

CODE OF CONDUCT

Code of Conduct for Students

This institution expects its scholars to observe the code of conduct laid down for college students and to inculcate a habit of discipline in them during their stay in the college. This will ultimately shape them into responsible citizens of India.

1. The college lays special emphasis on the maintenance of discipline and necessary decorum in and out-side the classrooms.
2. Students are expected to be courteous and polite in their dealing with one another and with employees of the college.
3. Proper respect should be shown to the teachers and their instructions should be carried out strictly.
4. Perfect silence should be maintained in the classes, in the library and in the verandas so that none is disturbed in studies and the atmosphere prevailing in the college remains academic. Students are not allowed to stand in verandas before and after their classes.
5. Movement from one class to another class should be orderly. At the end of a period, the coming students should wait outside till the classroom is totally vacated.
6. The students should understand that the college property is an asset of the nation and as such its maintenance is as much their duty as that of the administration. Therefore, let not any one disfigure or damage the furniture or deface the walls with pen, pencil or chalk marks.
7. Students should inculcate the queue habit while they go to see the principal, to pay dues in the office, to get books issued from the library etc.
8. During their stay in the college, student should dress up in a decent manner that is appropriate for academic environment.
9. The students found guilty of infringement to the above rules of conduct may not get concession and stipends or may be expelled from the college, depending on the seriousness of the offence.
10. Class representatives will be responsible for the discipline in the class and inform the time-table incharge concerned about the change in the period, if any.
11. No student will be allowed to enter the class when the teacher starts teaching.
12. Absentees in Unit Tests, House Examination and Lecture shortage will be deprived off from the office held.
13. Use of polythene bags is prohibited strictly in the college campus.
14. Use of mobile in the college campus is strictly prohibited. Defaulters will be severely dealt with.
15. All the students are instructed to tie their hair properly in the college campus.

Code of Conduct for Teachers

All teaching staff members of the institute are expected to uphold the following standards and principles:

1. Alignment with Vision and Mission

Work within the framework of institutional policies and practices to fulfill the vision and mission of the institute.

2. Professionalism

Exhibit absolute dignity, accountability, and decorum in dressing and communication when interacting with superiors, colleagues, and students at all times.

3. Commitment to Standards

Perform duties efficiently and diligently in alignment with the academic standards and norms set by UGC, Panjab Government, and Guru Nanak Dev University, Amritsar, as applicable.

4. Adherence to Rules

Uphold the highest standards of professional behavior, complying with all rules and regulations of the institution.

5. Role Modeling

Strive for academic excellence and conduct themselves as exemplary role models for colleagues and students.

6. Continuous Improvement

Update knowledge and skills regularly to ensure professional growth and effective performance of assigned duties.

7. Respect for Students

Honor the dignity and rights of students, encouraging them to express their opinions respectfully.

8. Fair Treatment

Treat all students impartially, irrespective of their religion, caste, economic status, social background, or physical identity.

9. Ethical Conduct

Avoid any behavior, inside or outside the campus, that compromises decency, morality, or professional ethics.

10. Neutrality in Politics

Refrain from associating with political parties or engaging in activities inconsistent with the ethics of the teaching profession.

11. Punctuality

Be punctual and ensure presence within the institution during scheduled and required hours as per the timetable or institutional activities.

12. Timely Fulfillment of Duties

Execute assigned responsibilities promptly to ensure the smooth functioning of the institution.

13. Dedication to Assigned Task

Perform tasks and adhere to job descriptions with full dedication, as directed by authorities.

14. Collaboration and Support

Extend cooperation, support, and guidance to colleagues and administrative staff as needed.

15. Collegial Relationships

Foster a friendly and cooperative relationship with colleagues and administrative staff members.

16. Office Decorum

Maintain office decorum and professionalism at all times.

Code of Conduct for Non-Teaching Staff

1. Duties and Responsibilities

- Perform duties efficiently and diligently in compliance with institutional rules and regulations.
- Adhere to all norms and fulfill assigned job details with dedication.

2. Professional Integrity and Behavior

- Maintain the highest standards of integrity in professional relationships.
- Display exemplary professional behavior and punctuality.
- Respect the rights and opinions of others, promoting cooperation with students, colleagues, and superiors.

3. Confidentiality and Respect

- Safeguard the confidentiality of student and staff records and other sensitive matters.
- Avoid discrimination or bias based on caste, creed, religion, race, gender, or sexuality.

4. Workplace Conduct

- Foster a collaborative and supportive work environment by cooperating with and assisting colleagues and faculty members.
- Maintain decorum in dress, communication, and behavior.
- Avoid any form of harassment or unlawful discrimination as per legislative norms.

5. Relationship with Faculty and Students

- Respect the prerogative of faculty members in academic matters and assist in the educational process.
- Build friendly and cooperative relationships with faculty members for smooth institutional operations.

6. Institutional Image and Discipline

- Uphold the institute's image through professional conduct, dress standards, and courtesy.
- Avoid engaging in political activities or actions that could bring disrepute to the institution or government.

7. General Guidelines

- Refrain from criticizing government policies or participating in disreputable activities.
- Ensure duties are performed promptly to maintain the smooth functioning of the institution.

8. Accountability and Dignity

- Conduct oneself with dignity, accountability, and respect in all professional dealings.
- Maintain office decorum at all times.