



**GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA**

SUPPORTING DOCUMENT FOR CRITERIA 7.1.10

Monitoring Committee Composition and Minutes of meeting

DR. Maneeta Kalhon

PRINCIPAL



Guru Nanak Khalsa College for Women

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Dated 8/9/2021

Ref. No. Staff meeting file

COMPOSITION OF CODE OF CONDUCT COMMITTEE

COORDINATOR-Mrs Seema Dua

MEMBERS - Mrs Prabhjot Kaur

Dr. Parveen

Dr. Neetu

Mrs. Satwant

Roles And Responsibilities Committee

- To Conduct Orientation Program to give awareness on academic regulations.
- To conduct annual awareness programmes to spread the concept of good and moral conduct among students.
- To conduct awareness programmes code of conduct for students.
- To conduct Professional ethics Programmes for teachers and administrative staff.


Dr. MANEETA KAHLC
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MINUTES OF MEETING

1. A Meeting was held with the teaching and non-teaching staff of the college under Professional Ethics Program on September 08, 2021.
2. Madam Principal Dr. Maneeta Kahlon apprised the staff about the respective role and responsibilities.
3. Staff was motivated to work with complete dedication and devotion, while observing the rules of professional ethics as mentioned in the policy document.
4. It was discussed that besides Discipline Committee, a Code of conduct committee would also be formed.
5. Members of Code of Conduct Committee were selected as-
Coordinator- Mrs Seema Dua
Members- Mrs Prabhjot Kaur
Dr. Parveen
Dr. Neetu
Mrs. Satwant Kaur
6. Roles and responsibilities of Code of committee were discussed.


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Dated 6/5/2022

MINUTES OF MEETING

A staff meeting was organized on May 06, 2022 to discuss the upcoming Mid-Semester Examination scheduled for May 9, 2022 the meeting was chaired by Madam Principal Dr. Maneeta Kahlon.

1. The staff was informed about the guidelines to be followed for the conduct of mid-term exams..
2. Teachers were apprised about the professional ethics they have to follow in mid Semester Examination.
3. Teachers were advised to circulate date sheet again among their groups.
4. To give reminders to students regarding rules and regulations of MSTs.
5. Evaluation criteria was also discussed.
6. Teachers were asked to make list of advanced learners and slow learners on the basis of MSTs.


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