

IKGPTU AMRITSAR CAMPUS

CODE OF CONDUCT

Code of conduct for teachers:

Teacher and their responsibilities:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- Maintain active membership of professional organisations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication.
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students:

- Respect the rights and dignity of the student in expressing her/his opinion
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason



- Pay attention to only the attainment of the student in the assessment of merit
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- Aid students to develop an understanding of our national heritage and national goals
- Refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues:

- Treat other members of the profession in the same manner as they themselves wish to be treated
- Speak respectfully to other teachers and render assistance for professional betterment
- Refrain from making unsubstantiated allegations against colleagues to higher authorities
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- Teachers shall exercise integrity, fairness, openness through their professional commitments, responsibilities and actions.
- Teacher shall be committed to the best interests of students and promote their holistic development by his/her treatment of students in the classroom as well as with such interactions elsewhere.
- Teachers are continuously learning and their learning through various study activities such as participation in various refresher/orientation courses, conferences and symposiums are encouraged and also supported, through all possible avenues, as this engagement leads in strengthening the university.
- Teacher shall respect the privacy/confidentiality of information obtained through interaction with students, unless there is a legitimate concern for the wellbeing of an individual.
- Teacher shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for any other reason of an arbitrary or personal nature and shall not incite students/staff against other students/colleagues/governing body of the university. However, teachers have the freedom of thought and expression and they may express his/her views in different forums/meetings.
- Teacher shall undertake teaching assignments as per decision taken in department meeting as per consent of all staff members and Head of the department.

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- Teacher shall carry out the teaching work assigned in a regular and punctual manner, to best of his/her ability to benefit students for improved performance in the examination and furthering their academic growth.
- Teachers shall make use of all infrastructure built in the university as per topic/concept/subject of discussion.
- Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful.
- Teacher shall help as a subject knowledge expert in enhancing subject skills and also act as mentor to guide their students in planning and furthering their future career goals.

Teachers and Guardians:

- Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

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Code of Conduct for Administrators:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
- Co-operate for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- Adhere to the terms of contract.
- Give and expect due notice before a change of position takes place.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

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Code of conduct for other staff:

- Treat all staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.
- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

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Code of Conduct For Students :

- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the University Campus.
- They shall abide by the rules and regulations of the University and should act in a way that highlights the discipline and esteem of the University Campus.
- A five day working schedule from Monday to Friday is followed.
- All the students are expected to be present in the class and labs well -within time,Late coming will also result in loss of attendance for the corresponding hour.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- The students are expected to attend all university functions in university uniform unless otherwise specified.
- All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it.
- Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the university beyond class hours.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste bins kept.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, panmasala etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the university and destroy the academic ambiance.
- Carefully handle the furniture, equipments, fixtures and appliances of the university and lab. Careless handling/misuse of the above could result personal injuries or damage to property

- Follow safety precautions near moving machines and electrical installations.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- Students who intend to represent the university in intercollegiate events shall take prior permission from the concerned head of the department/event coordinator and the selection will be based on competence of the student in the proposed event for participation after due trials.
- Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- The Mobile phones should be switched off or in silent mode while in the classroom, laboratory, library, etc. Mobile phone is strictly not allowed in the exam hall during the examination. Mobile phones/other electronic devices such as smart watches, etc. shall not be allowed inside the examination hall. Loss or theft of mobiles, valuables and other belongings are at student's risk.
- Every student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the institute. At the time of issuing a book, the Identity card must be presented along with Library card.
- Students are advised to use the social media with due care and responsibility. They should resist themselves to post derogatory comments about other individuals from the Institution on the social media or indulge in any such related activities including cybercrimes, or any other activity on social media which may defame the reputation of the Institute.
- The students must strictly follow the Examination rules set by the University from time to time. There is a zero-tolerance policy concerning violation of examination rules and regulations.
- Pay fees, mess bills etc. in advance or in time, which will avoid fines.
- Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by concerned committee.
- Expulsion from the University is enough for expulsion from the hostel.

Four handwritten signatures in blue ink, arranged horizontally. The first signature is on the left, followed by a second, then a third, and a fourth on the right. The signatures are stylized and difficult to read.