

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



**SUPPORTING DOCUMENT  
(2022-2023)**

**7.1.10**

**MONITORING COMPOSITION AND MINUTES OF MEETING**

**Dr. Maneeta Kahlon  
Principal**

**Dr. MANEETA KAHLOIN**  
Principal  
G.N.Kh. College for Women  
Gujarkhan Campus, Model Town,  
Ludhiana



## Guru Nanak Khalsa College for Women

Gujarkhan Campus, Model Town,  
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Email : gnkcwldh1@rediffmail.com

Web : gnwldh.com

Ref. No. NAAC File

Dated 1/8/2022

### COMPOSITION OF CODE OF CONDUCT COMMITTEE

**COORDINATOR:** Mrs. Seema Dua

**MEMBERS:** Mrs. Prabhjot Kaur

Dr. Parveen Arora

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 for students regarding code of conduct of the college.
- To conduct Professional Ethics Programmes for teachers and administrative staff.

Dr. Maneeta Kahlon

Principal

DR. MANEETA

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Dated 16<sup>th</sup> August 2022

### MINUTES OF MEETING

1. A meeting was held with the teaching faculty on August 16, 2022 to discuss the Professional Ethics of teaching.
2. The meeting was chaired by Madam Principal Dr. Maneeta Kahlon, who introduced the principles of professional conduct.
3. Staff was instructed about rules and regulations that they have to follow in the college premises
4. Teaching faculty was made aware of the Code of Conduct, which was discussed extensively at the meeting:

**a. Teachers and Their Responsibilities**

Teachers should:

- i. Manage their private affairs in a manner consistent with the dignity of the profession;
- ii. Seek to make professional growth continuous through study and research;
- iii. Maintains active membership of professional organizations and strive to improve education and profession through them;
- iv. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work.

**b. Teachers and Students**

Teachers should:

- i. Respect the rights and dignity of the student in expressing her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- iii. Inculcate among students scientific temper, spirit of inquiry, and ideals of democracy, patriotism, social justice, environmental protection and peace.

**c. Teachers and Colleague Teachers**

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities.



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### d. Teachers and Authorities

Teachers should:

- i. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- ii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

### e. Teachers and Non-Teaching

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partner' — in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### f. Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Perform the duties of citizenship, participate in community activities and shoulder the responsibilities of public offices.

Violation of the code of conduct may result in disciplinary action.

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Ref. No. NKC File

Dated 23<sup>rd</sup> August 2022

### MINUTES OF MEETING

1. A meeting was organized on August 23, 2022 with the non-teaching staff and Class IV employees of the college to discuss the Professional Ethics and Code of Conduct.
2. The meeting was conducted by Madam Principal Dr. Maneeta Kahlon and Registrar of the college, Mrs. Seema Dua.
3. Non-teaching staff were encouraged to work in collaboration with the teaching faculty.
4. Meeting oversaw the discussion of rules and regulations of acceptable behavior and expected compliance from the non-teaching staff.
5. They were reminded to maintain the academic atmosphere of the college through the works assigned to them.
6. The anticipated conduct including, but not limited to, the responsibility of maintaining an environment to maximize their efficiency, facilitating conditions that inspire teamwork and sustain congeniality among the non-teaching staff members was discussed extensively.
7. The meeting concluded with a vote of thanks to all the members for attending and cooperating with the meeting.

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Dated 10<sup>th</sup> Nov. 2022

Ref. No. NAAC FILE

### MINUTES OF MEETING

1. A meeting was organized by the Code of Conduct committee on November 10, 2022 to discuss the professional ethics which teachers have to follow in the semester exams to be held in November, 2022.
2. The staff was informed thoroughly about the guidelines and rules to be followed for the conduct of mid-semester exams.
3. Teachers were advised to remind students of the regulation to be followed:
4. To reach their examination center before the reporting time.
5. To bring their I Cards for identification and verification of the students.
6. Teachers were asked to compile a list of advanced and slow learners based on their marks in Mid-Semester examinations.
7. The criteria for internal assessment and evaluation was discussed at length in the meeting.

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Dated 15 November 2022

### MINUTES OF MEETING

1. A meeting was held with the members of Central Association of the college on November 15, 2022, in which the students were briefed on the code of conduct for students in the college.
2. Students were informed about the rules and regulations, expected conduct of the Central Association during the examination period.
3. Students were reminded to check their center numbers, time of examination and carry their I Cards on the day of examination.
4. Central Association members were reminded to maintain the standard codes of discipline during the examination in the college.
5. Students were dissuaded from bringing their mobile phones to the college campus for the duration of the examination period.
6. Students were reminded that internal assessment will be based on their performance in mid-term exams.
7. Members were urged to pass on and inspire other students of college to follow the code of conduct.
8. The meeting was presided by Principal Madam, Dr. Maneeta Kahlon, College Registrar Mrs. Seema Dua and Coordinator of Central Association Dr. Parveen Arora.

  
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Dated 7<sup>th</sup> March 2023

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### MINUTES OF MEETING

1. A meeting was organized by the Discipline and Anti-Ragging Committee of the college on March 7, 2023 to discuss the code of conduct with the students.
2. Students were informed about the pitfalls of ragging and its long term impacts.
3. Central Association members were asked to be vigilant about any students partaking in ragging. Additionally, an Anti-ragging squad was formed to prevent the occurrence of ragging on the college campus and hostel.
4. Students took an anti-ragging pledge to reinforce the efforts to restrain any and all cases of ragging on the campus and hostel.
5. They were informed about the process to file and report the instances of ragging, if any.
6. Students were assured by Madam Principal, Dr. Maneeta Kahlon, that all efforts will be put in to spread awareness among the students of the college on ragging and its consequences.
7. The Nodal officer, Dr. Punpreet Kaur facilitated students to contact committee members by providing them with their mobile numbers, UGC helpline and the Anti-ragging squad.
8. As per government rules, online Anti-ragging affidavits were filled by the students with a signed undertaking from parents.

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Dated 29<sup>th</sup> April 2023

### MINUTES OF MEETING

1. A staff meeting was organized on April 29, 2023 to apprise them about the code of conduct and professional ethics to be followed in Panjab University Semester Examination.
2. The meeting was conducted by Coordinator of University examination Madam Principal, Dr. Maneceta Kahlon, Controller of Examinations Mrs. Prabhjot Kaur and Registrar of the college Mrs. Seema Dua.
3. Staff members were instructed to perform their duties with due diligence.
4. Instructions for the conduct of University examinations were discussed extensively at the meeting.
5. Staff members were urged to inform the students to download the date sheet and other important instructions for the UG/PG examination.
6. Important instructions to be given to students regarding university examination were discussed at length:
  - a. All students are directed to visit <https://gnwldh.com> to download the date sheet and other important information/instructions for UG/PG examination May/June 2023 semester examination.
  - b. Students must collect their admit cards for May/June 2023 from the Administrative office.
  - c. The students must bring a hard copy of their Admit Card and College ID Card. Entry to the Examination Centre without an Admit Card and ID Proof will not be permitted.
  - d. Entry to the Examination Centre will be permitted half an hour before the commencement of the examination (09:00 am, morning session and 01:30 pm, evening session).
  - e. The students must be seated 10 minutes before the start of the examination.
  - f. The students coming late should not be allowed to appear in the scheduled examination.
  - g. The students should not leave the Examination Centre before the halftime is over.
  - h. The students should not carry any material or bags inside the Examination Centre.
  - i. Mobile phones/ Smart watches, Bluetooth, Electronic devices or any other communication devices are strictly prohibited inside the Examination Centre.
  - j. No trespassing is allowed during the examination.
  - k. All the students are directed to maintain the decorum of examination and should not be permitted to create any kind of disturbance in the Examination Centre.

  
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