



Post Graduate Government College for Girls Sector 42, Chandigarh

(A Premium Multi-Faculty NAAC Accredited Grade 'A' Institute)

Affiliated to Panjab University, Chandigarh

Code of Conduct/Ethics Policy



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PGGCG-42, Chandigarh is a prestigious institution of higher learning. Established in 1982, it has been committed to provide quality education to students and to prepare them comprehensively for their future careers since then. The Vision of the college is to empower young girls through education, hence enabling them to be the agents of progress for better lives and society. Mission of the College is to impart holistic education to young women from all strata of society and facilitate them to develop as intellectually mature, morally upright, socially responsible and spiritually inspired women leaders to serve the society. The college also works hard to motivate research and innovative teaching /learning practices, further widening the frontiers of knowledge. The college motto "Higher Still" reiterates our commitment to strive for excellence.

Code of Conduct

The College ensures proper fairness and consistency in all matters relating to conduct at the workplace and promotes a culture of quality and excellence. To ensure a professional and efficient work environment, the college has a code of conduct and ethics for teachers, students, hostellers and administrative staff, which is adhered to in letter and spirit. The framework helps in maintaining a cordial and pleasant work ambience and promotes an atmosphere of mutual respect, professional ethics, responsibility and human values. It also helps in strengthening the moral, ethical and environmental consciousness among the faculty as well as students. The college comes under the ambit of Department of Higher Education, Chandigarh Administration (<http://www.chdeducation.gov.in>) and is affiliated to Panjab University, Chandigarh. The institution has framed its Code of Conduct Policy in accordance with Panjab University Norms (<https://puchd.ac.in/includes/documents/calendar2016/calender-vol-3-2019.pdf>) and UGC Regulations 2010 and 2018 (<https://www.ugc.ac.in>).



The college regularly organizes awareness programs for students, teachers, administrators and other staff to encourage the development of a respectful environment by behaving in a disciplined way and by discouraging offensive behavior towards each other. To ensure the adherence to the code of conduct various monitoring committees have been constituted. These committees are composed of a Convener and members. Currently the college has following monitoring committees:

1. College Advisory Committee
2. Hostel Committee
3. Discipline Committee
4. Anti-Ragging and Grievance Committee
5. Anti-sexual harassment/ Internal Complaints Committee
6. Covid-19 committee
7. Caste Based Discrimination Committee

Code of Conduct for the Head of the Institution

The Principal as the Head of institution is solely responsible for addressing, and resolving all issues concerned with the stakeholders. As an academic and administrative Head of the Institution, the Principal follows University Grants Commission (UGC) guidelines framed by the Ministry of Education (MoE) As per the UGC Guidelines, the Principal shall adopt and abide by the following code of conduct:

1. To uphold the ethos of inclusiveness in terms of imparting education in the institution.
2. To provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
3. To conduct herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.



4. To act as steward of the college's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
5. To promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
6. To endeavor to promote a healthy environment and a work culture that brings about quality, professionalism, satisfaction and service to the nation and society.
7. To refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavor.
8. To maintain discipline in the college, she can use her authority to take all the necessary actions as per the direction of the regulatory authority in an impartial and transparent manner.
9. To administer and supervise the smooth conduct of curricular, co-curricular/ extracurricular or extra-mural, student's welfare activities of the college and maintenance of records of their achievements.
10. To create a conducive environment to promote research oriented academic culture.
11. Observance of the Acts, Statutes, Ordinances, Regulations, Rules/ Regulations and other Orders issued thereof by the University authorities, regulatory bodies and Chandigarh Administration from time to time.
12. To maintain self-assessment reports of teachers and their service books.
13. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
14. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
15. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
16. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases



and procurements, accounts and audit and any such other matter related to the administration of the college.

17. Monitoring all the liaison activities with governmental, corporate and other academic bodies / institutions.
18. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College.
19. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure the all-round development of the students and the institution.
20. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
21. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
22. Developing the necessary ICT enabled infrastructure most importantly the library, laboratories, classrooms etc.

Code of Conduct for Teachers

For the Teaching Faculty, the recommendation made in the UGC Regulations, 2010 (https://www.ugc.ac.in/oldpdf/regulations/revised_finalugcregulation_final10.pdf) & 2018 (https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf) have been adopted with minor additional recommendations:

I. Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make continuous professional growth through study and research.



4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties viz teaching, tutorials, mentoring, practical, seminars and research work, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other unethical behavior in teaching and research.
8. Abide by the Act, Statutes and Ordinances of the HEI and to respect its ideals, vision, mission, cultural practices and tradition.
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation.
10. Participate in extension, co-curricular and extra-curricular activities, including community service.

II. Teachers and Students:

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students ' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.



6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.



5. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
6. Adhere to the terms of contract.
7. Give and expect due notice before a change of position takes place.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in the functioning of joint-staff councils covering: both the teachers and the non-teaching staff.

VI. Teachers and Guardians:

1. Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and - meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.



5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration

Code of Conduct for Non-Teaching Staff

1. Non-teaching staff will remain present in the college during prescribed working hours.
2. Disciplined work ethic and regularity will be observed by all non-teaching staff.
3. Behavior of Non-teaching staff must be upright and nice with students, fellow colleagues and faculty members.
4. While dealing with records of students, faculty, staff members or other sensitive, executive and financial matters administrative staff will maintain transparency, accountability, probity and confidentiality wherever required.
5. Non-teaching staff should be mutually polite and courteous during direct interaction with students like at the times of admissions, maintenance of records, exam time formalities and the conduct of examinations etc.
6. All forms of abusive behavior, verbal/non-verbal, or harassment of a gendered, sexually colored, identity towards any fellow staffer or student is strictly prohibited. Such transgressions are violative of all norms of professionalism and decency and will be dealt with seriously.
7. Any form of unlawful discrimination by administrative staff towards their colleagues, teaching staff or students on the basis of gender/ sexuality/ age/ marital status, or socio-economic background is strictly prohibited and if found happening will be dealt with stem action as per rule of law.



Code of Conduct for Students

The code of conduct for students has been adopted as per UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions (HEI's). All students must abide by the code of ethics and conduct (<http://www.chdeducation.gov.in>). Details of the code of ethics and conduct are available in the online Joint Prospectus (2022-2023) on the College Website. Students who violate the Code of Conduct are liable to be penalized entailing heavy fines, withdrawal of concession, stipends, scholarship (if any) and in extreme case even expulsion from the college. Code of conduct provisions for students are as under:

1. Ragging is strictly prohibited. Ragging in any form in the college campus, hostel or anywhere outside the college campus will be treated as a serious crime. All the students admitted are required to submit online the Anti-Ragging Undertaking at the Anti - Ragging Web Portal of Government of India (www.antiragging.in or www.amanmovement.org).
2. Students are expected to maintain proper discipline in and outside the classrooms as well as college campus.
3. The students are required to attend at least 75% lectures delivered in each of the subjects (theory as well as practical) opted by them. Moreover,
 - i) A student is required to obtain a minimum of 25% marks in the aggregate of all subjects in the Mid-Semester Test (MST).
 - ii) Failing to fulfill any of the given conditions, the student shall have to appear as a private candidate in Panjab University Examination.
4. It is mandatory for all students to carry their I.D. Cards.
5. Students must be respectful and courteous towards all the staff members.
6. Students must be punctual and regular in the classes.
7. Parents are advised to remain in touch with the faculty members to keep track of academic performance, attendance and conduct of their ward's.
8. Use of mobile phones in the classrooms and library is strictly prohibited.
9. Smoking, drinking and playing cards on the college campus is strictly prohibited.



10. The activities such as littering the campus, scribbling on the walls and college property, making noise in the corridors, tempering with vehicles of staff members are strictly prohibited.
11. Disciplinary action will be taken against those who are found guilty of causing damage to the college property.
12. The College Notice Boards should be read daily to keep abreast of the ongoing activities. Ignorance of orders/ notices duly displayed on the Notice Board shall not be accepted as an excuse for non-compliance.
13. Students who do not have a valid driving license are not allowed to bring the vehicle to the college.
14. Students must park their vehicles at the cycle/scooter stand. Plying vehicles on the college campus is not allowed.
15. Students violating rules and resorting to indiscipline are liable to be punished in the form of heavy fines, withdrawal of concession or stipends and even expulsion from the college in extreme cases.
16. Students should be well-behaved and respectful towards other students. Anyone indulging in abetting gang fights or eve-teasing will be dealt with very strictly.
17. Students are advised not to bring heavy cash, jewelry or any other expensive items to college as the College Authorities will not be responsible for any loss.
18. The college reserves the right to refuse admission to a student or detain him/her on the grounds of Ragging (As per the guidelines from Hon'ble Supreme Court of India), shortage of attendance and not qualifying the eligibility conditions laid down by the Panjab University.
19. Students are not permitted to organise any unofficial trips/farewells/ Fresher's parties without the permission of the Head of the Institution. Organizing such activities may lead to disciplinary action or even expulsion from the college.



General Rules for Hostel Students

The principal reserves the right to change any of the hostel rules and dues. The changes shall be binding on the residents. Details about the hostel rules can be read on the College Website (<https://www.gcg42.ac.in/hostel-rules>) The hostel rules are as under:

1. All the students will report daily for Roll-Call at 05:30 p.m. in winters and 06:30 p.m. in summers.
2. Students are required to bring their own bedding, bed linen, locks, buckets, mugs, brooms, dusters etc. These items are also available in the College tuck-shop.
3. Furniture will be issued to the resident students against their signatures and they will be held responsible for any breakage of furniture issued to them.
4. Residents are required to bring with them medicines for basic ailments like flu, cold, cough, stomach ache and minor cuts and wounds.
5. The students will have to pay fixed monthly Mess Charges even if they do not join back the hostel after vacations/ holidays for any reason whatsoever.
6. Mess charges for old students will commence from the specified date of joining the hostel. For new admissions, mess charges will be taken from the date of hostel admission.
7. Mess charges have to be paid bimonthly in the month of September, November, January, March and May by the 7th of the respective months (Mess charges of September and October months will be charged at the time of admission along with the no. of days of August).
8. In the month of January, 2022, mess charges will be charged with the adjustment of days of winter break.
9. In case the student fails to deposit the Mess fee by due date, she will be fined Rs.50/- per day and frequent defaulters will be asked to vacate the hostel.
10. The students are not allowed to leave the hostel in mid-session. However, if she leaves due to some unavoidable circumstances, then she will be able to get a refund if the seat is filled again. If in any case the seat remains vacant then she has to pay mess charges for that whole semester.



11. Mess/ Hostel Security will be refunded at the end of the session after submitting "No Dues Certificate" and filling the security form along with proof of the student's bank pass book.
12. Hostellers are required to dine in the dining hall only.
13. Meals will not be served before or after the fixed hours. Residents must observe meal timings and must be punctual for that.
14. Hostellers are not allowed to enter the cooking area of the Hostel Mess.
15. Students are expected to maintain a decent dress code in the hostel and college premises. They are required to be decently clad when they enter the dining hall. Shorts/ loose spaghetti tops are not allowed.
16. Residents must behave properly with the mess staff. No hosteller is permitted to take meals to her room without the permission of the Hostel Superintendent.
17. Students are not allowed to take part in any kind of anti-social activity.
18. Any kind of shouting, creating rumors, knocking on doors or any other act likely to create disturbance is strictly prohibited within the hostel premises.
19. Any matter of dispute with fellow boarders or any grievances to hostel residents should be reported immediately to the Warden/ Convener of Hostel Welfare Committee.
20. Possession and consumption of any kind of intoxicants/ drugs/ alcohol will result in immediate expulsion from the hostel.
21. Residents must switch off fans and lights before leaving for night out, day out and during college hours.
22. Residents should maintain cordial relations with other fellow students and give due respect to the warden and hostel staff.
23. Residents should ensure cleanliness and tidiness of the irrespective rooms and surroundings.
24. The residents should be properly dressed (not in night-suits) and combed hair outside the hostel. Defaulters will be penalized.
25. A student must obtain a 'No Dues' certificate from the Warden before leaving the hostel.



26. Students are advised not to indulge in self-medication; if they do so, they will be responsible for the consequences. A nurse is available on the campus 24x7 for any kind of medical aid. In case of emergency the student will be taken to the nearby Government hospital and the local guardian will be called immediately along with the intimation to parents.

DISCLAIMER

The '**Code of Conduct/Ethics Policy**' is not a legal document. It has been created solely for reference purpose of stakeholders of Post Graduate Government College for Girls, Sector 42, Chandigarh. The college reserves the right to amend the policy as and when required. All efforts have been made to avoid errors and omissions. However, any error or omission made inadvertently would be rectified if brought to the notice of the authorities.