



GURU NANAK GIRLS COLLEGE SANTPURA, YAMUNA NAGAR

(Affiliated to Kurukshetra University, Kurukshetra)

Ph. 01732- 224372, Fax: 01732-200546

(Accredited Grade "A" by NAAC)

GNGC/2023


Date:

Members of Code of Conduct Committee

The members of Code of Conduct and Professional Ethics Committee are as Follows:

- Principal
- HoDs (All Academic Departments)
- IQAC Coordinator
- Code of Conduct Committee-Convenor
- Convenor (College Website)
- Librarian
- Office Superintendent

The Responsibilities of the Code of Conduct and Professional Ethics Committee are to identify, review, incorporate and monitor adherence to the Code of Conduct on campus whenever necessary.


Principal
Officiating Principal
Guru Nanak Girls College
Santpura
Yamuna Nagar


Director
Guru Nanak Girls College
Santpura
Yamuna Nagar



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Code of Ethics and Conduct for the Students

This document outlines the customary protocols and guidelines that apply to all students who enrol in this prestigious institute in order to pursue a variety of courses. It is imperative that all students understand their obligations to adhere to this Code of Ethics and Conduct (henceforth referred to as the "Code"), as well as the associated rights, responsibilities and limitations. By enforcing this Code, the Institute hopes to establish and manage a discipline process that is fair, diligent, efficient and quick; additionally, it hopes to provide a framework that fosters student development by encouraging both individual and group responsibility. It is expected of all students to be familiar with this Code, which is also available for review on the Institute's official website.

1. Student must abide by all the rules and regulations of the college.
2. They must read the notices/ instructions put on the notice-board every day.
3. Students are advised to contact their respective mentor for redressal of their grievances.
4. They must keep the college campus neat and clean. Any damage to the college property is punishable.
5. Ragging in the college premises is strictly banned and punishable as per law.
6. Entry of outsiders is strictly prohibited and punishable.
7. Any student found guilty of misconduct, making noise in the corridors, damaging/ disfiguring furniture, walls etc. shall be severely punished.
8. Usage of mobile phone is banned in the classrooms.

9. Students are directed to attend their classes regularly and fulfil the conditions laid down by Kurukshetra University, Kurukshetra to become eligible for university exams.

10. Students found guilty of non-complying with the code of conduct will be fined and punished.



Principal

Official Stamp



Director

Director

Guru Nanak Girls College

Santpaul,

Yamuna Nagar



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Code of Ethics and Conduct for Teaching Staff

1. A teacher shall perform his academic duties and work related to examinations as assigned.
2. A teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration / Governing body of the College and the University.
3. A teacher shall not misuse the facilities or forum of the College/ University.
4. A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
5. A teacher shall not make use of resources and / or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
6. A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
7. A teacher shall not conduct / participate in private coaching classes / tuitions directly or indirectly.
8. A teacher shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching or examination / administration.
9. A teacher shall not furnish incorrect information regarding his qualifications, age, etc. in respect of his appointment / promotion.
10. Your behaviour and professional conduct must set a good example to all students
11. Avoid using inappropriate or offensive language
12. Do not use Social Media such as Facebook and Twitter for inappropriate contact with students.
13. You may not use your own car to transport students without the college being informed and the correct insurance being in place.

14. Teacher may not engage in an inappropriate relationship with a student as this would be a clear breach of trust. Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable
15. During examination duty, teachers should take rounds in the classroom. Mobile phones are not allowed during examination duties.
16. A teacher should seek to make professional growth continuous through study and research.
17. A teacher should maintain active membership in professional organization and strive to improve education and profession through them.
18. A teacher should discourage or not indulge in plagiarism or other non ethical behaviour in teaching and research.
19. A teacher should participate in extension, co-curricular and extracurricular activities including the community services.


Principal
Officiating Principal
Sri Lakshmi College
Sri Lanka


Director
Director
Guru Nanak Girls College
Sambhara,
Yamuna Nagar



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Code of Ethics and Conduct for Non-Teaching and Support Staff

1. Staff members should reflect professional behaviour required in an educational institution
2. Staff members should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal
3. They should ensure effective communication and fast disposal of the correspondences with various stakeholders.
4. They should not use their position in the college for private advantage or gain.
5. They should not indulge in activities that might bring disrepute to the college and tarnish its image.
6. They should not undermine their colleagues and treat them with dignity and work in a family environment with completely professional approach.
7. They should maintain the secrecy of the office in all circumstances and work with all transparency.
8. They should not interfere unnecessary in the working of others.
9. They should not violate the policies and procedures prevailing in the college.
10. They should continuously strive for their professional growth and participate in various activities planned in the college.
11. They should attend their duties at the designated places.

12. They should clearly understand the dignity of labour.

13. They should work in all perseverance under the guidance and instructions of their superiors.

14. They should be familiar with job requirements (e.g. proper preparation and maintenance of records, viz. Service Books, Personal Files, other University and Directorate Higher Education related Record etc.), using available methods/systems.

15. They should update their knowledge with developments relevant to the job; being familiar with communication channels and college procedures applicable to both students and staff.



Principal

Principal
Gandhi College
Santipur
Kanchipuram



Director

Director
Gandhi College
Santipur
Kanchipuram



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Code of Ethics and Conduct for Principal/Director

1. The Principal / Director of the College is responsible to abide by the Code or Professional Ethics for teachers.
2. Principal / Director is responsible for the day-to-day administration of the College.
3. The Principal / Director should take creative steps to materialise the vision and mission of the College from time to time.
4. The Principal / Director should initiate development activities of the College in due consultation with the management.
5. The Principal / Director has the prime responsibility to maintain the academic atmosphere of the College. He / she should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities.
6. It is the duty of the Principal / Director to ensure the enforcement of discipline among staff, students and non-teaching staff.
7. The Principal / Director has to ensure the equal treatment to all the people in the campus of the College by removing any kind of discriminatory and disparate practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
8. Equal opportunities for all students should be ensured by the Principal / Director.

9. The Principal / Director should put best efforts to bring in adequate infrastructural and financial support for the College.
10. The Principal / Director should take measures to ensure the collective responsibility of all staff and students in the College and thereby build mutual confidence amongst them.
11. The Principal / Director of an Institution should always be honest, fair, objective, supportive and protective.
12. The Principal / Director should ensure that the staff and students are aware of rules, policies and procedures laid down by the institution.
13. The Principal / Director should chalk out a policy and plan to execute the vision and mission.
14. He/ She has to be fair in his/her disciplinary actions for all the members of faculty, non-teaching staff and students.
15. He/ She should listen to the students' ideas and set a supportive tone.
16. The Principal / Director should recommend and forward right communication to the authorities.
17. The Principal / Director should carry himself / herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
18. The Principal / Director should monitor, manage and educate the administrative staff of the institution and take remedial actions based on the stakeholders' feedback.
19. The Principal / Director should empower all his staff and students to reach their maximum potential.
20. The Principal / Director should provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
21. The Principal / Director should conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.

22. The Principal / Director should act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
23. The Principal / Director should promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
24. The Principal / Director should endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
25. The Principal / Director should adhere to a responsible pattern of conduct and demeanor expected of them by the community.
26. The Principal / Director should manage their private affairs in a manner consistent with the dignity of the profession.
27. The Principal / Director should discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
28. The Principal / Director should participate in extension, co-curricular and extra-curricular activities, including the community service.
29. The Principal / Director should refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.


Principal
Officiating Principal
Gandhi Jyoti Girls College
Sector 19
Yamuna Nagar


Director
Director
Gandhi Jyoti Girls College
Sector 19
Yamuna Nagar



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Code of Ethics and Conduct for Governing Body

I. Constitution of Governing Bodies / Boards of Governors:

- (a) Every Non-Govt. Recognized College shall have a Governing Body consisting of not more than 21 members and not less than 11 members, as under:-
 - (i) President, Vice-President, Treasurer and General Secretary to be elected by the members of the parent Society/Trust which is running the College.
 - (ii) The Principal of the College shall be ex-officio Member-Secretary of the Governing Body.
 - (iii) One nominee of the University.
 - (iv) One nominee of the State Government.
 - (v) Two teacher representatives elected from among themselves by the whole time approved teachers of the College and one representative of the Non-teaching Staff to be elected also on the Governing Body.
 - (vi) Remaining members (upto a maximum of 11) to be nominated by the President.

If the post of President of Governing Body falls vacant for any reason the Vice-President will work as Acting President for the remaining period of the term. In case the posts of President and Vice-President fall vacant, then the election will be held for both these posts for the remaining period, within 3 months. If the post of any of the remaining office bearers of the Governing Body falls vacant, the President, Governing body will have the power to give

officiating charge of that post to any member of the Governing Body for the remaining period of the term.

Provided further that an elected staff member of the Governing Body who resigns his service or proceeds on leave for 6 months or more shall cease to be a member of the Governing Body and a substitute shall be elected for the remaining period. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be elected, where the membership is held in abeyance.

- (b) (i) The tenure of the Governing Body shall be three years and election shall be held after every three years. The election shall be held under the supervision of the observer to be appointed by the University.
- (ii) The voters list shall be verified by the Principal of the College being ex- officio Member Secretary of the Governing Body.
- (iii) The Governing Body shall appoint Returning Officer for conduct of election if the elections are held during the tenure of the Governing Body.
- (iv) The Principal of the College shall work as Returning Officer if the Governing Body does not exist due to any reason before expiry of tenure of Governing Body.
- (v) The Principal of the College shall work as Returning Officer if the election are held after expiry of tenure of the Governing Body.
- (c) In case the election of the Governing Body is not held within the prescribed period of three years, the University shall be competent to arrange the election to constitute a new Governing Body, at the earliest possible. However, the Vice-Chancellor may appoint an Administrator for smooth & proper working of the College, during such period, if the circumstances so warrant.
- (d) The meeting of the Governing Body shall be held after reasonable intervals, i.e., at least one per term at the College Campus.
- (e) The consent of the University nominee on the Governing Body shall be obtained before fixing the meeting of the Governing Body. In case the University nominee after having given

his consent does not attend the meeting of the Governing Body, the meeting may be held if the Quorum is complete and the decisions taken in the meeting shall be valid.

- (f) Notice for the meeting of the Governing Body along with Agenda will be supplied to all the members at least 15 days before the meeting.

Simultaneously, a copy of the Agenda will also be supplied to the University. The proceedings of the meeting will be circulated to the members of the Governing Body and the University within 7 days after the meeting

- (g) Three/fifth of the members shall form the quorum.

- (h) (i) Each person on the electoral roll shall have one vote.

(ii) After counting, the nominees shall be listed in descending order of number of votes secured.

(iii) From the list of precedence as at (b) above, the vacancies shall be filled by persons in the order of precedence in which they have been listed.

(iv) In case of ties for any material place in the order of precedence, the election shall be decided by a toss of the coin, having two distinctly distinguishable sides.

1-A. The self-financing Professional Colleges including self-financing Colleges of Education will constitute their own Board of Governors, consisting of a Chairman and ten members. Out of the ten members, at least five should be outside the Society/Trust with break-up as under:-

(a) Educationist members 2

(b) Industrialist member

(c) Corporate member

(d) Other member concerned with social cause etc.

All these members should be eminent / renowned in their field.

(e) One University Nominee may be appointed from Self-financing Technical Institutions /Colleges affiliated to this University on the request of the concerned Self-financing Institutions / Colleges.

Other rules regarding the functioning of the Boards of Governors in self- financing Colleges/Institutes will be the same as are in operation in respect of Governing Bodies of Non-Govt. affiliated Colleges.

In every college there shall be an Advisory Council consisting of 15% or 5 staff members, whichever is higher, nominated in order of seniority and in a manner that no faculty remains unrepresented on the Council. In addition to this, one more left out senior- most teacher will be nominated on the Council on rotation basis for a term of one year.

The following shall also be the members in the meeting of the Advisory Council, as per requirement of the agenda: (i) Lecturer in Physical Education (ii) Teacher-in-Charge, Women Cell (iii) Public Relations Officer (iv) Teacher-in-Charge, N.C.C. (v) Teacher-in-Charge, Cultural Activities (vi) Teacher-in-Charge, NSS (vii) Teacher-in-Charge


Principal
Official Principal
Government College
Karnataka
2022


Director
Director
Government College
Karnataka
2022