

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



**SUPPORTING DOCUMENT
(2024-2025)**

7.1.10

MONITORING COMMITTEE COMPOSITION AND MINUTES OF MEETING

**Dr. Maneeta Kahlon
Principal**

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

GURU NANAK KHALSA COLLEGE FOR WOMEN, MODEL TOWN,
LUDHIANA

**COMPOSITION OF CODE OF CONDUCT AND
PROFESSIONAL ETHICS COMMITTEE**

COORDINATOR: Mrs. Seema Dua, Registrar & Assistant Professor in Economics

MEMBERS::

- Dr. Parveen Arora, Assistant Professor in Public Administration
Dr. Neetu Prakash , Assistant Professor in Commerce
Mrs. Rajwinder Kaur, Assistant Professor in Commerce
Dr. Pratibha Tyagi, Assistant Professor in Commerce
Mrs. Baljit Kaur, Assistant Professor in Commerce

Roles and Responsibilities Committee

- To conduct Code of Conduct and Professional Ethics Programmes for Students, Teaching, Non Teaching, and Supporting staff.
- To spread awareness about duties and rights of being a student.
- To conduct awareness programmes to spread the concept of morality among students.
- To conduct Orientation Program to give awareness on academic regulations.
- To provide guidelines for the different stakeholders to uphold the honor and dignity of the educational field.
- To help in achieving the mission, vision and goals of the college.

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Minutes of Meeting

June 03, 2024

1. A meeting was held with the Non teaching and supporting staff of the college to apprise them about the college code of conduct and professional ethics.
2. Madam Principal outlined the college code of conduct and emphasized the importance of maintaining professional ethics.
3. Key Point reminded by madam included:
 - Every employee at all times shall serve efficiently and maintain complete integrity and devotion to duty.
 - All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
 - Except in rare circumstances, no employee shall absent himself/ herself from his /her duties without prior permission of the competent authority.
 - Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
 - All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
 - All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
 - No employee shall in any manner criticize adversely in public or through public online platforms , the administrative actions of the college authorities.
 - Raising question of caste, creed, religion, race or sex in his/her dealings within the institution is prohibited.

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Minutes of Meeting

July 16, 2024

Venue- Seminar Hall

- A staff meeting was held on July 16, 2024. Madam Principal Dr. Maneeta Kahlon began the meeting by extending a warm welcome to the new staff members.
- Madam Principal apprised the staff members with the prescribed rules, regulations, and ethical standard behavior of faculty members within the college premises.
- A detailed explanation of the prescribed rules and regulations for staff behavior and performance was presented as have been given by UGC. <https://www.ugc.gov.in/oldpdf/pub/report/5.pdf>

- Key point discussed included:

Teachers and Their Responsibilities

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by Panjab University & Management from time to time.
- All faculty members should prepare a lesson/teaching plan, well in advance before Commencement of the classes.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.

Teachers and Students

- Teachers shall make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Teachers must treat all students equally, regardless of their religion, caste, gender, political beliefs, economic status, or physical characteristics.
- Faculty members must refrain from inciting students against other students, colleagues or administration.

Teachers and Colleague Teachers

- The teachers shall always treat other members of the profession in the same manner as they themselves wish to be treated,
- Teacher must speak respectfully of other teachers and render assistance for professional betterment,

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- Teacher must refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- Teacher must refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,

Teachers and Non-Teaching

- Teachers should treat the non-teaching staff as colleagues and equal partner' — in a cooperative undertaking, within every educational institution;
- Teachers should help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.
- Teachers should speak respectfully and politely in their interaction with Non Teaching and Supporting Staff.

Dr. Maneeta Kahlon

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Minutes of Meeting

28th September, 2024

Venue – Seminar Hall

Staff meeting was held to brief the faculty members on the code of conduct and professional ethics to be followed during the upcoming Mid Semester Examinations.

- Madam Principal Dr. Maneeta Kahlon, in her address underscored the critical role of the staff in ensuring the smooth and fair conduct of the examinations.
- She reminded teachers of the necessity to maintain strict vigilance throughout the examination period and to foster a disciplined environment
- She instructed that teachers must report to their designated centres on time to ensure the smooth commencement and conduct of the examinations..
- she advised teachers to refrain from using mobile phones during exam duty. This directive is aimed at maintaining a professional and distraction-free environment, ensuring that invigilators remain focused on their responsibilities, such as supervising students and promptly addressing any examination-related issues.
- She emphasized that these instructions are critical for preserving the integrity of the examination process, and all teachers are expected to comply with them fully.

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Minutes of Meeting

13th November, 2024

A staff meeting was conducted by the Principal, Dr. Maneeta Kahlon, along with the College Registrar, Mrs. Seema Dua to brief the teaching staff on their upcoming responsibilities and duties for the University Examinations scheduled to begin on November 19th, 2024.

- Madam Principal addressed the faculty, emphasizing the necessity of punctuality, vigilance, and adherence to guidelines in executing their examination-related duties.
- A detailed discussion was held on the college's code of conduct during the examination period.
- The rules were reviewed comprehensively to ensure all staff members were clear about their roles and the expectations for maintaining a secure, fair, and supportive environment for students.
- Teachers were encouraged to be proactive in preventing any forms of misconduct or malpractice during the exams and to support each other for smooth conduct of examinations.

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Minutes of Meeting

April 26, 2025

Venue – Seminar Hall

A meeting regarding the Panjab University End Semester Examinations which are scheduled to commence on April 28, 2025 was held by Madam Principal Dr. Maneeta Kahlon, serving as the Controller of Examinations. and Mrs. Maninder Kaur the Examination Coordinator.

- Deputy Superintendents. Dr. Neetu Prakash, Dr. Nidhi Sharma, Dr. Madhu, and Mrs. Satwant Kaur were instructed by madam principal to Maintain fair and disciplined environment.
- She emphasized the need for utmost vigilance and adherence to protocol.
- Madam Principal Dr. Maneeta Kahlon instructed all the staff members to remain vigilant throughout the examination period to ensure its smooth and fair conduct.
- She also instructed teachers to be punctual and to follow the university examination norms.

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