

Code of Conduct

Post Graduate Government College, Sector 46, Chandigarh lays down certain codes of conduct for the stakeholders within the college. These codes are laid down to ensure smooth academic and administrative functioning. The concerned members must adhere to these codes in order to ensure and uphold the dignity of the college.

Code of Conduct for Principal

The Principal of an institution should always be honest, fair, objective, supporting and law abiding. Apart from this, the Principal should

- provide leadership, direction and co-ordination within the college.
- chalk out a policy and plan to execute vision and mission.
- oversee and monitor the administration of the academic programmes and general administration of the college to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- form various college level committees which are necessary for the development of the college.
- ensure that staff and students are aware of rules, policy and procedures laid down by the college and enforce them properly.
- encourage Faculty Members to update their knowledge by attending seminars, workshops, conferences and by participating in other career-enhancement activities.
- ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- convene meetings of any of the authorities, bodies or committees, as and when required.

Code of Conduct for Teachers

Teaching is a noble profession. It shapes the character, caliber and future of an individual. The Teachers are required to

- Teachers should uphold the honour and dignity of teaching profession.
- Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

- Teachers should complete the syllabus in time. They should strive to produce good results in the subjects handled by them and should be available for the students even outside the class.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers must report on time for duty as per the prescribed working hours and should be available in the campus unless they are assigned duties outside the campus.
- Teachers are expected to attend academic association meetings, seminars etc., and also college events.
- Teachers should actively associate themselves, be involved and participate in all college activities and programmes irrespective of the subjects they teach. They should motivate students to actively associate and participate in the programmes and activities of the college.
- Teachers should talk responsibly with students and parents on Parent-Teacher Meetings.
- Teachers should engage in upgrading and developing their professional knowledge and teaching skills.

Code of Conduct for Administrative Staff

The administrative staff is responsible for sustaining the highest ethical standard of the college. While the aim of the College is to ensure the holistic development of the students, the technical and administrative staff should consider themselves as an indispensable part of the process.

- They should display integrity and honesty in words and in actions.
- They should deal with parents/guardians of wards politely and compassionately when they are approached by them regarding matters related to their wards.
- They should co-operate with their colleagues in activities relating to academic and administrative matters.
- They should refrain from passing the professional and other confidential information pertaining to the college to unauthorized individuals.
- They should adhere strictly to the office timings.

Code of Conduct for Students

The students are expected to follow certain codes of conduct in the college.

- During class hours a student is not supposed to leave class room without the teacher's permission.
- Student should have at least 75% attendance in the every subject and 100% overall performance. If the student is found irregular in attendance, disciplinary action may be taken.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for the loss caused.
- Disciplinary action will be initiated against students indulging in eve teasing, molestation, ragging, harassment, bullying and/or any such incidents. They should also behave well with teaching and non-teaching staff.
- Students must carry with them their college and campus I-cards every day while attending lectures, events of college and appearing for various examinations.
- Students must be attentive, fair and cooperative towards their teachers and peers during various academic and non academic activities.
- Students must have a sense of discipline, belongingness and commitment towards the college. Students are expected to dress up in formals.
- The students must not use mobile phones in the college, especially in the classroom, laboratories and library. Mobile phones are strictly prohibited in the examination hall during the examination. Loss or theft of mobiles, and other valuables and other belongings are at students' risk.
- The students coming late shall not be allowed to enter the classrooms. The student must report about the sickness to the Tutorial In charge.
- On no account will students be allowed to remain absent for any Mid-semester, Term-end examination or Practicals conducted by the College.
- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Students are expected to spend their free time in the Library/Reading Room.
- Students are not allowed to bring outsiders inside the college premises.

Abna

Principal
Post Graduate Govt. College
Sector 46, Chandigarh

Sec. [Steering Committee Member, Criterion VII]