etc. through various modes like pamphlets, newsletters etc.
4. To build and maintain ties with the parents, alumni etc.
5. To create brand Equity of the institution.

7) REGISTRAR HOUSE EXAMINATION

1. Formation of examination committee.
2. To conduct meetings with principal regarding forthcoming exams.
3. To inform the teachers and students about class test, MSTs and retest.
4. Preparation of date sheet and its circulation among students and teachers.
5. Collection of Question Papers.
6. Collection of student's strength class-wise.
7. Arrangement of stationary and its distribution for the examinations.
8. Getting the Question Papers printed.
9. Setting of Furniture in classes for exams.
10. Collection of answer sheets and to keep the record of it.
11. Collection of awards through emails.
12. To maintain the record of class tests, MSTs, attendance, internal assessment and retest of every session.
13. Information of fail students to the concerned departments for necessary action.
14. Distribution and collection of Internal Assessment Criterion.
15. To consider and maintain the record of student's grievances related to examination.
16. To inform the parents regarding Parents-Teacher's Meet.
17. To conduct the Parents-Teacher's Meet.
18. Any other duty related to examination assigned by the principal from time to time.

8) HEADS OF DEPARTMENTS

1. To work for the growth and betterment of the department.
2. Providing leadership to the staff and students and motivate them for quality improvement.
3. To assign workload to the faculty as per the guidelines of UGC.
4. To organize seminars, workshops, special lectures periodically for the students.
5. To ensure the implementation of academic planning and policies approved by the principal.
6. To arrange meetings monthly to appraise the performance of faculty and students.
7. To review academic activities of the department periodically.
8. To encourage faculty to update their knowledge and career development by attending seminars, conferences, workshops etc.
9. To keep check on the syllabus completion of all the classes of the department.
10. To counsel the students regarding their studies, career planning etc.
11. To motivate faculty for publishing papers in national and international journals.
12. To plan outreach activities like field visits, trips etc for the students so as to give them exposure.
13. To arrange for the interaction of students with eminent academicians, motivational speakers and representatives from the industry.
14. To work in collaboration with training and placement cell so as to prepare students for in-campus and off-campus placements.
15. To display notices, time tables, updates about departmental activities, achievements of department on the notice board.
16. To collect the students' grievances and forward to Grievance Redressal Cell.
17. To arrange for feedback responses from the students, parents and alumni on quality related departmental processes.
18. To intimate about students' performance in class test, mid-semester tests, attendance, class behavior to the parents through parents' teachers meetings.
19. To encourage students for participation in curricular, co-curricular and extra-curricular activities of the college.
20. Any other duties assigned by the Principal from time to time.

9) TUTOR

1. To conduct theme as well as need based tutorial meetings fortnightly.
2. To mark attendance of the tutorial group assigned in the attendance registers.
3. To discuss problems of students in the meetings and prepare report of the same.
4. To handover the reports to the tutorial block incharges which is to be forwarded to Dean Academics and presented before the Principal for action.
5. To sanction short leaves, college ID Cards and Library cards.

10) LIBRARIAN

1. The librarian will be one of the members of library advisory committee. He/She will be working as per the recommendations of the committee.
2. To conduct class-wise library related orientation of students every year.
3. The library committee will monitor the activities of library periodically.
4. To enhance the quality of library services, the librarian will submit suggestions/recommendations to the principal through library advisory committee.
5. The librarian will ensure latest updates of the library weblink in the college website.
6. To prepare and issue of Library cards to students and staff.
7. To follow up return of books issued to students and staff members.
8. The librarian will ensure the open access of books and journals to the students and staff.
9. To display new arrivals by photocopy of the cover page of the books and journals.
10. The librarian will be responsible for Bar coding of books/new arrivals.
11. To receive international journals & magazines and highlight important articles & news.
12. To compile back volumes of journals and periodicals and arrange for binding and Stacking.
13. To maintain the day wise records of visits of staff faculty members in library.
14. To submit the list of required books to the principal for further procurement.
15. To ensure discipline of the students in the library.
16. To encourage faculty & students for using e-journals and books.
17. Regular binding of damaged books.
18. Any other matter assigned by Principal from time to time.

11) HOSTEL WARDEN

1. To maintain discipline and harmony in the hostel.
2. To ensure safety and security of students in a hostel.
3. To ensure quality and hygiene food for students.
4. To act as incharge of hotel admissions.
5. To elect and supervise hostel head girl, vice head girl and hostel students committees like discipline, mess, cleanliness, common room, path room and medical committee.
6. To conduct meetings of these committees twice a month.
7. To allot duties and supervise hostel helper and sweepers.
8. Preparing bills of hostel mess meals, laundry and other bills related to hostel activities.
9. To work in coordination with the hostel committee and discuss problems with the committee and principal.
10. To arrange medical aid for the sick students.
11. To organize trips and tours for students.
12. To organize hostel fresher and farewell parties.
13. To interact with the parents on weekends.
14. To mark attendance of hostel students twice a day.
15. To maintain students leave record, stock and attendance registers.
16. To arrange boarding of students for NCC, NSS camps.

12) NSS PROGRAM OFFICER

1. To provide information about NSS motto aims and objectives, philosophy and activities to the students.
2. To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.
3. To enlist the agencies, government departments and non-governmental agencies with which NSS can collaborate.
4. To select or adopt the village/slum for service projects on the basis of utility and feasibility.
5. To prepare and conduct the orientation Programme for NSS Volunteers, explain them about the concept of social service.

6. To promote community education through meetings, talks and to coordinate various external resources available in the forms of government services, welfare agencies and voluntary organizations for the success of the NSS Programmes.
7. To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the NSS scheme.
8. To enable students to set realistic goals and see problems as a challenge and take appropriate steps to solve them.
9. To assist in evaluation and follow-up work.

13) NCC INCHARGE

1. To enroll the students as per vacancies allotted.
2. Meaningful conduct of institutional and camp training.
3. Full participation in National Integration Camps / other camps / Social Service & Community Development.
4. Ensuring safe and accident free training of cadets.
5. Forward applications of cadets to Cadet Welfare Society and CM Scholarships.
6. Forward application for Best Cadet Competition/Firing Competitions.
7. Development of communication and leadership/life skills through group discussions, debates, public speaking etc.
8. Focus on career counseling and personality development.
9. Ensure preparation of cadets for Certificate Exam.
10. Participation of Cadets in Parade at Independence Day and Republic Day Function at District Level.
11. Organize Yoga Day celebration.

14) TRAINING & PLACEMENT CELL

1. To organize workshops, seminars, training programmes, counseling sessions for preparing students for placements.
2. Formation of Students' Placement Committees for final placement and also for getting industrial training and industry linked project work for students.
3. The committee will work in collaboration with the career guidance and coaching cell.
4. To identify the companies/departments and convince them to visit the college for recruitment of the students.
5. Invitation to potential recruiters to visit the college.
6. Preparation of Placement Brochure for final placement.
7. Pre-placement visits (PPV) of college students to the companies.
8. Committee will maintain frequent contacts, networking and relationship building with the recruiters.
9. Continuation of placement activities after the stipulated period, till all the students are placed.
10. Grooming and training of the candidates for the placements so that their chances of selection increase.
11. General follow-up, joining formalities and other administrative activities.
12. The Committee will prepare a tentative plan of their activities related to the placement of the students and will submit the plan in written form to the honorable principal before the commencement of next academic session.
13. The committee will submit annual report of its activities to the IQAC before 30 June of every year.
14. The committee will keep the records of their all meeting minutes, proceedings and action taken. They will also keep the record of every company visited and appointment letters of the students placed.

14) RED RIBBON CLUB

1. To conduct seminars for cancer awareness, blood infections, drugs addiction, drunken driving etc.
2. To organize awareness among the students about ill effects of drugs by organizing competition of students.
3. To arrange Expert Lectures on Blood disorders in the campus time to time.
4. To show documentaries on how to fight for HIV/AIDS.
5. To organize blood donation camps once or twice in a year.

15) EXTENSION ACTIVITIES CELL

1. The cell will maintain register of the record of proceedings/ minutes of meetings, agenda of meetings, action taken report etc. it is a mandatory record required by the NAAC and will be checked by the peer team during A&A Process.
2. The Cell will be responsible to plan, organize extension activities as per the requirement of
3. The cell is supposed to adopt a backward village and focus all its activities for the up liftment of that village.
4. Apart from the above mention cells, it should be mandatory for every department to organize at least one extension activity during the year in the sounding areas of the college. They are also supposed to submit reports of the same to the office of Incharge extension activities and IQAC.
5. The incharge will keep the records of all activities such as documents, photographs, videos etc to justify the claim of activities.
6. In the starting of every academic year the incharge will plan the activities and implement throughout the year.
7. The incharge will also submit tentative budget, infrastructural and other requirements for along with proposed activities

16) TEACHING-STAFF

1. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
2. The Governing Body has a right to transfer a teacher to any similar institution in the same assignment provided it does not adversely affect her emoluments and future prospects.
3. Unless in any case it be expressly provided for, the whole time of a teacher shall be at the disposal of the college and he shall serve the college in such capacity and at such places as he may, from time to time, be directed by the Principal/Governing Body of his college, subject to such conditions as may be laid down by the Panjab University.
4. No teacher in a college shall apply for any other job or scholarship without the previous sanction of the Principal of the college or in case of the Principal without the previous sanction of the Managing Body. Provided that a person appointed on contract basis may apply for a job if the job for which he/she is applying is to commence from a date after the expiry of the period of contract.
5. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.
6. No teacher shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.
7. No teacher shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union or to disturb public peace.
8. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.
9. No teacher shall, except with the previous permission of the Governing Body own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
10. No teacher shall in any manner criticize adversely in public the administrative actions of the Governing Body of the college.
11. No teacher shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him/ her, communicate,

directly or indirectly, any official document or information to any employee or to any other person, to whom he/she is not authorised to communicate such document or information.

12. No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by private tuition. Provided that a teacher may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer but he/she shall undertake or shall discontinue such work, if so directed by the Principal, and in the case of the Principal, if so directed by the Governing Body.
13. No teacher shall appear in an examination without the prior permission of the Principal.
14. No teacher of the college shall write a guide or a help-book or cheap notes. He/ She shall follow the procedure laid down by the Panjab University in case he/she intends to publish any work.
15. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of the college.
16. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.
17. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal.
18. Teaching and ensuring attendance of students as per Panjab University norms.
19. Implementation of instructions received from Head/principal.
20. Annual increments of the teacher shall be subject to assessment and evaluation of his/ her work and conduct by the Principal.
21. Developing resource material for teaching and learning.
22. As a responsible citizen of the country the teacher will do some extension activities of services to the industry and community.
23. A teacher will publish quality of research papers, articles & Books as per the parameters laid down by the UGC for publication.

24. It is desired from every teacher to actively participate in the seminars/conferences/workshops.
25. Apart from the teaching workload a teacher shall actively take part in departmental administration activities.
26. All leave must be come only through the head of the department.
27. It is mandatory for the teacher to carefully read guidelines of the NAAC so that they can actively participate and contribute to the activities sustaining accreditation of the institute.
28. Examination work pertaining to College University such as organizing supervision and assessment etc.
29. Arrangement of remedial coaching.
30. Upgrading of qualifications.
31. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
32. Any other duties assigned by the Principal from time to time.
33. Sikh staff members should not be patit.

18) SUPPORTING STAFF

18.1 GENERAL CODE OF CONDUCT

1. The Principal may suspend any non-teaching employee in case of serious misconduct.
2. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
3. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
4. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
5. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.

6. They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.
7. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

18.2 OFFICE SUPERINTENDENT

1. Supervise and maintain personal files of staff and faculty.
2. Maintaining P.F. account as the case may be.
3. Keeping discipline and work schedule of class IV employees.
4. Maintain casual leave register.
5. Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
6. He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
7. Any other duties assigned by the principal from time to time.

18.3 SENIOR ASSISTANT, JUNIOR ASSISTANT AND CLERKS

1. Maintaining of personal files of teaching and non teaching staff.
2. Maintenance of attendance registers of teaching and non teaching staff.
3. Maintenance of service books.
4. Maintaining leave record of staff.
5. Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
6. Receiving posts and their filing.
7. Documentation of joining and reliving of permanent/contract/adhoc faculty.
8. Documentation regarding affiliation of new courses.
9. Filing of registration and examination forms.
10. Preparation of Self Assessment proformas of staff.
11. Record of Salaries, arrears, increments etc.

12. Record of CPF of staff.
13. To pass estimate, arrear and supplementary claims of 95 per cent grant.
14. To deposit students' fee in the bank.
15. To make all arrangements for Panjab University registration, return, internal assessment.
16. To handle all students' pertaining correspondence with Panjab University.
17. To maintain admission and examination certificates register.
18. Receiving fee of all 10+1, 10+2, undergraduate and post graduate classes.
19. Correspondence with Panjab School Education Board.
20. To handle hostel admission forms and fees.
21. Record of college stationery.
22. Any other duties assigned by the Principal from time to time.

18.4 ACCOUNTANT

1. To prepare, examine and analyze accounting records, financial statements and other financial reports.
2. To prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
3. To prepare documents for submission of six monthly and annual audit.
4. To prepare and check college cash book (daily) and ledger.
5. To prepare bill voucher.
6. To check the monthly pay sheet.
7. To hold custody of receipt books and voucher.
8. To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
9. To control and check the advance register and ensure timely recovery of advances.
10. To Settlement of journey claims and advances.
11. To prepare TDS statement and submit to Chartered Accountant.
12. To deal with bank correspondence.
13. Any other duties assigned by the Principal from time to time

18.5 LABORATORY ATTENDANT

1. Maintenance and repairs of office and computer lab computers, printers, cameras, smart classrooms.
2. To have knowledge about the safe handling of chemicals and waste disposal.
3. To maintain the stock register of recurring and non-recurring items of respective laboratory
4. Repairing and maintenance of all instruments/equipments in the respective laboratories.
5. To maintain the record of equipment issue/return.
6. To maintain first-aid kit in the laboratory.
7. To ensure safety of the students in the laboratory.
8. To draw the lab schedules for the students and display on the board.
9. To record and maintain the attendance of the students.
10. To have basic knowledge of computer.
11. To ensure discipline of the students in the laboratory.
12. To conduct lab examination as and when required.
13. To assist the faculty member in conducting lab sessions of their students.
14. To carry out any other duties assigned by the faculty member/Professor/Head/ Principal.

19) SPORTS COACHES

1. Teaching relevant skills, tactics and techniques.
2. Monitoring and enhancing performance by providing ignition, encouragement and constructive feedback.
3. Identifying strengths and weaknesses of the players.
4. Advising about health and lifestyle issues.
5. Developing training programmes.
6. To encourage new ways of thinking and exploring lots of different possibilities.
7. To provide constructive feedback. Ask relevant questions and listen to the responses.
8. Keep discussions focused on a clear goal. Work with the individual to identify the goal.
9. Introduce new tips on coaching skills that would take team to the next level.
10. To develop motivational techniques and systems that is appropriate for team players.
11. Coaches must practice the methods that build on and encourage team member's knowledge and ability.

20) SUBORDINATE STAFF

1. The subordinate staff refers to peon, gatekeeper, gardner, sweepers etc.
2. It is mandatory for the subordinate staff to spend at least 8 hours per day during the working days of the college.
3. It is mandatory for subordinate staff to wear uniform provided by the college during the duty hours.
4. The staff belongs to Sikh religion should not be patit.
5. The subordinate staff will carry out their duties as instructed by the authorities with whom they are attached.
6. All types of leaves (maternity, medical, casual, earned leaves etc.) will be granted to the permanent subordinate staff as per Panjab university Chandigarh/govt. of Panjab and S.G.P.C norms with prior approval of principal and management.
7. The principal can assign additional duties to all subordinate staff members.
8. The permanent staff can be transferred to other institutions run under management of S.G.P.C.
9. Promotion and other banefits will be given to the permanent subordinate staff as per Panjab university Chandigarh/govt. of Panjab and S.G.P.C norms with prior approval of principal and management.

21) STUDENTS

PROHIBITED CONDUCT

The following acts will subject a student to college disciplinary action. However, this list is not exhaustive, and other unremunerated actions may be deemed so significant by college officials as to warrant disciplinary action.

1. Interference with the academic freedom or the freedom of speech of any student, employee, or guest of the college.
2. Violence against or forcible interference with the freedom of movement of any member or guest of the college community.
3. Interference with or obstruction of any college sponsored or approved function or activity.

4. Behavior which infringes upon the rights of others, endangers their well-being or safety, or results in personal injury to others.
5. Disturbing the peace on college premises.
6. Failure to comply with the proper request of college officials acting in performance of their duties or to identify oneself to these officials when asked.
7. Participating in or contributing to the unauthorized use of college property or unauthorized entrance into college buildings, including, but not limited to, intentionally or wantonly causing damage to college or personal property.
8. Theft of personal or college property or having in one's possession books or other library materials not properly checked out of the library.
9. Knowingly furnishing false information to the college, including, but not limited to, alteration, misuse or unauthorized use of college identification cards, records, or documents.
10. Use, possession, or distribution of alcoholic beverages and/or illegal drugs and controlled substances on college premises or at any college sponsored activity, including appearing on college premises while under the influence of alcohol or drugs/controlled substances.
11. Violation of state law or local ordinances on college premises, especially when such violation adversely affects the college and/or members of the college community.
12. Gambling on college premises.
13. All forms of academic dishonesty, including:
 14. Plagiarism – the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
 15. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
 16. The submission of work for any assignment that has been prepared by another student.
 17. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors of both courses.
 18. Using a false name or signing the name of another individual without proper authorization in connection with any course work.
 19. Signing the name of another individual without proper authorization on any college form or using a false name or another person's identification card without proper authorization.

20. Intentional disregard of board policies, district regulations, district procedures, or college procedures applicable to students.
21. No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
22. Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular “UGC Regulation No.f-1- 8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.

GENERAL RULES

1. Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
2. Students should have park their vehicles in the place allotted to them.
3. Students should not wander in the college campus by bunking the classes and practical's.
4. Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
5. Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
6. The rules of the office and the library are mandatory for each student.
7. Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
8. At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
9. Action will be taken against students if it's found that they have made changes in any document on their own.
10. It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, term-end examination and behave badly in the college.
11. Students should take admission in the college by filling in the form given by the college only.

12. Each student will be given an Identity card by the college. Student should stick a passport size photograph on it. She should show it if asked by the teachers, officers and administrative staff. Otherwise they will have to pay a fine of Rs.50/-. If the Identity card is lost student can obtain another I-card by paying Rs.250/-
13. Students will be enrolled in the Second semester only if their behavior in the First semester is found good.
14. Students should note that they have to take new admission every year.
15. Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
16. Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student herself will be responsible for the loss.
17. Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
18. The Principal has the right to give admission or cancel it at any moment without giving any reason.
19. Nobody should meet the Student directly and they should enquire in the office before doing so.
20. If a student does not submit the required documents in the college, she will be responsible for her loss.
21. Students should strictly follow all the above rules as well as any other rules made by the college from time to time.
22. Each student must wear the college identity card during college hours. Defaulters will be fined heavily.
23. It is the duty of each student to maintain discipline.
24. Students must stay in the college up to 1:40 p.m. A student can leave the campus earlier in special circumstances only with the permission of principal. An application duly signed by the tutor is mandatory.
25. During leisure hours, students are advised to use the library.

21.2 ATTENDANCE RULES:

In order to be eligible for appearing in the University Examination a student must attend at least 75% of the total lectures delivered during the Academic Session.

1. Condoning of lecture shortage totally depends upon the discretion of the Principal.
2. The decision of the Principal will be finally acceptable in any case.
3. Appreciation certificate is issued to the students attending more than 95% lectures. Students with maximum attendance are honored at the Annual Prize Distribution Function.

21.3 EXAMINATION:

1. Pre-Semester are mandatory for each student.
2. Pre-Semester are conducted twice in a year, during 1st week of October and 2nd week of March.
3. Students are required to pass in theory and practical separately.
4. Absentees in House Examination will be considered fail. No student will be exempted from the House Examination except in case of unavoidable circumstances. For such students, test can be re-conducted with the permission of Principal only on the recommendation of Registrar.

21.4 LEAVE RULES:

1. Students are required to apply for leave on the prescribed performa issued to them. Leave must be got sanctioned personally before it is availed of.
2. In case of illness or in emergency leave application must be submitted within three days of student's return to the college.
3. Reasons and dates of leave must be written clearly.
4. Leave must be duly signed by the Parents/Guardian/Tutor and the Principal.
5. Leave for one or two periods will be granted only (1) by the concerned teacher (2) upto three days by the tutor (3) more than three days by the principal
6. Medical leave: If more than five days (supported by valid Medical Certificate issued by Govt. Medical Officer).

7. If a student remains absent continuously for seven days without applying for leave, her name will be struck off and she will be readmitted only by depositing full fee within 15 days of striking off her name and with the permission of the Principal.

21.5 LIBRARY RULES:

1. Each student will be issued a library card. Students must be in possession of this card in the library and must follow the instructions written on it.
2. Students must submit this card in the library at the end of the session.
3. In case of loss of this card, card will be reissued only by depositing Rs 25/-
4. Book will be issued to the student for a period of 14 days only.
5. Fine of Rs 2/- per day per book is charged for the book returned after due date.
6. Books will be reissued only if they are not in demand by other students.
7. Issuance of number of books according to different classes is as under:
Undergraduate Classes : 2
Post-Graduate Classes : 4

SUMMARY OF DISCIPLINARY ACTIONS

The Principal may take the following disciplinary actions:

Warning: Oral explanation by principal on violation and possible consequences if misconduct continues.

Disciplinary Reprimand: Written warning from Principal/ Head of Department.

In lieu of the above actions by the Principal of the college may take the following action:

Summary Suspension: Without a hearing if student fails to comply with request to meet with Principal. Pending a hearing if student is viewed as disruptive or dangerous.

In order to impose a more serious disciplinary action against a student, a hearing is required.

Actions that require a hearing are:

- a. Restitution
- b. Disciplinary probation
- c. Suspension
- d. Expulsion

MAI BHAGO GIRLS HOSTEL

22.1 HOSTELLER

1. Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from college.
2. Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and college premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostel.
3. Students can keep their own personal Laptops at their own risk. Hostel authorities will not be responsible for any theft or damage of the same. Use the laptop for academic requirements only, failing which the hostel authority may initiate disciplinary action.
4. Do not download / screen / circulate any pirated/restricted/pornographic/unlicensed movies or video clips in your computers inside the hostel rooms, common areas and the University campus. Any violation will be dealt very severely, including expulsion from the hostels.
5. Do not use heaters, stoves, transistors, tape recorders, coils, iron and mobile phones or any other heating/cooking and electrical gadgets in the room. Any hostler found guilty will be fined Rs. 1000 and will have to face action.
6. All hostellers are advised to extend their fullest co-operation to see that no unauthorized person enters in the hostel premises. If a hosteller finds any such unauthorized person, the matter should be brought to the notice of the warden immediately for further strict action.
7. Playing with dry/wet colors or with plain water, using crackers inside the hostel premises even with excuses of celebrations and festivals are strictly prohibited.
8. Hostellers are strictly prohibited for causing any damage to the property and disturbance to others.
9. Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.
10. Hostellers are not expected to remain in the hostel during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the warden.

11. If any hosteller has any grievance/problem, she needs to enter the grievance/complaint in the relevant "Complaint Box" kept in the hostel and can approach to the warden.
12. The college reserves the right to cancel admission of a Hosteller from the Hostel without giving any prior notice or reason. Suspension/rustication from the college also implies consequent suspension/rustication from the college Hostel.
13. Rooms are allotted to each student on his/her personal responsibility. Residents should maintain the upkeep of the allotted room, hostel and its environment.
14. All air-conditioners, fans and lights must be switched off while leaving the room. A penalty will be imposed for failure to comply.
15. The Warden reserves the right to make spot checks on the hostel units and the bedrooms with out prior notice to the students.
16. No refund of security for those who left the hostel before the month of October.
17. It is compulsory for the hostlers to attend all functions of college/school.
18. The letters of the hostlers will be first opened by the warden.
19. Hostlers are not allowed to move out of hostel premises in night suits.
20. Nobody can reside in the hostel without taking admission.
21. Hostel fee will be paid in one installment only.
22. Any type of mis-conduct will be handled strictly.
23. Hostlers can watch television on fixed time only.
24. Students should report in the hostel immediately after vacations.

22.2 HOSTEL MESS

1. Food will be provided on fixed time only.
2. Food will not be served in rooms and hostlers are not allowed to take food to their rooms. If any hostler is ill, the warden will make suitable arrangements.
3. Inform your absence for a particular meal to the concerned Warden well in advance, to avoid wastage of food.
4. Do not waste food. Do not cook in your rooms. Do not bring outside food to the hostels. However, food items brought by parents /guardians/authorized visitors are permitted. Do not enter into the kitchen.
5. Presence of hostler at the time of attendance and path is compulsory.

22.3 VISITORS

1. Only visiting card holders can visit the hostlers.
2. Visiting Hours: Saturday (1:30 p.m – 5:00 p.m) and Sunday (9:00 a.m – 5:00 p.m)
3. Only One leave per month is allowed. Hostlers who take more leaves will be fined Rs. 10 on per day basis.
4. Nobody is allowed to meet the hostlers on Sunday or on holiday without the permission of warden.
5. Prior permission of warden is required before taking a leave from the hostel.
6. Student can meet their parents in hostel guest room only otherwise there will be fine of Rs. 100/.

22.4 STUDY HOURS

1. Monday to Friday - 5:00 p.m. to 6:30 p.m. and 9:00 p.m. to 10:30 p.m.
2. No hostler will roam around in corridors during the study period.