



**GURU GOBIND SINGH KHALSA COLLEGE
SARHALI, DISTRICT TARN TARAN PUNJAB**

**HANDBOOK
CODE OF CONDUCT**

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Code of Conduct for Students

As a student of Guru Gobind Singh Khalsa College:

- You have the right to expect a teacher to take your classes on time sincerely and effectively.
- You have the right to expect the teacher to grade and assess your progress regularly.
- You the right to get credit for any original work you have produced.

As a student you are expected to:

- Reach the class a time and attend your classes regularly as per the time-table.
- Expect the faculty members to give assignments for the evaluation of your progress.

It is in the interest of the students of Guru Gobind Singh Khalsa College that they should not get involved in any such activities due to which their learning process gets effected. For instance, missing classes and roaming aimlessly in the campus. There should be no cheating/plagiarism, or giving false information to obtain concessions etc.

The following instructions must be kept in mind:

- It is obligatory for all students to obey college rules & regulations.
- Cooperate with college teachers / authorities to maintain discipline.
- A Committee of Teachers regularly supervises discipline matters in the college.
- The discipline committee after investigating a case of indiscipline or misbehaviour shall penalise the student concerned.
- It is imperative for each student to keep the identity card issued by the college with him/her.
- Ragging in any form is strictly banned in the college campus. On being found guilty, strict disciplinary and legal action will be taken as per rules.
- Wearing kurta pajamas, chains, lockets and ear rings etc. are prohibited in the college campus.
- Wearing gaudy or gorgeous or improper dress is not allowed in the college campus.
- Strict disciplinary action will be taken against students who do not bring books as per the instruction of their teachers misbehave with them or disrupt teaching in the class. Their parents will also be informed.
- Strict disciplinary action will be taken against the student who causes damage to college Property / infrastructure, building, furniture etc. The student will be penalized and the loss will be recovered from the student after due assessment.

- Every student will maintain proper discipline, integrity and dignity in the college campus. He/she must behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the College.
- Carrying mobile phones in college campus is prohibited.
- The college is not responsible for the loss of mobile or other valuables of a student in the college campus.
- The college shall not be held responsible in any way for any consequence whatsoever which may arise on account of fighting among the students themselves and any injury sustained by students or accident.
- Students are not allowed to form any student union or group or be a member/office bearer of a union or group in the college campus without the prior permission of the Principal. The violator will be fined suitably on the spot and disciplinary action will be taken against him.
- Outside mischievous persons (whether they come on their own or are invited) are not allowed to enter the college campus. The violator will be fined on the spot and appropriate legal action will be taken against him.
- Carrying deadly weapons of any kind is not allowed inside the college campus.
- Photography / videography etc. of any kind is strictly prohibited in the college without prior permission of the principal.
- During the entire duration of his/her course, a student will not enroll himself / herself for any other Regular Course in any other University College/Institution.
- The student will not indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud of any kind.
- The student will not get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the college premises.
- The student shall maintain proper discipline, peace and abide by the rules, regulations and circulars issued by the college time to time. The College can take action against defaulters that may include cancellation of his/her admission and debarring his/her entry in the college campus, Library, playgrounds, canteen etc.

Code of Conduct for Teachers

A Teacher associated with Guru Gobind Singh Khalsa College Sarhali, whether in a regular, ad-hoc, or guest faculty capacity, is expected to adhere to the following code of conduct:

A Teacher should:

- Acknowledge that education is a public service and work towards keeping the public informed about the educational programs offered.
- Contribute to the improvement of education in the community and enhance the moral and intellectual life of the community.
- Fulfill professional responsibilities in accordance with existing appointment and service rules as per GNDU calendar and DPI Colleges Punjab Government, following procedures consistent with the teaching profession.
- A teacher shall not remain absent from duty without proper sanction of leave except in a case of emergency.
- Avoid discrimination against students based on political, racial, caste, religious, linguistic, or gender-related reasons.
- Refrain from inciting students or teachers against colleagues, administration, or the governing body of the College and the University.
- Exercise freedom of thought and expression within the bounds of the College/University's facilities and forums.
- Respect the rights and dignity of students in expressing their opinions appropriately.
- Assist students in understanding the national heritage and goals.
- Complete Syllabus according to the academic calendar.
- Comply with academic and administrative instructions, policies and decisions made by the Principal / Governing Body of the college.
- Refrain from using department/College/University/Governing body resources for personal, commercial, political, or religious purposes.
- Avoid partiality/bias in assessing students and refrain from over-marking, under-marking, or victimizing students on any grounds.
- Abstain from conducting/participating in private coaching classes directly or indirectly.
- Avoid any malpractice or unfair means in teaching, examination, or administration.
- Provide accurate information about qualifications, age, etc., regarding appointment/promotion.
- Exhibit behavior and professional conduct that sets a positive example for all students.
- Treat colleagues in the same manner you would like to be treated; speak respectfully of other teachers, and provide assistance for professional improvement.
- Refrain from making unsubstantiated allegations against colleagues to higher authorities.
- Avoid using inappropriate or offensive language. Be polite in his / her behavior with all others.

- Not use social media platforms such as Facebook and Twitter for inappropriate contact with students, and avoid giving students access to your personal/family life through social media or other platforms.
- Manage private affairs with dignity befitting the profession.
- Inform the college when using personal vehicles to transport students, ensuring proper insurance is in place.
- Avoid inappropriate relationships with students, respecting professional boundaries and refraining from any form of unacceptable or intolerable emotional or sexual conduct.
- Strive for professional growth through study and research.
- Discourage and avoid plagiarism or other unethical practices in teaching and research.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand.
- Teachers should treat the non-teaching staff as their colleagues. They must understand that they are all equal and important partners in the working, growth and development of their educational institution.
- Participate in extension, co-curricular, and extracurricular activities, including community services.

Code of Conduct for Office Bearers

Faculty Members are frequently assigned official duties in addition to their regular teaching work to carry out some administrative tasks efficiently and effectively. These office bearers are expected to perform their duties as per the policies laid by the college. An effective code of conduct is in place for these office bearers. These office bearers / faculty shall:

- Be responsible for maintaining of discipline in the college.
- Exercise their power to convene meetings of the authorities of the college & committee of which he/she is the Chairman.
- Have the rights to attend & speak in meetings of any other authority or body of the college.
- Exercise such powers & performs other function that may be assigned / specified by the rules and regulations of the college.
- The office bearers shall adhere to the following principles to maintain standards in their public dealings:

Selflessness

Accountability

Objectivity

Openness

- The Office bearers shall uphold and support the following values:

Integrity

Honesty

Sincerity

Respect

Creativity

Innovation

Freedom of Thought and Expression

- Decisions taken by these faculty / office bearers will be subject to the approval of the Principal / Management of the college. These decisions must be taken keeping in mind the interests of the College, its students, staff, and other stakeholders.

- The office bearers shall act selflessly in the interests of the College; in good faith; honestly, objectively and with accountability.

General Code of Conduct for All Employees

Guru Gobind Singh Khalsa College Sarhali expects its all employees to promote a friendly environment which reflects the values of integrity, caring, learning, and respect for all. The employees should adhere to high ethical standards while performing their duties. This code of conduct offers a general guidance to its employees on the standard of dignity and professional conduct that they are expected to maintain. The employees should:

- Do their duty with devotion.
- Maintain ethical and professional integrity at all times.
- Maintain professional secrecy in all college matters.
- Maintain impartiality in the discharge of academic / official duties.
- Not be involved in adultery or acts of moral depravity.
- Be polite in their dealings with staff, students and public at large
- Maintain political neutrality.
- Not be absent from duty without sanctioned leave.
- Maintain a responsible and decent standard of conduct in their social and private life.
- Avoid social evils like dowry, corruption etc.
- Not employ child labor at home.
- Not participate in demonstrations etc. organized by political parties / organizations.
- Refrain themselves and their family from joining any organization that is involved in subversive or illegal or criminal activities
- Avoid consumption of alcohol, intoxicants or drugs of any kind in the college campus or in public place or at home.
- Not travel abroad without prior information to the college.