

Code of Conduct
(Session 2022-2023)
GCE20, Chandigarh

Code of Conduct for Teaching Staff

Every teaching staff member of the Institute is expected to:

1. Work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
2. Conduct himself/herself with absolute dignity, accountability and decorum in terms of formal dressing and communication in his/her dealing with the superiors, colleagues and students every time.
3. Discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by UGC/ Panjab University, Chandigarh from time to time.
4. Display the highest possible standards of professional behaviour and shall conform to the rules and regulations.
5. Strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
6. Update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
7. Respect the right and dignity of the student in expressing his/her opinion.
8. Deal impartially with students regardless of their religion, caste, economic, social and physical identity.
9. Not to act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the college campus.
10. Not to associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
11. Refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status
12. Not to attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
13. Not to participate in any strike or demonstration and /or indulge in any criticism of Institutional policy or of the Government for any reason whatsoever.
14. Not to incite, provoke or instigate any students or any other member of the staff into any form of action against the Institution, or any member of staff that seeks to disrupt the academic activities of the college.
15. Be punctual and be available inside the premises for the specified and desirable time as per the time table/ activities.
16. Fulfil his/ her duties assigned without any delay for smooth functioning of the college.

17. Follow all norms and job details assigned by the authorities from time to time with full dedication.
18. Respect the prerogative of the non-teaching staff members to enable them to provide support and assistance needed in the discharge of his/her duties in imparting education.
19. Co-operate with their colleagues, office staff, providing support, help and guidance as required by them.
20. Develop friendly and co-operative relationship with the colleagues and office staff members of the Institution.
21. Note that all the staff members shall maintain the decorum of the office.

Code of Conduct for Non-Teaching Staff

Every staff member employed in the Institute is expected to:

1. Discharge his/her duties efficiently and diligently as per the rules and regulations laid by the competent authority.
2. Maintain an impeccable standard of integrity in all their professional relationships.
3. Display the highest possible standards of professional behaviour and shall conform to the rules and regulations.
4. Be Punctual and disciplined towards their work.
5. Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
6. Cooperate with students, colleagues and superiors.
7. Maintain the image of the institute through standards of dress, general courtesy, etc.
8. Respect for the rights and opinions of others.
9. Follow all norms and job details assigned by the authorities from time to time with full dedication.
10. Refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
11. Not to engage himself/herself in any political activity.
12. Not to indulge in any criticism of the policies of the government either directly or indirectly or participate in activities which bring disrepute to the Government.
13. Co-operate with their colleagues, providing support, help and guidance as required by them.
14. Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education, as the administrative staff members are expected to work closely with the faculty of the institute in day to day activities.
15. Develop friendly and co-operative relationship with the faculty members of the Institution
16. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
17. Fulfil his/ her duties assigned without any delay for smooth functioning of the college.
18. Conduct himself/herself with absolute dignity, accountability and decorum in terms of formal dressing and communication in his/her dealing with the superiors, colleagues and students every time.
19. Note that all the officials shall maintain the decorum of the office.

Code of Conduct for Students

Every Prospective Teacher is expected to:

1. Show proper respect to the teachers and carry out their instructions most faithfully.
2. Abide by all the rules, regulations and instructions issued by the college from time to time.
3. Mandatorily attend all the activities organized by the college. In case of emergency or illness, the students are expected to inform the TG-incharge and college through E-mail with supporting documents.
4. Exhibit fine manners and excellent behaviour, use decent language, be courteous and polite in dealing with fellow students and college staff, as this would add to your own credit and also to that of your Alma-mater.
5. Come in uniform on every Monday as prescribed in the prospectus of the college.
6. Bring and wear the identity card daily and produce it, if any member of the staff or an official of the college demands it at any time. Identity card may be checked on the entry gate of the college and those found without it shall not be allowed to enter.
7. Fulfil the conditions laid down by the University for appearing in the final examination on the basis of house examination / attendance, if not he/she is liable to lose a year.
8. Be punctual at all occasions and in attending their classes, functions and fulfilling the appointments.
9. Keep the environment neat, clean and beautiful at college and to achieve this, avoid littering and use the dustbins.
10. To maintain hygiene, cleanliness and safety and for the reason it is forbidden to eat in classrooms. There are certain places like common room and canteen, where students are supposed to have their food.
11. Not to damage to the college property, as it will not be condoned under any circumstances.
12. To note that ragging is strictly prohibited in the college as well as in the hostels. A student found guilty of this crime may be punished heavily. It may lead to expulsion from the institution.
13. Maintain perfect silence in the classroom, the library, the corridors and the verandahs of the college, so that the atmosphere in the college remains perfectly congenial for studies.

14. Refer to the notice board and read the latest notices on regular basis. Ignorance of the orders duly displayed on the Notice Board shall not be accepted as an excuse for non-compliance.
15. To note that a student will be punished, rusticated or expelled from the college, if he/she directly takes part or induces others to do so in any movement or agitation or strike in the college for any reason through social media, online/offline mode, whatsoever, which in the opinion of the Principal is subversive of the college discipline.
16. To treat all employees, honorary appointees, consultants, contractors, volunteers or any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity so as to maintain a cooperative and collaborative approach to inter-personal relationships.
17. Participate in at least one or more clubs or committees of the college in every session.
18. Present him/ her to perform on the stage in the morning assembly/ value education programme of the college.
19. Note that violation of any of the code of conduct render the student ineligible for the college colour, prizes or honour of the college.

Code of Conduct Committee

Dr. (Mrs.) Sapna Nanda (Principal of the college)

Dr. A.K. Srivastava (Dean of the college)

Dr. Anjali Puri (Associate Professor)

Dr. Lila Ram (Associate Professor)

Dr. Anurag Sankhain (Associate Professor)

Dr. Rajni Thakur (Assistant Professor)

Ms. Sarabjeet Kaur (Superintendent Office)

Student-President NSS

Student-President Literary and Cultural Society