

Sri Guru Teg Bahadur Khalsa College

Anandpur Sahib

(An Autonomous College)



Code of Conduct

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1. CODE OF CONDUCT

Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and hence its violation constitutes a serious offence. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere to. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Every student of the Institution should be responsible to ensure the highest quality of academic integrity.

2. Instructions for admission:

1. Admission to all the courses in the college is given strictly based on merit and as per the rules / instructions of Punjabi University, Patiala / Punjab Govt. / College Management / UGC, New Delhi.
2. The principal has the right to cancel/refuse admission to any student without giving any reason.
3. Each candidate must submit the completed admission form online at the college website (www.sgtbcollege.org.in). The form will be considered complete only after the online payment of college fees/dues.
4. The following students will be required to submit their original Migration Certificate in the college office:
 - a) Those who have passed their 10+2 from any other Board, except Punjab School Education Board.
 - b) The students who have not done their graduation/last degree from Punjabi University, Patiala. However, Migration Certificate can be submitted within one month of admission.
5. The Reservation of seats will be as per the rules of Punjabi University, Patiala/Government of Punjab /UGC.
6. Candidates belonging to the following category shall be allowed relaxation of 5% in the aggregate percentage:
 - a) Scheduled Castes and Scheduled Tribes
 - b) Physically Handicapped if they produce a medical certificate that they have at least 40% physical disability.
7. Admission obtained based on wrong information or fake documents, or any concealment of facts can lead to cancellation of admission from the college and the deposited fees etc. will be forfeited.
8. The candidate who has been placed under re-appear/compartament in one subject only with at least 20% marks (Theory and Practical taken together) in the 2-examination



conducted by Punjab School Education Board or any other Board/Institution recognized by the State / Central Board of Education in India shall be eligible to seek admission to the 1st semester of all courses. Admission will be subject to the availability of the seats on the concerned course.

9. The candidate who appeared under semester system for undergraduate courses should be allowed to take admission under semester system in M.A./M.Sc./M.Com./PGDCA if he/she has two re-appears in 1st to VIth semesters, provided he/she must have passed the subject in under-graduate course in which he/she seeks admission in post-graduate course. The admission will be subject to the availability of the seats in the concerned course in the College.
10. The students who have been placed under re-appear/compartament in +2, provisional admission shall be given in the 1st year of the course. However, the student must clear his/her re-appear exam before the declaration of the result of 1st year of the course. If he/she could not submit the relevant papers/documents on or before the date of declaration of result, then his/her admission will be automatically cancelled.
11. Admission to III semester of undergraduate and postgraduate courses will be given to those students who have cleared 50% of the papers of I and II semesters of their course taken together. Similarly, admission to V and VII semesters will be given to those students who have cleared 50% of the total papers of their previous IV and previous VI semesters respectively.
12. As per Punjab Government rule, a student can opt for 'Mudla Gyan' in lieu of Punjabi compulsory subject to the fulfilment of the following conditions.
 - a) Those students who have passed the Matriculation/10+2 Examination.
 - b) from outside the state of Punjab and have not opted Punjabi as a subject.
 - c) Wards of Defense Personnel/Para Military Personnel.
 - d) Children of NRI and foreign students.
13. After admission, a student will be allowed to change subject/faculty within 15 days from the date of commencement of classes on a prescribed proforma depending upon the availability of seat.
14. Regular attendance shall be compulsory during the first week of the session. Absentees will lose their seats and the Fee & Funds paid by them shall be forfeited. Such vacant seats shall be offered to the next candidate in order of merit.
15. Application for refunding security will have to be submitted before 31st December of the year in which a student leaves the college.
16. Applications submitted after the said date will not be entertained.
17. The fee will be refunded as per the UGC Notification.



18. Following are the Rules of Fee Refund:

Percentage of fund of Fees	Point of time when notice of withdrawal of admission is received in the HEI
100 %	15 days or more before the formally notified last date of admission.
90%	Less than 15 days or less before the formally notified last date of admission.
80%	Less than 15 days or less after the formally notified last date of admission.
50%	30 days or less and more than 15 days after the formally notified last date of admission.
00%	More than 30 days after the formally notified last date of admission.



3. CODE OF CONDUCT FOR STUDENTS

3.1 Preamble

Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity, and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

3.2 Responsibilities of Students

1. Shall read, understand, and comply with institutes policies and take responsibility for actions.
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience. For
3. Should help in keeping the college campus clean and should follow no vehicle inside campus policy.

3.3 Student Commitment

1. Shall not drink, smoke, and use any kind of drugs in the college campus.
2. Shall not be absent from the class without prior permission. Names of the students who continuously remain absent for three days or remain irregular five days without prior permission will be struck off from the college rolls.
3. Must not use mobile phones in the classrooms, labs, library, and college corridors. Any kind of misuse of mobile phones during college time will be dealt with strict actions.
4. Students are not allowed to bring outsiders to the college, except their parents and authorized guardians.
5. Students must follow the directions given by their teachers and attend classes regularly. Only those students will be entitled to join college tours and excursions that fulfill the condition of 75% attendance.
6. Maintain silence in the library and utilize its resources and space without causing damage.
7. Shall abide by the rules of various laboratories and should not damage the equipment.



8. Meet all deadlines for assignments, submission of projects, records, and posters.
9. Mentoring system has been introduced in the College for developing close contact amongst the students and teachers for timely guidance and advice in academic and other matters.
10. Grievance and Redressal Committee constituted by the principal shall deal with all grievances pertaining to academic / administrative /disciplinary matters. All the grievances/complaints/suggestions addressed to the principal can be put in the suggestion boxes provided on the campus. The student can also approach Dean Students and register her/his complaint or grievance.
11. Sexual Harassment Committee constituted by the principal shall deal with all grievances related to sexual harassment in the College campus. The action would be taken according to POSCO Act, 2012.
12. PTA meetings are held twice a year: In the first week of the September and the last week of April. Parents/Guardians are advised to attend Parents- Teacher meetings regularly to get the information of attendance and performance of their wards.
13. Ragging in any form, in the campus or college hostel, is strictly prohibited. It is a cognizable offence as per the directions of the Hon'ble Supreme Court. Students will have to follow the instructions of the U.G.C. as conveyed vide Letter No. F.1-21/2009 (Anti-Ragging) dated March 2012. Detailed instructions are available on www.ugc.ac.in.
15. Must submit a self-attested affidavits regarding anti-ragging duly signed by him/her and their parents (on prescribed proforma) at the time of admission.
16. Students are advised to regularly check College website <https://www.sgtbcollege.org.in/> And Punjabi university website <http://www.punjabiuniversity.ac.in> - to apprise themselves of any change in syllabi, examination date sheets etc.

3.4 Academic and Disciplinary Misconduct

1. The principal will have the right to cancel admission of any student on disciplinary grounds. A student will be punished, suspended or rusticated from the college, if he/she directly or indirectly takes part or induces others to do so in any movement or agitation in the college for any reason, whatsoever, which in the opinion of the Principal is subversive of the college discipline.
2. The following acts are liable to invoke disciplinary measures:
 - a) Lack of courtesy and decorum, indecent behavior, and dress anywhere within the campus.
 - b) Willful damage or defacement of college property.
 - c) Mutilation or unauthorized possession of library books.



d) Hacking in computer systems (such as entering other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber-crime etc.)

e) Prohibited websites are not allowed to open on any mobile and computer with Wi-Fi network of the College.

f) Misuse of cell phones in the campus.

g) Any other act of gross indiscipline as decided by the Academic Council from time to time.

h) Use of Cell phones in classrooms and corridors.

3. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained, they will be liable to disciplinary action such as suspension or rustication for specific period etc.

4. Sharing of incorrect/objectionable information about the College and College management on social media is liable to invoke disciplinary and legal action.

5. Note that defacing campus buildings and walls by writing on them or sticking bills and posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

3.5 Leave Rules:

1. Students must apply for leave on prescribed proforma before they remain absent from the College.

2. For seeking leave on medical grounds where it is not possible to obtain leave in advance, an application for a grant of leave should be sent by post/e-mail or submitted immediately after returning to the College. No WhatsApp and text messages will be considered.

3. Long absence from the classes due to illness should be supported by medical certificate from a qualified Doctor (at least MBBS).

3.5 Dress Code:

Personal grooming and dress code is 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 decided by the college authorities).

1. Students are required to come to the college in proper formal dress.



2. For Sikh students, the wearing of turban is compulsory. Wearing patkas in college is considered as an act of indiscipline.
3. Wearing caps and goggles is not permitted.
4. During winter, students of professional courses will wear blazers provided by the college on the stated days: For all classes - Monday and Thursday. Other than these days, blazers will be compulsory for all organized activities, industrial visits, seminars, presentations, guest lectures, viva voce/practical examinations, college functions and any other occasion prescribed by the college authorities.
5. Lab coats are compulsory for the students of chemistry, agriculture, and medical stream.

3.6 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 Timetable notified by the Department College. Students 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 students 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 in Charge. Medical leave must be submitted along with a valid medical certificate. Attendance is compulsory in mid-semester and final examinations. The student will be entirely responsible for such absence.

3.7 Ragging:

Ragging is considered a crime and is strictly prohibited inside or outside the premises of the college. It is punishable as per the 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 liable for serious legal consequences as well as expulsion from the college.

3.8 Examination Rules:

Candidates must reach the examination hall at least half an hour before the commencement of the examination. Students must carry their 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. All the examinations of the Degree Courses and Post-graduate Degree courses will be conducted in semester pattern. For evaluation purposes, Internal Assessment and End Semester exams will be the criteria.
2. A student will be allowed to appear in the End Semester Examination only in those subjects which he/she has mentioned in the Examination Form.
3. Where a subject comprises of two or more theory and practical papers in undergraduate and postgraduate course and a candidate fails in their aggregate but taking each paper separately obtains the minimum pass marks in one or more of the main examinations, he/she shall be required to reappear only in those theory and practical paper(s) in which he/she has failed to obtain the minimum pass marks.
4. The Supplementary examination will be held along with the routine odd/even Semesters examination. The supplementary paper would be from current syllabi prescribed for that semester in which the candidate is appearing. The student can appear only in the theory/ practical paper on the payment of the required fee. The candidate will have two consecutive attempts to clear the Supplementary Examination. In case of reappear in theory, marks of practical & internal assessment will be carried forward as original. In case of reappear in practical, marks of theory & internal assessment will be carried forward as original.
5. The principal can provide Golden Chance (with special chance fee) to students who have been unable to clear their exams even after two attempts of reappear examination.
6. The Arts and Humanities stream students can opt at the maximum two practical subjects from various choices given to them.
7. All the students are required to take Class Tests, Mid-Semester Tests and submit assignments as per the requirements of their syllabi and rules of the college. Any student who is absent from such tests will be fined Rs.100/- per paper/assignment. Students who do not appear in Mid-Semester examination may be given a chance to appear in special test after depositing Rs 500/- as special Test Fee. No other chance will be given after the Special Test. Roll numbers will not be issued to the defaulters.
8. A candidate is required to secure at least specified marks i.e. 35% in all UG and PG courses, and 40% in B.Sc./B.A. (Honours) in external examination (Theory and Practical/ Project work) and internal assessment separately for each paper to pass the examination.

3.9 Unfair Means / Misconduct / Malpractices:

- a) Bringing in or being in impersonation or possession of any document, paper, book photocopy, or any other material including electronic devices such as cellphones, digital diary, programmable calculator, pen scanner, Bluetooth equipment etc. other than those permitted by the College, in the examination hall, or at any time during the examination.



- b) The presence of special marks or any other attempt to disclose identity in any way or writing on the question paper; or any other paper found in the possession of the candidate.
- c) If a candidate leaves the examination hall without delivering the answer book to supervisor concerned or takes it away with him or intentionally tears it off or disposes of his/her answer book or any part thereof inside or outside the examination hall, he/she shall be disqualified in appearing in any College examination. In addition, the case will be reported to the police.
- d) Using abusive or obscene language or behaving in a disorderly or unruly manner or using physical violence, in or around the examination hall.
- e) Using any means to communicate or attempting to influence the examiners, or officers of the examination, directly or indirectly with requests, threat, appeal, or undue influence upon them for favor in the examination.
- f) Creating disturbance in the examination hall or in its vicinity.
- g) In case of carrying a firearm to the examination hall, a criminal case will be registered against that person.
- h) Any staff related to the examination process if found involved in any examination discrepancies shall be taken seriously and appropriate action will be taken after appropriate inquiry.

3.10 Improvement Examinations:

1. A student who has been declared 'pass' in the undergraduate course he/she may apply for improvement examination within two years from the declaration of the result of the final semester and he/she can take full papers of course for improvement.
2. A student shall have to appear only once in odd (1st, 3rd and 5th) semester together and once in even (2nd, 4th and 6th) semester examination of the papers chosen for improvement from current syllabus along with other regular students.
3. If a student fails to improve upon the original marks obtained in the paper chosen for improvement, his/her original marks shall be retained, and he/she shall not get a second chance for improvement.
4. Improvement examination in practical/internal paper shall not be allowed.
5. A student taking improvement examination shall have to pay a fee decided by the College.

3.11 Rules for Re-Evaluation of Answer-Book(s):

If any examinee/student is not satisfied with the marks obtained in any theory paper, he/she may apply for re-evaluation of his/her answer-books within fifteen days from the date of uploading of the result on College website by depositing non-refundable fee as prescribed by the College from time to time. This re-evaluation facility shall be permitted only for theory papers of all the examinations conducted by the College for the respective current semester



only. No re-evaluation shall be permissible in the case of practical, viva voce examination, field work, dissertation, seminars, and sessional /periodical tests etc.

3.12 Code of conduct for hostel students:

3.12.1 Preamble:

A code of conduct for hostellers is crucial for fostering a respectful and harmonious living environment. It sets clear expectations regarding behavior, promoting mutual respect, safety, and accountability among residents. Such guidelines help mitigate conflicts, promote a sense of belonging, and ensure the well-being of all individuals within the hostel community. By adhering to a code of conduct, hostellers cultivate a positive atmosphere conducive to personal growth, social interaction, and academic success. Additionally, it fosters a culture of responsibility, encouraging residents to uphold standards of integrity and consideration for others, ultimately contributing to a fulfilling and enriching hostel experience for everyone involved. Considering the above, Sri Guru Teg Bahadur Khalsa college has well-equipped Girls' Hostel to provide a safe and secure home away from home for girls coming from far off areas. The hostel has indoor and outdoor sports facilities, uninterrupted power supply, medical facility, and 24-hour internet connectivity. The hostel premises are well-guarded and well-protected during and after college.

3.12.2 Hostel Rules:

1. All the residents will remain present at the time of Roll call at 6.30 pm in the hostel premises.
2. Students must report in the mess on the prescribed timings for their meals.
3. Students must report at the hostel by 5.30 pm between Nov.1 and Feb. 28 and 6.00 pm between March 1 and Oct. 31
4. Residents on leave must report by 5:00 pm on the day back in hostel.
5. No student can leave the hostel after 4:30 pm for home during leave/vacations.
6. The students are required to sign a register every time they leave the hostel premises (except for attending classes, visiting the college library, canteen) to fill in the required details themselves and sign the same register again when they come back. Defaulters are liable to be fined/grated/expelled.
7. Before taking leave, prior sanction (at least a day in advance) shall be obtained, duly entered in the Permission slip Book.
8. Any student taking part in any cultural/ sports event outside SGTB Khalsa College must take prior permission from the Principal/Warden.



9. Any student failing to return to the Hostel after expiry of her leave, without prior intimation, will be liable to disciplinary action which could be expulsion from the hostel, withdrawal of leave privileges for a specified period or heavy fine for a period outstayed.
10. Students are expected to keep their rooms, bathrooms, and their surrounding tidy.
11. They are accountable for any misuse or loss of hostel property allotted to them.
12. Detection of other's property in the room may result in disciplinary action.
13. Use of electrical appliances like heaters, hotplates, immersion rods etc., in the hostel room is strictly prohibited.
14. Offering payment/tips, rewards, token of appreciation or gifts of any kind for any services rendered by any worker of hostel is prohibited.
15. The college playing fields may be used by the residents in the evening.
16. Severe action will be taken against students who abet other students, whether in breaking the rule or in undermining the discipline of the hostel.
17. Ragging in any form is a criminal offence and is strictly prohibited.
18. All residents' students must abide by any new rule/rules that may be introduced during any part of the year.



4. LIBRARY RULES

4.1 For Students

1. A student cannot enter the college and library without an identity card.
2. Every student of all UG professional courses can get four books and others can get three books issued at a time for 28 days and students of PG courses can get six books issued at a time for 28 days.
3. Students will have to pay a fine of Rs. 2/- per day per book if not returned within 28 days.
4. Magazines/Reference books/Dictionaries/ Encyclopedias cannot be issued and can be used only in the library.
5. Librarian has the right to demand the books back in case of urgency.
6. Spoiled or lost books must be replaced.
7. The internet in the library is to be used only for searching study material. Misuse of the internet is strictly prohibited.
8. One book will be renewed once only.
9. A book available in single copy or a costly book will not be issued to the students.
10. Book-Bank facility is available for the needy and meritorious students of the college.
11. Students are required to return all the library books at the end of the academic session before obtaining the 'No Dues' certificate from the college office.

4.2 For Staff

1. A total of 20 books will be issued to permanent/ad hoc staff.
2. 6 books will be issued to non-teaching staff.
3. Teaching and non-teaching staff can take books for 6months.After this tenure, books need to be returned. Failure to do so will incur a 2 Rs fine per day per book.
4. Reference materials like Encyclopedias, dictionaries, year books, journals, Magazines will not be issued. They can be accessed in the library only.
5. Damaging the book (marking with ink or pencil, tearing of pages, intentionally folding of pages) will make borrower liable for providing either the new copy or fine for replacement copy unless the damage has been notified at the time of issue.
6. In case of losing the issued book, borrower is liable to replace the book with latest edition and price available in latest catalogue.
7. At session end, Ad hoc Staff should handover the passbook to the library staff.
8. In case of any issues related to the services of the library, the same should be brought up to the notice of the librarian.



5. CODE OF CONDUCT FOR STAFF

5.1 Preamble:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Shri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib has formulated a code of ethics policy for its staff members which morally binds them to follow it for the overall betterment of the institution. The following are some of the guidelines which need to be followed as a code of conduct for the institution:

1. Punctuality is one of the most important virtues of successful individuals. The whole staff of the college must ensure punctuality in their duties in the institution. They should strictly adhere to the time schedule of the college, academic schedule of the college and other time bound assignments given to them.
2. The teachers should perform their academic as well as other duties diligently with full dedication and commitment. They should leave no stone unturned to satisfy their students, who are the most important stakeholders of the institution, with their work and conduct.
3. The teachers should adopt time relevant teaching-learning pedagogy in 3 order to make it interesting and informative. They should also promote the inherited and cherished values of the country among their students.
4. There should not be any kind of discrimination by the teachers among the students based on caste, creed, religion, ethnicity, gender, geography etc. They should also promote the great value of human brotherhood.
5. The learner and beneficiary satisfaction should be the primary objective of the teachers. A holistic approach should be followed to implement a socio-responsible model for the community. They should also help students to develop an understanding of our national heritage and encourage them to develop their personalities and skills to contribute to community welfare.
6. Teachers should consider students as ambassadors to address various social issues. The combined activities drive staff and students to be encouraged to convey social messages effectively.



7. The teachers should make conscious efforts to inculcate the great culture and values of the country among their students to make them the responsible citizens of the country.
8. The teachers should write textbooks, publish articles in reputed journals and present papers in seminars and conferences. They should also take 4 up research projects; attend faculty development programs and other programs to update their knowledge.
9. The whole staff should be available in the college during the scheduled working hours unless they are deputed on official duties. No staff member shall be absent from duties without prior approval except for valid reasons and unforeseen contingencies.
10. The staff must obtain prior written permission for reporting late in the morning or leaving early in the evening without detriment to their duties. No staff member will leave the college during working hours without the permission of the principal.
11. No employee shall misuse the amenities provided to him by college to discharge his/her official duties. No employee shall accept any gifts, payments or other favors from students, suppliers, contractors, or anyone.
12. All information obtained in the course of employment shall be deemed to be strictly confidential. No employee, while in service or after retirement, resignation, or dismissal, shall not write or publish any documents, papers or information which might have come into his/her possession in his/her official capacity, without obtaining prior written permission from the Authorities.
13. Every staff member should take due care to safeguard the college property, materials, instruments etc. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit.
14. No Employee shall be under the influence of intoxicating drinks/drugs while on duty. Use of foul or abusive language or misbehavior with any officer, employee or students is punishable. Use of possession of unlicensed weapons, dangerous or illicit drugs is also punishable.
15. All the staff members are supposed to follow the protocol, guidelines and other rules and regulations issued from time to time by the college authorities. The staff members are also to act as per the policy guidelines of the college trust/governing body.
16. The staff members are to follow the service rules and conditions as prescribed for them by the government/UGC/University/Management.
17. Staff members should park their vehicles in the parking in front of the college.



18. **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.
19. **Test/assignments/midterm/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.
20. **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.

5.1.1 Classroom Etiquettes

Every teacher in the service of the Sri Guru Teg Bahadur Khalsa 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.

1. 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.
2. All teachers should explain the rules regarding attendance, internal assessment, assignments etc. to the students.
3. The staff should engage the students for the entire period and should start the class in time and should not leave the class early.
4. 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.
5. 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.
6. Every Teacher should develop methodologies to encourage student participation during the class.
7. All Teachers are expected to maintain a quality and high standard of teaching through dedication to the profession, students, and the subject.
8. 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.



9. A teacher should create serene environment in the class in which students can study properly and ask doubts/questions.
10. Teachers should maintain a respectful gap from students and should not share their personal problems or issues in the classroom.
11. 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.
12. 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 to make the students not only academically brilliant, but a confident, competent, and fully developed personality.
13. The staff should take care of students who are slow-learners and plan for their remedial classes.
14. Every teacher should use feedback system to improve their teaching.

5.2 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.

1. 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.
2. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
3. He/she should plan and implement new ideas to execute the vision and mission.
4. The principal should ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
5. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
6. The Principal should form various college level committees which are necessary for the development of the Institute.
7. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
8. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
9. The Principal should provide leadership, direction and co-ordination within the Institute. The Principal should periodically review this Code of Conduct.
10. The Principal is responsible for the development of academic programmes of the Institute.
11. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
12. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.



13. 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.
14. The Principal should promote industry-institute interaction for better employability of the students.
15. 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.
16. The Principal should promote internal revenue generation activities with the help of staff and students.
17. 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.
18. He/she is responsible for timely correspondence relating to the administration of the College.

5.3 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 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.



5.4 Code of Conduct for Dean Academics

The Dean academic affairs have a key role to play in all the academic matters to tone up the academic performance of all the departments and the overall quality and standard of students and enriching the teaching faculty with teaching skill, better communication and with comprehensive and updated knowledge through periodic FDPs, faculty assessments and counselling. The Dean Academic will assist the principal in all matters of academic interest. He / she shall also have the right to voice his / her view or opinion in all matters of academic interest as and when discussions take place at a higher level.

1. It shall be the duty of the Dean Academic Affairs to investigate all publications and handouts brought out by the institution.
2. It shall be the responsibility of Dean Academic Affairs to prepare all reports / documents / write-ups that the institution must prepare for a specific purpose or help the principal in all such matters.
3. The Dean must help the departments in organizing seminars, workshops, symposium, guest lectures, etc.,
4. The Dean academic shall organize students' feedback and staff appraisal periodically and report the same to the principal.
5. Dean Academic affair should get the college calendar prepared so that it meets the objectives of the college as decided by the director-Principal.
6. Dean academic should conduct internal Academic audit of the departments.
7. Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.
8. Ensures the consistent exercise, review and revision of academic policies, procedures, rules, and regulations; Promotes the instructional program to public and private organizations.
9. Oversees accreditation attainment and continuance activities.
10. Recommends curriculum changes, program additions and program terminations in the applicable academic division to the supervisor.
11. Reviews quarterly course evaluations by students.
12. Reviews staff development plans of faculty and staff.
13. Reviews and approves all requests for supplies and materials, including all curriculum materials for the program.
14. Oversees enrolment and registration processes.
15. Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program.
16. Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.
17. To perform any other duty that may be assigned by the Principal then and there and involve in all the developmental activities of the institution.



5.5 Code of Conduct for Dean Cultural Affairs

Dean Cultural affairs 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.

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

5.6 Code of conduct for Dean Students

The main role of the dean of students is to help with student issues, communicate with students and teachers, and plan activities for students. Dean of students should respond to students' needs in the college and plan programs for campus life. The main role of the dean of students is to help with student issues, communicate with students and teachers, and plan activities for students. Dean (Students) encourage healthy living and lively positive relationships among students and the campus community.

1. Responsible in campus discipline of the students and coordinate the same with the hostel wardens.
2. Coordinator of the proctorial Committee to prevent ragging.
3. Plan and organize various co- and extra-curricular activities.
4. Manage, and act as Faculty Advisor for Students' events.
5. Plan for accommodation of parents and family members of students during Admission, etc.

5.7 Code of Conduct for Controller Examinations

The examination branch is the backbone of an autonomous 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:

1. Scheduling of end semester examinations, arranging to get question papers, print them and keep them securely for distribution on the date of examinations.



2. Ensure that valuation of answer scripts is done objectively.
3. Ensure that there is no conflict of his personal interest with professional interest.
4. Special care must 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.
5. Ensure the results are declared in time.
6. Issue of provisional certificate to the students, who have completed the Programme satisfactorily as per the regulations of the Programme.
7. Ensure that the entries in the mark-statements are correct, complete, and free from any sort of flaw.
8. Ensure that all security measures are adhered to in mark-statements and degree certificates.
9. Ensure that not only he is honest but all other staff members of the Examination Section are also equally honest.

5.8 Code of Conduct for Head of Departments

A code of conduct for Heads of Departments (HODs) in a college is crucial as it sets standards for leadership, professionalism, and ethical behavior. It ensures fairness, transparency, and accountability in decision-making processes, fostering a positive work environment. HODs serve as role models for faculty and staff, and adherence to the code cultivates trust and respect among colleagues. Moreover, it helps maintain academic integrity, upholds institutional values, and enhances the reputation of the college. Ultimately, a well-defined code of conduct for HODs promotes effective management, supports faculty development, and contributes to the overall success of the institution. A department head's main responsibilities are to:

1. Develop best practices to achieve department goals.
2. Ensure that all staff members follow department policies and procedures.
3. Analyze any department related issues and provide immediate resolutions.
4. The workload of all the staff should be fixed by the respective Head of the department as prescribed by UGC/DPI and Punjabi University.
5. The Head of the Department should prepare the academic calendar of the department and get it approved by the principal.
6. The subject allocation should be done by the HOD after considering the Faculty Members' expertise/choices.
7. The books prescribed by the University for each year should be procured through the library and made available in the Department.
8. The Head of the Department should arrange fortnightly meetings of the staff members to review the progress of academic and administrative work.
9. 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.
10. The HOD should make efforts to arrange remedial classes for slow learners after discussion with subject teachers.



6. Code of Conduct for Non-teaching staff

A code of conduct for non-teaching staff in a college is essential for promoting professionalism, ethics, and a positive work environment. It outlines expectations regarding behavior, interactions, and responsibilities, fostering mutual respect and cooperation among staff members. By adhering to the code, non-teaching staff contribute to the efficient functioning of the institution, enhancing productivity and morale. Furthermore, the code helps uphold institutional values, ensures compliance with regulations, and mitigates conflicts. Overall, a well-defined code of conduct for non-teaching staff fosters a culture of integrity, accountability, and excellence, ultimately contributing to the overall success and reputation of the college.

1. Demonstrate professionalism in all interactions with students, faculty, and fellow staff members.
2. Conduct duties with honesty, integrity, and transparency always.
3. Uphold the reputation and values of the college through responsible behavior and decision-making.
4. Treat all individuals with respect and dignity, regardless of position, background, or affiliation.
5. Communicate courteously and effectively in both verbal and written interactions.
6. Safeguard confidential information obtained in the course of duty, including student records and personal data.
7. Respect the privacy rights of students, faculty, and colleagues, refraining from sharing sensitive information without proper authorization.
8. Adhere to relevant data protection regulations and college policies regarding confidentiality.
9. Pursue opportunities for continuous learning and professional development to enhance job skills and knowledge.
10. Stay informed about updates and changes in policies, procedures, and technologies relevant to job responsibilities.
11. Contribute actively to a culture of learning and improvement within the college community.
12. Maintain a clean, organized, and safe work environment, adhering to health and safety guidelines.
13. Demonstrate punctuality and reliability in attendance and adherence to work schedules.
14. Refrain from engaging in behavior that may disrupt the workplace or create a hostile or uncomfortable environment for others.
15. Foster a spirit of cooperation and teamwork by supporting colleagues and collaborating effectively on shared goals.
16. - Contribute positively to a supportive and inclusive work culture that values diversity and encourages mutual respect.
17. Uphold the reputation of the college in personal conduct outside of working hours.
18. Refrain from engaging in activities or behaviors that may bring disrepute to oneself or the institution.



19. Exercise discretion and good judgment in social media use and public interactions, mindful of the potential impact on the college's image.
20. Familiarize oneself with college policies, procedures, and regulations relevant to job responsibilities. Adhere to all applicable laws, regulations, and ethical standards governing employment and professional conduct. Seek clarification or guidance from appropriate authorities in cases of uncertainty or ambiguity regarding compliance with policies.
21. Address conflicts and disagreements in a constructive and respectful manner, seeking resolution through dialogue and mediation where possible. Follow established procedures for reporting grievances or concerns regarding workplace issues, ensuring confidentiality and impartiality in the process. Respect the rights and perspectives of all parties involved and strive to achieve fair and equitable outcomes in conflict resolution.
22. Solicit feedback from supervisors, colleagues, and stakeholders to identify areas for improvement and professional growth. Actively participate in performance evaluations and discussions to set goals and objectives for personal and professional development.

