

Code Of Conduct

Code Of Conduct for Teachers, Governing Body and Administration

- The college Management follows the UGC/DPI/PU norms in all administrative affairs viz. appointment of teachers, grant of various type of leave, promotions etc.
- The college Management holds regular meeting for addressing the various issues such as annual budget, promotions of teachers, and for reviewing teacher's performance in view of the probation period etc.

All employees regardless of employment agreement or rank must follow this code of conduct as detailed below:

- **Mutual Respect at work**
All colleagues must be respected. The institution doesn't allow any kind of discriminatory behavior or harassment of any employee. Equal opportunity policy is strictly observed vis- a- vis work, recruitment and performance evaluation.
- **Proper Care and Protection of Institution's Property**
All employees should treat the Institution's property, whether material or intangible, with respect and care.
- **Employees are expected to:**
 - a. Refrain from misusing equipment belonging to the Institution
 - b. Show respect to all kinds of incorporeal property including copyright and other property (information, reports etc.) .These must be used only to complete the job assigned to them.
 - c. Protect facilities and material property (e.g.Institution cars) from damage and vandalism.
- **Job duties and authority**
Job duties must be fulfilled with integrity and respect toward stakeholders in particular and the community in general. Team members are expected to follow supervisor's, Principal, HOD's guidelines for timely and effective task- completion.
- **Punctuality**
The institution expects employees to be punctual, both when coming to and leaving from work. Schedules must be strictly adhered to.
- **Conflict of interest**

Employees must avoid any personal, financial or other interests to hinder their capability or willingness to perform their job duties.

- **Communication**

All employees are expected to be open to communication with their colleagues, seniors and juniors.

- **Compliance to Law**

All employees are expected to be ethical and responsible when dealing with the Institution's finances, products, partnerships and public image. Further, they should comply with environmental safety and fair dealing laws.

- **Professionalism**

Integrity and professionalism in the workplace is a must.

- **Personal appearance**

Personal appearance guidelines must be adhered to.

- **Leave Rules**

It is mandatory for the staff to seek prior permission from the Principal office in case of short leave. In case of emergency they can telephonically inform to the office. Prior sanctioning from the management through proper channel is necessary in case of long leave.

- Teacher should be a friend, philosopher and guide to the students but at the same time should keep reasonable distance from the students for the maintenance of discipline.

Code of Conduct and Discipline for Students:

The College does not aim at merely stuffing the minds of the scholars with facts and figures. Its objective, on the other hand is to mould them into fine and disciplined citizens of the motherland. Therefore the college lays exceptional emphasis in the maintenance of discipline. The students are advised to make it a habit to lead a life of discipline in the college and at the home; this will ensure the success and distinction in their future career.

1. The students should be courteous in their dealing with one another and with the employees of the college. Let your love, thought and action embrace fellow beings. They should use dignified language while taking or addressing others.
2. The students should attend the college classes regularly and be punctual on all college functions. Punctuality is to success what roots are to a tree.
3. Students reaching the college earlier should not gather in front of the class rooms or in verandas. They should avoid making noise near the classroom or college office.
4. Movements from one class to another should invariably be orderly,

disciplined and dignified. At the end of a period the students going to a class room should stand quietly in queue on the side of the entrance till the students already occupying the room completely vacate it.

5. In vacant periods, the students should go to the reading room or library and utilize their time in the study of magazines, periodicals and newspapers. They should not stand near the class room or in the verandas and create unnecessary noise. It disturbs the teaching work in nearby class rooms.

6. Inside the classes perfect discipline and order must be maintained and the instructions of the teacher should be strictly carried out, for he is your superior and well-wisher. Any misbehavior in the class room is tantamount to misconduct and the students must maintain the sanctity and decorum expected of good scholars.

7. The students should show proper respect to the Principal and the teachers in and outside the classrooms and should carry out their instructions with sincerity.

8. The student shall get off from their cycles/ scooters at the main gate and place the cycle scooters properly with the caretaker.

9. The students should not blow scooter/ motorcycle horns in the college campus.

10. Smoking/playing cards/drinking alcohol and use of any other intoxicant is not permitted on the college campus.

11. The student should cultivate the queue habit while they go to see the principal, or to pay dues in account office, to get the books issued from the library, etc.

12. The college property should in no way be tampered with or disfigured as this property belongs to you. The defacing of walls with pencil marks or ink is strictly prohibited. Theft, forgery, vandalism, or damage of any type of college property shall not be permitted under any circumstances and the student involved shall be severely punished.

13. Quarrels and disputes with fellow students are to be avoided. In case of a dispute, the students should not take the law in their own hands but they should report it to the principal/tutor immediately.

14. The students are expected to come to college dressed in simple clothes. Tight clothes, sleeveless shirts, ornaments or use of cosmetics are not permitted. A student is liable to disciplinary action if he/she is having hippie, mushroom haircuts, trimming beards, ear rings and any other ornaments and is not participating in celebration of social religious functions.

15. The student found guilty of infringement of the above rules and misconduct shall be punished in the form of heavy fines or even expulsion from the college depending on the nature of the guilt. All concessions and stipends granted to such defaulters shall be withdrawn automatically.

16. The students are not allowed to collect money from their fellow student/staff for any purpose what so ever. They are also not allowed to hold any meeting/function of any kind without the prior permission from the principal. Any violation to this effect will lead to immediate expulsion from the college and other drastic action.
17. All the students are advised not to travel by Truck/Tractor-Trolley and other unauthorized vehicles. It may be dangerous for life.
18. Use of mobile phone for non-academic activities is strictly prohibited in the campus.
19. Listening music / watching videos & movies / using whatsapp and facebook / taking selfies / doing photography etc. are strictly prohibited in college campus during college working hours.
20. Roaming / wandering aimlessly in the corridors / departments are also prohibited.
21. Entry in the college campus without identity card is restricted.

Hostel Rules For students

1. Only regular student of GHG Khalsa College may avail hostel facilities.
2. To avail the hostel facility, the boarders has to fill up the prescribed form, Aadhar card & residential proof are compulsory. Actual/permanent contact number of the parents must be provided.
3. Accommodation will be provided on sharing basis.
4. The boarders have to keep their room neat and clean. Due care should be given to the cleanliness of the corridors, common rooms and lawns. Putting photographs/posters on the walls of the rooms is strictly prohibited. Garbage should be dumped in dustbin before 9:00 am. Strict action shall be taken against violators.
5. The boarders are advised not to keep any valuable, ornaments or cash in their room. In case of theft the boarders will be responsible. Additional cash can be deposited in the bank by opening an account.
6. The food will be served in the dining hall on appointed hours. Food is not allowed in rooms. In case of illness, food can be provided in room with prior permission of the hostel supdt.
7. Except for dining hours, the boarders are not allowed to roam in the dining hall. Entry to hotel kitchen is restricted.
8. During the college hours, students are not allowed to stay back in rooms. Strict action shall be taken against violators.
9. There is study period from 9:00 pm to 11:00 pm. The students are instructed to study in their respective rooms during this period.

10. No student is allowed to sleep in other student's room at night.
11. The student should not create disturbance or noise.
12. Electric iron, heater, stove, electric kettle etc. are not allowed.
13. Students are not allowed to celebrate any day i.e. birthday/anniversary or organize a function/assembly without the permission of the hostel supdt.
14. Online attendance is taken daily at 9:00 pm, through hostel ERP-System. Absence without permission calls for strict action.
15. The attendance of all hostlers is mandatory in all college and hostel functions.
16. To avail leave, written permission is a must from hostel supdt. Absence without permission will be dealt severely. After the expiry of leave, its extension should be intimated to the hostel supdt. within two days.
17. For entry & exit of hostel the boarders have to follow check in or check out procedure on ERP-System. The parents are also informed of their movements through SMS generated by ERP.
18. Holiday in college does not mean holiday in hostel.
19. No guest is allowed to stay in hostel. Prior permission of the supdt. is required.
20. In case of illness, intimation to the hostel supdt. should be immediate.
21. The boarders must put on simple appropriate dress.
22. To take care of hostel property is the duty of every hosteller. Any damage to hostel property will be severely punished.
23. Ragging in any form is not allowed in the hostel.
24. Indiscipline, quarrels and misbehavior with the hotel staff is fined heavily and may lead to rustication from hostel.
25. Playing cards/gambling using cigarette, alcohol drugs etc. are strictly prohibited. In case of any violations there will be immediate rustication from hostel and college.
26. The main gate of hostel is closed at 9:00 pm. The students remaining outside will be strictly penalized.
27. If a student suffers from some chronic diseases he should give information about that at entry time.
28. The rules of hostel should be strictly observed and violator will not be spared on any ground.

For the security point of view of the girl students there are certain rules to be followed as:

1. Only parents or any two members nominated by the parents and having an ID card duly signed by parents and prescribed by the college will be

allowed to meet the girl students. Even for this prescribed identity card of such two persons is mandatory. Anybody without this card is not allowed to meet the boarders. No argument regarding this will be entertained.

2. Meeting with the boarder is allowed only once a week on prescribed visiting hours only.
3. Visiting hours: Saturday : 12:00 noon to 3:00 pm.

Sunday : 9:00 am to 3:00 pm.

4. The parents/guardians are required to accompany the girl to take her home or to drop in the hostel personally. The girl, herself, can go and come alone only with the prior written permission of the parents.
5. The college shall not be responsible for the girl who has taken leave from the college and the hostel.
6. Any type of matrimonial activity is strictly banned in the college campus.

Upload:

- Code of ethics policy document
- Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.
- Any other relevant information