



GURU NANAK COLLEGE

Postgraduate Multi Faculty Premier College
KILLIANWALI, DISTT. SRI MUKTSAR SAHIB (Pb.) - 151211
NAAC Accredited Grade "B"

Recognized by U.G.C. Under Section 2 (f) & 12 (B) & Permanently Affiliated to Panjab University Chandigarh

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The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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1. Description

To provide the friendly environment in the college campus for the students, teaching and non-teaching staff, the college constitutes different committees and cells to make them aware about their rights and duties and their social responsibility. Different committees play their roles effectively and play an important role to maintain the code of conduct among the students as well as the staff.


Principal
Guru Nanak College
Killianwali (Sri Muktsar Sahib)



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2. Model Code of Conduct for Students

MODEL CODE OF CONDUCT

Discipline is the key to success. A student is required to abide by the rules and always remain in discipline while pursuing studies and getting trained in the art of living. Every student must strive to:-

1. Contribute actively to create congenial atmosphere in the college.
2. Show courtesy and decency of behaviour to all the teachers, non teaching employees and fellow college students especially to girls.
3. Always keep his/her college Identity Card with him/her, failing which the student could be refused to enter the college premises.
4. Always to be particular in maintaining silence and discipline while in the Reading Room and Library.
5. Inculcate sweetness of temper, humility and courtesy of manners as is the hall-mark of deserving students.
6. Avoid participation in political and communal activities which disturb and damage our social set up.
7. Stay at the window of college office while depositing dues in a queue in disciplined fashion.
8. Never to deface the college walls, Black board etc. by writing any-thing and making images. A student guilty of the breach of this rule will be turned out of college.
9. Not to spoil the Library books and magazines by writing any-thing on them or making them dog-eared.
10. Not to come to the College Campus under intoxication, playing cards in the college premises is strictly prohibited.
11. Not to enter the staff-room and the college office without permission.
12. Ensure attendance in the college functions and activities. A fine of Rs. 100/- per day shall be imposed in case of absence.
13. To maintain proper decorum at the college canteen-as canteen is also a part of the college premises.
14. To ensure that college property, furniture etc. sustains no damage. Strict action will be taken against the violators of this rule.
15. Not to indulge in Ragging. As per the clear-cut instructions of the Hon'ble Supreme Court of India, Ragging has been banned. Student guilty to Ragging shall be expelled from the college.



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3. Model Code of Conduct for Teachers

MODEL CODE OF CONDUCT FOR TEACHERS

- ❖ A teacher shall adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- ❖ Seek to make professional growth continues through study and research, writing and decent conduct.
- ❖ Manage his/her private affairs in a manner consistent with the dignity of the profession.
- ❖ Express free and frank opinion by action participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- ❖ Respect the right and dignity of the student in expressing his/her opinion.
- ❖ Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- ❖ Encourages students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- ❖ Make himself / herself available to the students even beyond their classes and help and guide them without any remuneration or reward.
- ❖ Believe in union and unity of the colleagues.
- ❖ The teacher shall try to see through teacher's bodies and organisations that institutions maintain contact with the guardians of the students, informed about their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the institution



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4. Model Code of Conduct for Administrative and Other Staff

- All staff members should display the highest possible standards of professional behaviour, they should be punctual and disciplined towards their work.
- All staff members must refrain from any form of unlawful discrimination relating to gender and sexuality age, marital status in their behaviour towards their colleagues teaching staff and students.
- Support staff will demonstrate courtesy, respect, patience and willingness to help in all their interactions with students, teachers, guardians, administrative personalities, general public in any context.
- All staff must apply professional and ethical standards while in their activities.
- They should maintain a supportive environment for working and learning.
- Demonstrate a concern for the appropriate use and maintenance of all equipment and stationaries provided by the college for various use.
- Ensure that college services such as photocopying and postage are used only for college purposes.
- Every staff member shall maintain the appropriate levels of confidentiality with respect to students and staff records and other sensitive matters.



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