



DEV SAMAJ COLLEGE FOR WOMEN

Ferozpur City

- ! HIGHEST RANKED COLLEGE IN INDIA WITH 3.75/4 CGPA, RE-ACCREDITED BY NAAC 2013-14
- ! THE COLLEGE OF EXCELLENCE & THE POTENTIAL FOR EXCELLENCE STATUS BY UGC, NEW DELHI
- ! DBT STAR COLLEGE STATUS AWARDED BY THE MINISTRY OF SCIENCE & TECHNOLOGY, NEW DELHI
- ! DSCW MANAGED BY DEV SAMAJ SOCIETY, SECTOR 36-B, CHANDIGARH | AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH



Estd. 1934

DSCW CODE OF CONDUCT

ABOUT DSCW

DSCW has been the sovereign shrine of women emancipation. Its history is like a sacred pilgrimage to the past. It is simply not the bricks and stones laid in to form a functional structural unit, rather each of its bricks has bathed in the sweat and blood of the myriad reformers like Founder Principal P.V. Kanal Ji, Ex. Principal Dharamvir Ji and present chairman Shriman Nirmal Singh Dhillon, Secretary, Dev Samaj. These eminent scholars have, in countless ways contributed their part of self and soul to infuse life into this living temple of education. The very atmosphere of the college breathes out the spirit of their sacrifice, devotion and value based education.

DSCW is an institution which was started as a result of the renaissance that India witnessed towards the end of the 19th century. A glimpse at its glorious past takes us more than eighty-six years back. Those were the times when degeneration had become the plague of the society. During the British rule, the country was still reeling under the burden of an orthodox and retrogressive society. Women were the soft targets of infinite atrocities of the wheedling ritualistic societies which gave a way to contrived conventions like Sati Pratha, Child Marriages, Purdah System etc. Education for women was totally tabooed. The emancipated and educated women fully vanished away under the shroud of pseudo-social values and baseless norms. The zealous missionary, Bhagwan Dev Atma, the Founder of Dev Samaj, who was an eminent visionary and one of the Architects of Modern Indian Educational System that combines tradition with the moderanity, became a pioneer of Dev Samaj movement and brought about a mutation in the predicament of the conservative society and strove to lend women their dignity, respect and status. A great idealist and a reformer, **Bhagwan Dev Atma** verily believed that education of women alone could cure the malaise of the sick society and help in building a utopian state. He took up the cause of the hapless and illiterate women relegated mercilessly to the confines of their low self esteem and societal pressures. He toiled hard to bestir the steadfast society into educating women, making them self-reliant and independent. To achieve this end, he established the **first exclusive institutions for girls in Lahore in 1886** and at Ferozepur in 1901. In continuation to that, today Dev Samaj Society has 22 educational institutions under its umbrella. Dev Samaj College for Women, Ferozepur came into existence in 1934 in the Border area of Punjab. **Today, thousands of women are being empowered every year under the aegis of DSCW.** Till date his principle of value based education for empowering women is the foundation of our ideology. In preservation of its rich heritage and the promise of emancipation for women, the college has made its mark like no other. Forever in transition, from better to beyond the best, its journey is unending. From a modest beginning, Dev Samaj College has traversed a long way to evolve as an institution that has been discreet in every sense. The first of its kind, the institution has not ceased further the firsts' tradition continuing it to

produce numerous firsts to its credit. Outstanding and unparalleled meritorious achievements have since been entangled in the infinite loop of the institution. It is one of the oldest women colleges under Panjab University established in 1934. It has the privilege of producing the **First Lady IAS officer, First Lady MBBS, First Lady Principal of Lady Irwin Medical College, New Delhi and First Hindu Lady B.A./B.T., in the divided and undivided Punjab, First Lady Deputy Commissioner of Shimla, First Lady Principal Secretary of the Prime Minister of India Mrs. Indira Gandhi, First Lady Governor of Madhya Pradesh & First Woman President of the Tribune Trust (2000).**

Thus, growing and prospering through this unending saga, the tiny sapling which was planted 86 years ago in the border area of Punjab, has now taken the shape of a dense tree. The capsule of the journey, brought in a turbulent surge under the patronage of **Shriman Nirmal Singh Dhillon, the Chairman** and Secretary Dev Samaj and under the stewardship of Principal that marked a rapid metamorphosis in the entire entity of DSCW, which is today **India's No.1 College (2013-14) with the exceptional CGPA of 3.75/4 awarded by prestigious National Assessment Council of India, Bangalore. U.G.C, Delhi** has conferred DSCW with the celebrated status of "**College of Potential for Excellence**" Another feather added into the already proud cap of DSCW is the status of **College of Excellence conferred by UGC in 2016-17.** The Ministry of Science & Technology, New Delhi declared DSCW as **Star College in the year 2018-19. Ex-Vice Chancellor Mr. Arun Grover declared** this college as the Role Model College of the Panjab University. Thus it has neither rested nor looked back. This major boom is well comparable to nebulae (star nurseries) at work—creating stars across galaxies. The metamorphosis is humongous. With the dedicated efforts of **Shriman Nirmal Singh Dhillon, Chairman** and Principal, DSCW, like Phoenix, has risen from its own ashes and blossomed into a magnificent temple of value based, world class education. But above all, this has always come with a promise, added and shared responsibility of the entire DSCW community – to never stop, to incessantly strive and to forever deliver – for there is nothing perfect, the parameters always fall short and have met with each time they raise their bar. That is what our history is and that is what comprises our heritage – EXCELLENCE IN ALL ITS GLORY!!

PREAMBLE

DSCW ascribes the highest priority to the maintenance of high standards of integrity, responsibility and accountability in its work culture. College code of conduct has been developed to reflect the college's educational mission and community life-based values of Dev Samaj.

At DSCW campus, integrity is indispensable to our mission. We act with honesty and adhere to the highest standards of moral and ethical values and principles through our personal and professional behavior. We manifest our understanding of these values and principles and uphold them in every action and decision. Humanity, honesty and trustworthiness go hand in hand with how we conduct ourselves, as we sustain a culture that is based upon ethical conduct. We expect our actions to be consistent with our words, and our words to be consistent with our intentions. We not only accept our responsibilities or share leadership in a democratic spirit but also subject ourselves to the highest standards of public trust. Thus, we hold ourselves accountable for our words and our actions. We treat all members of DSCW whether students, teachers or administrative staff equitably, and our evaluations of learning achievements are impartial based on demonstrated academic performance. We work diligently with the strong work ethic of Dev Samaj Society and are committed to always acting in the best interests of the Panjab University. We pledge to make prudent use of our resources and will be good manager of financial, infrastructure and human resources. We will always work within the letter and spirit of the law and policies.

CODE OF CONDUCT

To pursue excellence in higher education character building and overall development of an Institution like Dev Samaj College for Women a code of conduct which is nothing but a set of ethical rules outlining the norms, responsibilities and practices for an individual and committees, is indispensable. Thus, the rules and regulations included in this handbook published by the college Governing Body in consultation with IQAC cell are applicable for Principal, teaching staff, official staff and supporting staff. It is expected that staff members strictly adhere to the rules and regulations spelled out in this handbook failing which the action shall be taken as per the procedure laid down by Government of Punjab, UGC and competent authorities. However, the Governing Body of the college reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases.

1. CODE OF CONDUCT FOR STUDENTS

The Student Code of Conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Students are responsible for reading, understanding and abiding by the Code. The guidelines in the code of student conduct generally parallel the overall

mission and objectives of the college. Therefore, the guidelines are established to regulate students' behavior. The Code of Conduct clearly states what behaviour is acceptable and what is not acceptable. All the students are expected to make a full contribution to the college and support the positive endeavours of all its members.

TOWARDS INSTITUTION

1.1 PUNCTUALITY

- ⊙ Every student should cultivate the habit of being punctual.
- ⊙ Reach the college well in time so as not to be late in the lecture session.
- ⊙ Students must report to class on time.
- ⊙ No student is allowed to enter the class once the lecturer has started teaching.
- ⊙ Students are required to complete the task within the expected time
- ⊙ They should always be punctual in submitting the projects or files to their respective teachers.
- ⊙ Late submission of related work will not be accepted.

1.2 DISCIPLINE

- ⊙ Students will not use foul or offensive language in the college campus.
- ⊙ Students will not litter in (or outside) the premises.
- ⊙ Students will not deface or damage college property. Any damage to the property should be reported to the Dean, college Development immediately.
- ⊙ Students will not leave the campus during college hours without prior permission of the Principal.
- ⊙ Bullying, aggression or violence in any form is gross misconduct for which the college will take strict disciplinary action if required.
- ⊙ Students are expected to have respect for their peers and be sensitive to differences among themselves due to physical, cultural and economic considerations.
- ⊙ Students are expected to be environment friendly.

Students should use the Bins to throw the waste material/wrappers to make the surroundings clean and hygienic.

- ⊙ Strict action will be taken against students who are found behaving inappropriately on the premises.
- ⊙ Students cannot bring any outsiders in the college without prior permission of the Principal.
- ⊙ The students have to procure N.O.C from their parents/guardians before joining any Industrial Trip/Field Trip/Tour planned by the college.
- ⊙ Students who violate the college rules will not be permitted to represent the college in any inter- college sports or other activities irrespective of individual interests or talent.
- ⊙ While moving from one class to another, strict silence must be observed.
- ⊙ Whenever students are free, they are expected to go to the Library. During free periods, they are advised to sit in the common room and revise their work.
- ⊙ While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
- ⊙ Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
- ⊙ NCC is an organization that stands for discipline. Cadets are warned against involving in any act of indiscipline that may bring disrepute to NCC or the institution. The Principal has the right to expel such cadets from the NCC, and if need be, from the institution.

1.3 I-CARD

- ⊙ Students will not be allowed to enter the college without producing their I-Cards at the entrance.
- ⊙ The students are supposed to wear their I-Cards till the time they are in the college premises.
- ⊙ Students will not be able to get issued any book from the Library without

showing their I-Cards to the Librarian.

- ⊙ In case any student loses her I-Card, it should be reported immediately with an application for the new card. she would be issued a new I-Card with a fine of 100/-
- ⊙ It is mandatory for every student to wear their I-Cards during Examination Days.

1.4 MOBILE AND DIGITAL TECHNOLOGY

- ⊙ Students are not permitted to carry mobile phones on the college premises.
- ⊙ In case a student has to carry a phone for extraneous reasons, arrangements will be made to deposit the phone at the reception office during college hours.
- ⊙ Students will not indulge in inappropriate use of the college computers or networks.
- ⊙ Students are not permitted to bring valuable electronic devices (i-pods, cameras, tablets etc) without the prior permission of the Principal.
- ⊙ Strict action will be taken if it comes to the notice of the college authorities that any student is involved in possession and circulation of inappropriate digital content on mobile devices.
- ⊙ During the examinations, students are strictly instructed not to carry Mobile phones in the exam hall.
- ⊙ Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.5 TRANSPORT

- ⊙ Students should park their vehicles properly in the place earmarked for Students' Parking.
- ⊙ The concerned student will be liable to pay for any damage caused due to wrong or inappropriate parking in the parking lot.
- ⊙ College will not be responsible for any independent transport arrangements used by students. The safety and verification of such vehicles and drivers is the responsibility of the parents/guardians of the child.
- ⊙ Two Wheelers kept in and around the college buildings other than the Two

Wheeler sheds, are liable to be confiscated and disciplinary action will be taken against the owner of the two Wheeler.

- ⊙ The college will not take any responsibility for the loss of a two wheeler or part thereof.

1.5 LEAVE OF ABSENCE

- ⊙ Students must have a minimum attendance of 75% during the academic year in order to take the College examinations.
- ⊙ In case of missing college, a leave application must be presented to the college duly signed by the parents/guardian.
- ⊙ In case of absenteeism due to illness, students must present a medical certificate to the college.
- ⊙ Long leave may only be taken with the prior permission of the Principal.
- ⊙ No Student is permitted to leave the college during College hours without a valid permission slip from the concerned teacher/Principal.

1.7 ATTENDANCE

- ⊙ Regularity in attending all the lectures(as per their chosen subjects) is compulsory for all the students.
- ⊙ A Student should have minimum 75% of attendance in lectures of every subject and 100% in the over-all performance including the seminars and workshops attended.
- ⊙ If a student is absent for three or more consecutive days, evidence for excusing the absence, such as a doctor's note, must be provided.
- ⊙ Arriving late or bunking the lectures without informing the concerned teacher may cause a burden on the student.
- ⊙ For irregularity in attendance of the students, there will be:

Verbal warning (4-5 days)

- Written warning (more than 6 days)
- Meeting with Dean with parents
- Possible suspension, if not rectified
- Name stuck off the rolls.

- ⊙ It is obligatory for all the students to be present on all Examination Days without fail.
- ⊙ Non attending on examination days may result in FAIL in that particular subject.
- ⊙ All the workshops/training sessions/in-house competition should be attended by all the concerned class, failing which the student will be given 5 absents as reward punishment.

1.8 DRESS-CODE

- ⊙ Following Dress-Code inculcates a sense of homogeneity which in turn brings a sense of equality.
- ⊙ The students are supposed to wear white dress (suit) on every Monday. Failing to do so will attract heavy penalty.
- ⊙ The students of Science stream ,commerce and B.VOC courses have their uniforms ,the students opting these streams have to wear the prescribed uniform all the days .
- ⊙ Following the Dress-Code brings discipline and discipline brings order, peace and a sense of leadership and belongingness.
- ⊙ Dress codes have an intense impact on students' concentration level while in the campus.
- ⊙ Arts block Students can wear Formals on all working days except Mondays.

1.9 EXAMINATION

- ⊙ Students should take the Examinations seriously and sincerely.
- ⊙ Students are supposed to reach the examination hall 20 minutes before the commencement of the examination.
- ⊙ Mobile phones or any other electronic gadget is not permissible in the examination hall. Strict action will be taken against such students .if caught.
- ⊙ Cheating/copying /exchange of answer sheets are punishable acts.
- ⊙ Student caught practising such acts will not be allowed to sit for the Exams.

- ⊙ It is compulsory for all the students to carry their I-Cards and the Hall Ticket for sitting in the Examinations. Failing which, the student will not be allowed to take the exam.

1.10 LIBRARY RULES

- ⊙ Students must carry I-Cards for getting access to the Library
- ⊙ Before using the Library resources, the students should get themselves registered with the library showing the I-Card.
- ⊙ Students are not allowed to carry any of their belongings inside the library. They must stack their things in the racks provided.
- ⊙ The Students are required to enter their name and class in the register kept at the entrance counter before entering the Library.
- ⊙ The Library books are issued only for a limited period and if any student fails to return the book in due time, she will be liable to pay fine as imposed by the Librarian.
- ⊙ Usage of Mobile phones is strictly prohibited in the Library.
- ⊙ Library cards are not transferable. Only the correct card holder can get the books issued from the library.
- ⊙ Students are not allowed to bring any kind of refreshment inside the Library premises, with the exception of bottled water. Please consume food and all other drinks outside the building.
- ⊙ Please keep conversation and noise at a low level.
- ⊙ The First floor of the library is reserved for silent study.
- ⊙ Group study should occur in group study rooms on the First floor or on the Ground Floor of the library.

1.11 Code of Conduct on the Sports field

- ⊙ The students should follow proper Discipline while playing different sports.
- ⊙ Correct spirit of sportsmanship should be shown by the sports students.
- ⊙ Students should not use aggressive or abusive language in the play ground.
- ⊙ Fighting on the field will invite strict disciplinary action from the authorities.

Code of conduct FOR HOSTEL STUDENTS

- ⊙ The college shall provide accommodation on First come First served basis, to the students who have applied for the Hostel facility subjected to availability of vacant rooms in the hostel.
- ⊙ Every boarder must remember that the hostel is their Home away from Home and therefore, the boarder should behave in such a manner as to bring credit to her and to the Institution.
- ⊙ All the boarders are instructed to comply to the hostel rules and regulations. Violation of any rule will invite disciplinary action including expulsion from the hostel as well as also from the Institution.
- ⊙ During their stay in the hostel students will be governed by the Hostel Management Rules.
- ⊙ Boarders shall follow the instructions of the wardens. Moreover, they are bound to take and carry out the responsibilities and duties assigned to them from time to time.
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- ⊙ No Boarder is allowed to bring their classmates/friends in their Hostel room.
- ⊙ The boarders must clear all the outstanding dues (including fine if any) at the end of each semesters. Failing of which notice to his/her guardian shall be sent to clear all the outstanding dues.
- ⊙ Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from them.
- ⊙ The hostellers themselves are personally responsible to safeguard their belongings. Hostel authorities will not be responsible for any loss of personal belongings and such complaints shall not be entertained.
- ⊙ Cooking in hostel rooms is not permitted. No boarder should possess any cooking material, induction tops, stoves, heaters etc

- ⦿ Heavy penalty will be charged on such boarders and repeated offence may amount to expulsion from the hostels.
- ⦿ Students shall keep their room and surrounding areas neat and tidy at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose.
- ⦿ Playing of audio and visual systems and other musical instruments inside the room or in the hostel premises causing disturbance to other boarders is strictly prohibited.
- ⦿ Students shall treat the housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work.
- ⦿ Any complaints regarding the quality of the food shall be reported to the respective wardens.
- ⦿ Boarders should follow the habit of switching off the lights and fans of their respective rooms while leaving.
- ⦿ Boarders shall not leave water flowing from taps or waste water in any form.
- ⦿ No boarder is allowed to change their allotted room or exchange furniture from any other room without the permission of the Warden.
- ⦿ Modesty in dress is expected from students when they are out of their rooms.
- ⦿ The boarders are governed by rules, orders, and instructions framed/issued by the hostel authorities from time to time.

Hostel Leave Rules

- ⦿ Boarders must obtain prior permission from the competent authority before proceeding on leave.
- ⦿ Students are required to obtain the signature of the local guardian/parents on the leave return form and submit the same to the warden after their return.
- ⦿ Leave from the hostel shall be granted by the Wardens. However for leave for more than two days, prior information to the wardens should be conveyed by the parents of the concerned student.

Visitors

- ⦿ All visitors (including parents) will be received at the Visitor's room of the hostel.
- ⦿ No boarder is allowed to take their Visitors to rooms without informing the wardens.
- ⦿ No male visitor is allowed to enter the Girls' Hostel without prior permission of the respective Wardens.
- ⦿ All visitors should put their detail in the visitor's record book at the hostel office.

Visiting Hours

8:00 a.m. to 7:00 p.m. (holidays)

4:30 p.m. to 7:00 p.m. (weekdays)

Students' Disciplinary Committee:

1. Principal of the College
2. Head of the Department of the student
3. Central Association
5. Wardens of all the hostels (In case of Boarders)

Note: In absence of the Principal the decision will be taken by the members and the final approval will be made by the Principal. However two thirds of the member must be present to take any decision.

Penalties for Misconduct

The following penalties may be imposed by the College for a violation of the Student Code of Conduct (unless stated otherwise in the Code).

- ⦿ Verbal warning
- ⦿ Written warning
- ⦿ Probation - A period of observation and review of conduct during which the student must demonstrate compliance with College standards. Terms of this probationary period will be determined at the time probation is imposed.

- ⦿ Temporary removal from a course.
- ⦿ Permanent removal from a program.
- ⦿ Monetary compensation required from the students who have misused, damaged, taken or destroyed College property or the property of another. Amount charged may include cost to repair, replacement, cleaning, or otherwise accounted for the property affected.
- ⦿ Suspension - the student has temporary loss of student status for a specified length of time.
- ⦿ Expulsion from the College- the permanent removal of the student from the College. The College takes this sanction very seriously. The committee will make the decision as to expulsion. The committee may also consult with the College Chairman on an “as needed” basis.

Multiple or repeated incidents of misconduct calls for a more serious review than a single offence and for that previous findings may be considered while determining any sanction or penalty that the conduct might attract.

It is important to note that the same types of unacceptable behaviour that breach the Student Conduct Policy may be treated differently based on the seriousness and the circumstances of the offence done.

These penalties are illustrative only. In some cases, on initial steps some behaviours might appear minor but on investigation it is found to be more serious. Thus, they would require a more serious sanction or penalty. In the same way, in few instances, behaviours that might appear to be very serious may on investigation turn out to be minor and attract a less harsh penalty.

2. CODE OF CONDUCT FOR TEACHERS

Whoever adopts teaching as a professional assumes the obligation to obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

2.1 PROFESSIONAL INTEGRITY

Teachers should

- ⦿ uphold the reputation and standing of the profession.
- ⦿ practice honesty and integrity in all aspects of their work.
- ⦿ respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
- ⦿ represent themselves, their professional status, qualifications and experience truthfully.
- ⦿ use their name/names as set out in the Register of Teachers, in the course of their professional duties.
- ⦿ avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on the students.
- ⦿ take all reasonable steps in relation to the care of the students under their supervision, so as to ensure their safety and welfare.
- ⦿ work within the framework of relevant legislation and regulations.
- ⦿ comply with agreed University policies, procedures and guidelines which aim to promote student education and welfare.
- ⦿ refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- ⦿ Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- ⦿ Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

2.2 TEACHER AND STUDENTS

Teachers should:

- ⦿ maintain high standards of practice in relation to the process of student learning, planning, monitoring, assessing, reporting and providing feedback
- ⦿ apply their knowledge and experience in facilitating students' holistic development.

- ⊙ Clearly plan and communicate few challenging and achievable expectations for students .
- ⊙ Create a conducive environment where students can become active agents in the teaching- learning process and develop lifelong learning skills.
- ⊙ Inform their professional judgement and practice by engaging with, and reflecting on, student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.
- ⊙ Be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance
- ⊙ act in the best interest of students.
- ⊙ place high value on and demonstrate to students: commitment for excellence in work, manners and achievement.
- ⊙ motivate the students to practise respect for others and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- ⊙ encourage students to exercise discipline in all spheres of life.
- ⊙ help students to be independent, self reliant while developing a sense of responsibility.
- ⊙ encourage students to show respect for all forms of duly constituted authority.
- ⊙ demonstrate patriotism and appreciation of freedom with responsibility.
- ⊙ help students to differentiate right from wrong and justice from injustice.
- ⊙ help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- ⊙ strive for consistency, firmness and understanding in disciplinary dealings with the students.

2.3 TEACHER AND COLLEAGUES

TEACHER SHOULD

- ⊙ Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students.
- ⊙ Work in a collaborative manner with other members of staff, relevant professionals and the wider community, as appropriate, in seeking to

effectively meet the requirements of the institute

- ⊙ engage with the planning, implementation and evaluation of curriculum at classroom and college level.
- ⊙ treat colleagues as professional equals, regardless of their status.
- ⊙ not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- ⊙ not deliberately distort evaluation of colleagues in any of their domain.
- ⊙ Support the personal and professional development of others by providing constructive feedback to colleagues that is considered positive and become helpful for further growth and development
- ⊙ assist in developing and mentoring less experienced staff members
- ⊙ accept responsibility for their own professional learning and development.
- ⊙ Speak respectfully of other teachers and render assistance for professional betterment.
- ⊙ Refrain from making unsubstantiated allegations against colleagues to higher authorities.
- ⊙ Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

2.4 SELF EVALUATION REPORT

- ⊙ It is mandatory for all the staff members to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format available in the office.
- ⊙ To update their knowledge all the faculty Members are expected to attend the in-house and outside - seminars/workshops/conferences, after obtaining necessary permission from the Head of the Department and Principal.
- ⊙ To enhance and polish their acumen the faculty Members should publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per the changing curriculum.

- ⊙ Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.
- ⊙ In addition to the teaching, the Faculty Member should always come forward to be an indispensable part of the Institute by taking additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

2.5 TEACHER AND COMMUNITY

TEACHER SHOULD

- ⊙ perform the duties of a good citizen, and participate in community activities with due consideration.
- ⊙ not indulge in discussing controversial issues from an objective point of view.
- ⊙ respect the community in which they are employed and be loyal to the college system, community and nation.
- ⊙ work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- ⊙ adhere to any responsible pattern of behaviour accepted by the community for professional persons.
- ⊙ encourage the community to participate in educational pursuits.
- ⊙ co-operate with approved agencies concerned with student Welfare.
- ⊙ conduct professional business through recognized educational and professional channels.
- ⊙ Not teach anything improper to the students to instill contempt or disobedience to the laws of the land.

CODE OF CONDUCT FOR TO REMOVE MALPRACTICES AND PLAGIARISM

The main objective of this stratagem which is undertaken to promote the research and research publications and prevention of misconduct including plagiarism in R&D. The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research including

qualitative analysis, quantitative & statistical techniques and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research. Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the institution by many professional associations and in the case of funded research, the respective funding agency.

These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research including scientific research, social and behavioural sciences that involve collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each scholarly discipline or academic unit. In fact, many academic units have developed excellent handbooks on research ethics and integrity. When in doubt about the accepted ethical standards in a particular case, a researcher should discuss the matter on a confidential basis with an academic supervisor, another respect colleague, or the Dean of Research of the Institution.

PLAGIARISM

Ethics and plagiarism are the significant components in research and publication. Sometimes it is to be observed that researchers claim others work as their own, which will degrade the reputation of individual / institution. There is every need to assess the academic/research work of the student/researcher scholar / researcher who produce their work in the form of project reports, Seminar papers, Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects should go through the process of plagiarism and has to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability across the globe and needs to reach the highest success. We take some extra measures to ensure that the work National / International standards professional type setters which are engaged to bring about the best of results.

The Authors are made responsible for their research work carried out, presentation and results are expressed. The institution deplors and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The same rules apply to grant applications and proposals, to clinical research protocols, and to student papers submitted for academic credit. Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by infringing on a copyright held by the original author or publisher.

Plagiarism constitutes unethical scientific behaviour and is never acceptable. Proper acknowledgement of the work of others used in a research work must always be given. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

3.CODE OF CONDUCT FOR SUPPORT STAFF

- ⊙ College expects all support staff to conform to the standards of professionalism. Support staffs who demonstrate behavior that does not comply with the minimal standards of professionalism may be subject to the range of disciplinary actions by the administrative authority.

THE STAFF SHOULD

- ⊙ Familiarize themselves with college policies that are relevant to their responsibilities
- ⊙ Adhere to those policies to the best of their ability.
- ⊙ An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- ⊙ Assist and encourage others to adhere to the faculties (for example, directing a student to the appropriate channels).

- ⊙ Draw any kind of problem to the attention of the appropriate authority.
- ⊙ Not use abusive or obscene language nor make remarks or engage in behaviors that might reasonably be constructed as a violation of Human Rights code.
- ⊙ Not be engaged in behavior or remarks that could reasonably be interpreted as threatening and will intervene if they witness such behavior.
- ⊙ Not be disrespectful of others or intolerant of orders.
- ⊙ Not criticize or act against the approved college policy. It shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- ⊙ not refuse to receive any communication of any type from his/her controlling officer or a competent authority.
- ⊙ refrain from using work-time to promote personal, religious, political, social or business agendas.
- ⊙ use computing and communication facilities and services only for the purposes for which they are authorized.
- ⊙ maintain a supportive environment for working and learning.
- ⊙ Provide the Head of the Office with appropriate notice of requests for leave.
- ⊙ Demonstrate a concern for the appropriate use and maintenance of all equipment and stationary provided by the college for various use
- ⊙ Ensure that college services such as photocopying and postage are used only for college purposes.
- ⊙ demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, guardians, administrative personalities, general public in any context.
- ⊙ Strive actively to avoid conflict between themselves and any student.
- ⊙ Never lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.

FOR LAB-IN CHARGES:

- ⊙ Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- ⊙ Lab-In-charge should take necessary steps to procure additional equipment / other materials required through HOD.

- ⊙ The Lab-In-charge has to make sure that all the students should wear their Lab coats before entering the Labs.
- ⊙ The distribution of Lab equipments to the students for performing experiments should be under the supervision of the lab incharge.
- ⊙ The availability & proper maintenance of “first aid facilities & fire fighting equipments” is the responsibility of the Lab Incharge .
- ⊙ Try to avoid other activities during Lab hours unless assigned by the senior Management.

FOR LAB-ASSISTANTS

- ⊙ The Lab Assistant is responsible to identify the requirement of Lab consumables etc. before the beginning of the semester and give the same in writing to Lab –In-charge.
- ⊙ All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- ⊙ The Equipment and material Issue register for performing the practicals by the students, must be maintained for each and every Lab.
- ⊙ To ensure that all procurements are recorded properly in stock registers and separate registers for consumables and non-consumables are maintained.
- ⊙ Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- ⊙ To ensure the proper working condition of the Machine and apparatus required before allowing the students to do the practicals.
- ⊙ Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- ⊙ Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.

CODE OF CONDUCT FOR LIBRARIANS

- ⊙ The main mission of librarians is to ensure that the students have free access to information, creating equal opportunities for everyone for personal development and education, creative research, for practising artistic, cultural and other hobbies, and for active participation in social life.
- ⊙ Librarians should treat their colleagues and students with respect and confidence.

- ⊙ The Librarian should always create a positive image of libraries and maintain the standard of the stacked books.
- ⊙ Librarians should be committed to neutrality regarding collections and information matters, acquiring collections in a balanced way.
- ⊙ Librarian should have a perfect advocacy of the ethical use of information, including good practice in using the Internet, giving updates of good authors and procuring the books for the Library.
- ⊙ Librarian must develop cooperative relations with national, municipal and state institutions, based on mutual respect and cooperative spirit.
- ⊙ The foremost responsibility of the Librarian is to ensure the preservation of cultural heritage entrusted and contribute to the cultural memory continuity of their region.
- ⊙ Librarians should assist and support the students in searching required information of a book and the use of library services.
- ⊙ They should observe both written and oral agreements and commitments for being reliable and loyal towards the institution.
- ⊙ With their vast expanse of knowledge, the Librarians shape and support reading and information-consuming skills of the students as well as teachers.
- ⊙ Librarians should never discriminate on the grounds of age, nationality, political belief, physical or mental ability, gender, marital status, origin, race, religion.
- ⊙ Librarians should out-rightly be loyal to their organisation and guided by a good conduct practice during and outside working hours.
- ⊙ Librarians must be open-minded, respectful, supportive, cooperative and without any prejudice towards their colleagues, encouraging and assisting new colleagues in advancing their professional skills.

CODE OF CONDUCT FOR THE HEAD OF THE DEPARTMENT (H.O.D)

- ⊙ The Head of the department should fix the work load (teaching and departmental) of all the staff working under him/her.
- ⊙ The Head of the Department is responsible for academic planning and implementation of academic policies approved by the Principal.
- ⊙ The Head of the department should ensure that the work load of the teacher should be equally distributed without any favours.

- ⊙ Before allotting teaching load ,the HOD must consult the teachers about the areas of their interest.
- ⊙ The books prescribed by the University for each year should be procured by the HOD through the Library and made available in the Department.
- ⊙ The HOD should take monthly progress report about the teaching methodologies followed from all the teachers by holding subject meetings
- ⊙ The faculty members should always be encouraged by the Head of the Department for attending seminars/workshops/conference to update their knowledge.
- ⊙ The Head of the Department should take feedback responses from the students, and the parents on Teaching –Learning process and other department related activities and processes.
- ⊙ The HOD shall make periodic assessment of teaching faculty particularly the new entrants and submit a report with suggestions / remarks to the Principal.
- ⊙ Confidential reports for all staff members of his/her department should be written by the Head of the Department to be submitted to the Principal.
- ⊙ After the results of the University Exams are published, the Heads of Departments should examine the results of their Departments and discuss with the other Lecturers the fall in pass percentage ,if any and the measures as how to improve the progress of the students and take follow-up action.

DISCIPLINARY ACTION

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

Apart from this we follow the Code of Ethic of Panjab University Calender, Volume I, 2007 and Code of Professional Ethics of Teachers as per UGC Regulations Gazette Of India, Part III Section 4.

CODE OF CONDUCT FOR PRINCIPAL

This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College. Principal is the academic and administrative head of the institute and is solely responsible for addressing and resolving all issues concerned with the stakeholders of

education. The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.

GENERAL ADMINISTRATION :

For a smooth functioning of the college in various administrative sectors, the Principal shall be assisted by Coordinator IQAC, Controller of Examinations, Heads of Departments, various committee heads etc.

- ⊙ The Principal will implement the policies approved by the Board of Governors, the highest decision making body of the college.
- ⊙ She is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations.
- ⊙ The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
- ⊙ The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments.
- ⊙ She has to monitor admissions, examinations and evaluation for smooth functioning of the system.
- ⊙ With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority.
- ⊙ In this regard she should maintain complete transparency while taking actions, which should be impartial and justified.
- ⊙ She is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees.
- ⊙ She is responsible for according extension or to change various functionaries in the administration, with the approval of Academic Council.
- ⊙ She is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of education.
- ⊙ Making proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees comes under the onus of the Principal.
- ⊙ She shall make regularization of services, declaration of probation, and release of increments of the Teaching and Non-teaching staff.
- ⊙ The Principal is responsible for arranging performance appraisal of faculty and supporting staff.

- ⊙ She holds the power to sanction EL, HPL, ML, EOL up to the level of Heads of departments but not for herself.
- ⊙ She is empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotions etc in consultation with the Disciplinary committee.
- ⊙ The Principal should refer all such cases requiring arrangements such as suspension, removal, dismissal from the services to the Governing Body of the college.
- ⊙ To coordinate and motivate the faculty, administrative authorities and the supporting staff to work effectively and efficiently.
- ⊙ She would assist in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University/ Institute for academic competence of the Faculty Members.
- ⊙ Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- ⊙ Any other work relating to the college welfare or to the administration of the Institution as may be assigned to her by the Management from time to time.

IN THE CAPACITY OF ACADEMIC ADMINISTRATOR:

- ⊙ As the head of College, the Principal has the sole responsibility of addressing and resolving all issues concerned with the partakers of education.
- ⊙ The Principal shall ensure that quality in educational processes and academic services are maintained to the highest level for continuous improvement and should also aim at working vigorously towards making the students, better individuals and responsible citizens of the country.
- ⊙ On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Punjab University, CHD. UGC, State Government and the Governing Body of the college.
- ⊙ She shall be assisted by various Heads of the Departments, Director (Academic), Controller of Examinations of the college, senior faculty members etc in formulating the right path of teaching –Learning methodologies.

- ⊙ An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, Time –Table Committee, along with the various heads of the departments will extend support to the Principal.
- ⊙ The Principal should monitor the Teaching work in the classrooms as per the Time-Table in co-ordination with the Block Coordinators.
- ⊙ She should closely observe the on-ground work for organizing of technical fests, conferences, seminars, workshops etc.
- ⊙ To review the progress of academic work, the Principal should hold meetings of Heads of departments and suggest effective measures to achieve desired academic outcome.
- ⊙ The Principal is the over-all in-charge of the Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/University.
- ⊙ Principal should be involved in matters related to internal examinations, semester end examinations (both theory and practical), result analysis, detained candidates etc and will be assisted by Controller of examinations and Head of the Departments.
- ⊙ The principal should plan for training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc. for the teachers to enhance their knowledge.
- ⊙ Principal shall also ensure quality assurance and should be directly involved with IQAC in the detailed analysis of the process.
- ⊙ The Principal should advise the faculty members to get sponsored research projects from various funding agencies and should meticulously monitor, and evaluate the research, development and consultancy activities.
- ⊙ The Principal should promote industry-institute interaction for better employability of the students of B.VOC and other Skill Development Courses.
- ⊙ She should build close rapport between staff, students and management for effective functioning of the college .
- ⊙ The Principal is responsible to ensure serene academic environment in the campus with perfect order and discipline among all the staff concerned.
- ⊙ The Principal should involve faculty members at different levels for various institutional activities.

FINANCIAL ADMINISTRATION :

- ⊙ Principal is empowered to incur expenditure within the stipulated limits adhering to the related procedure as laid down by the Governing Body, subject to the budget allocations for a specific area of expenditure
- ⊙ In dealing with the Financial Matters, Principal will be assisted by the Finance committee .
- ⊙ Principal is empowered to incur contingent expenditure as per the norms prescribed by the Governing Body from time to time.
- ⊙ The Principal shall execute all contracts for and on behalf of the college if duly authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college .
- ⊙ Principal shall forward monthly salary bills of all the staff of the college to Chairman (Society) for further action and also the members of the Governing Body for approval.
- ⊙ The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- ⊙ She will have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures and provisions under the respective heads of budget.
- ⊙ Shall countersign T.A bills
- ⊙ Shall have power to sanction advances and final withdrawal of EPF of the staff along with the Principal and Chairman of the Society.

CODE OF CONDUCT FOR IQAC

- ⊙ To strategically design an exhaustive and extensive blue print of the expansion plan regarding academic, administrative and infrastructural growth to foster excellence in curricular, co-curricular and extracurricular activities.
- ⊙ To figure out the annual plan of action of the college and the almanac of teaching techniques .
- ⊙ To figure out appropriate admissions procedure regarding maximum students in different programmes within the sanctity of the statutory norms.
- ⊙ To organize mega events in the college, such as annual day, sports events, cultural events, etc.

- ⊙ Giving strong recommendations for introducing such courses as can be suitable to the up-surging academic market and creating additional teaching posts for the same.
- ⊙ To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- ⊙ Arranging for FDPs for Teachers to enhance their teaching technologies.
- ⊙ To monitor the use of the extent of Technology in Teaching Learning process to promote good teaching .
- ⊙ To discuss the college development with IQAC and make suitable recommendations.
- ⊙ To be part of outlining the Annual Budget and recommend the same to the management for approval.
- ⊙ Drafting suggestions pertaining to the discipline ,security and safety of the students in the college and recommend few steps to strengthen the same.
- ⊙ Contemplating the recommendations of various inspections being

CODE OF CONDUCT FOR THE GOVERNING BODY

- ⊙ The Institute shall be managed by a regularly constituted Governing Body. The composition, functions and other condition pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management. To ensure proper management of academic, financial and general administrative affairs the college shall have statutory bodies:
- ⊙ Academic Council
- ⊙ Finance Committee

RESPONSIBILITIES OF THE GOVERNING BODY:

- ⊙ The members of Governing Body shall maintain transparency in all the dealings and decisions.
- ⊙ All the decisions and resolutions made by the Governing Body, Executive Body are obligatory.
- ⊙ The Governing body shall determine and prescribe courses of study and syllabi, and restructure and redesign the courses to make it skill oriented and in accordance to employability
- ⊙ To motivate the faculty to implement modern tools of educational technology to achieve higher standards and greater creativity and work towards promoting research in relevant fields.

- ⊙ Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect majority taking the decisions.
- ⊙ The members of the Governing Body can obtain service from the Trust employee as and when required.
- ⊙ Any member of Governing Body needs any primary information from Institution, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
- ⊙ The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.

RESPONSIBILITIES OF ACADEMIC COUNCIL :

- ⊙ Overseeing of the educational work of the college and to protect, maintain and develop the academic standards of the courses and the activities of the college. It provides
- ⊙ an interface between the student community, the faculty, and the institute's management in order to address the issues that the students face.
- ⊙ Meetings: at least four times in a year.
- ⊙ IQAC stands firm in educational exchange techniques, for that:
- ⊙ The commitment to educational program quality and student learning is paramount for the IQAC .
- ⊙ Scrutinize and approve instructional and evaluation arrangements, methods and procedures relevant to the in-house examinations and related activities.
- ⊙ To promote research within the institution, acquire reports on such researches from time to time.
- ⊙ To make arrangements for the conduct of examinations in conformity with the Bye-Laws of P.U.Chd.
- ⊙ To appoint examiners, moderators and invigilator for different examination sand maintain proper standards of the inhouse- examinations.
- ⊙ To organizes course-related workshops emphasizing on academic quality and help in making the teaching-Learning process an enjoyable practice.
- ⊙ To make recommendations to the Board of Management on modes of Innovative teaching technologies, research and training.
- ⊙ To take periodical review of the activities of the Departments and to take appropriate action with a view to maintaining and improving standards of Teaching-Learning Process.

RESPONSIBILITIES OF FINANCE COMMITTEE:

- ⊙ The institution's financial position and financial control systems is normally undertaken by the finance committee. Its key role is to ensure that the governing body discharges its financial responsibilities correctly and that the institution remains financially viable at all times. Its primary function is budgeting, financial planning, reporting and the creation and monitoring of internal controls and accountability policies.
- ⊙ Meetings: at least twice a year
- ⊙ The Finance Committee will be an advisory body to the Governing Body, to consider:
- ⊙ Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- ⊙ To examine and scrutinize the annual budget of the college and to make recommendations on financial matters to the Board of Management.
- ⊙ Monitor Expenditures and Income and report significant variances to the board.
- ⊙ Review all major expenses which are not included in the currently approved budget.
- ⊙ Review quarterly projections/demands received from various departments and recommend corrections if needed.
- ⊙ To select the Auditor and review annual Audit results and report same to the Management.
- ⊙ To formulate Financial strategies for major projects and consider all proposals for new expenditure so as to make recommendations to the Board of Management .