



**Khalsa College
Amritsar
Handbook
Code of Conduct**



ਖ਼ਾਲਸਾ ਕਾਲਜ ਅੰਮ੍ਰਿਤਸਰ
Khalsa College Amritsar

An Autonomous College affiliated to G.N.D.U., Amritsar
UGC Letter No. F.22-1/2013 (AC) Dt. 22-05-2013

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◆ A HERITAGE INSTITUTION AND COLLEGE WITH POTENTIAL FOR EXCELLENCE - Status conferred by UGC ◆
◆ NAAC REACCREDITED "A" GRADE (CGPA) ◆ STAR STATUS CONFERRED BY DBT, NEW DELHI ◆ AN ISO CERTIFIED COLLEGE ◆

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Code of Conduct for Teachers

This Code of Conduct applies to the teachers of all the departments. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. A teacher shall observe the following code of conduct

- A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
- A teacher shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the College.
- A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes or tuitions directly or indirectly.
- The teacher must follow the college policies and instructions issued by the College authorities from time to time.
- The teacher shall be punctual to the classes and take attendance of the students at the beginning of class.
- Class lecture should be planned and taught efficiently and in an innovative way.
- Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the college.
- Syllabus completion should be according to academic calendar.

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Principal
Khalsa College Amritsar



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- Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
- Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
- A teacher finding a student committing any act of academic or non-academic misconduct within the college campus should immediately report to authorities concerned.
- He/she should 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, practicals, seminars and research work, conscientiously and with dedication.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Teachers should treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of 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 endeavor.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

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Code of Conduct for Students

- This Code shall apply to all kinds of conduct of students that occurs on the College premises and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.
- That, He/she shall be regular and must complete his/her studies in the College. Students must have a compulsory attendance of 75%. On medical grounds or in any legitimate reason the students with minimum of 60% shall be qualified for appearing in the final examinations after submission of valid certificate
- As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the College on a scholarship, the said grant shall be revoked.
- That every student will maintain proper discipline, integrity and dignity in the College Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the College.
- That in case any student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the College, by mistake or deliberately, the College will have all the rights to recover the damages caused by him/her and impose monetary fine on him/her, and in case of non payment, College may cancel his/her admission or may take any legal action against him/her.
- That during the entire duration of his/her course he/she will not enroll himself/herself for any other Regular Course in any other University/College/Institution.
- That he/she will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the College premises. In case he/she



Mehal Singh
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Estd. 1892

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is found indulging in any of the above the University may take any legal action against him/her.

- That day scholar is not allowed to stay in the College hostel(s) without written permissions and authorization of the warden and senior authorities of the College. In case he/she is found in the Hostel Premises, he/she will be liable to pay fine as decided by the College.
- That his/her participation in any Dharna / Pradarshan / Strike can lead to strict disciplinary action against him/her including his/her rustication from the College.
- That he/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the College time to time and in case of any default by him/her, the College can take action against him/her including cancellation of his/her admission and debarring his/her entry in the College Campus, Library, Sports Grounds, Mess, Canteen, Reception, Labs, Workshops etc.



M. L. B. S.
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Code of Conduct for Office Bearers

In pursuit of effective and efficient administration, Senior Faculty Members are assigned official duties in addition to their regular teaching work. These office bearers are expected to perform their duties as per the policies laid by the college. An effective code of conduct is in force for these office bearers. These faculty shall

- Be responsible for the maintenance of discipline in the College.
- Have the power to convene meetings of the authorities of the College & committee of which she/he is the Chairman.
- Have the rights to attend & speak in meetings of any other Authority or body of the College.
- Exercise such powers & performs other function that may be specified by the regulations of the college.
- The office bearers shall adhere to the following principles to maintain standards in Public Life.
 - Selflessness
 - Objectivity
 - Accountability
 - Openness
 - Leadership
 - The Office bearers shall uphold the following values
 - Integrity
 - Honesty
 - Respect
 - Innovation



Mul ul hiq
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- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

- The actions of these office bearers should promote and protect the good reputation of the College, and the trust and confidence of those with whom they deal.
- Decisions taken by these office bearers will be subject to the approval of the Principal/Management. These decisions must be taken keeping in mind the benefits of the College, its students, staff, and other stakeholders.
- The office bearers shall act selflessly in the interests of the College; acting with integrity, in good faith, honestly, objectively and stays accountable to the purpose.



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General Code of Conduct for all Employees

The college expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:-

- Maintain absolute integrity at all times.
- Maintain secrecy in all college matters at all the times.
- Maintain absolute devotion towards duty at all times.
- Maintain independence & be impartial in the discharge of official duties.
- Must not be absent without sanctioned leave.
- Maintain a responsible and decent standard of conduct in private life.
- Must not give dowry, take dowry and demand dowry.
- Must not employ child labor at home.
- Must not involve in adultery, moral turpitude.
- Render courteous services to the public.
- Maintain political neutrality.
- Keep away from demonstrations organized by political organizations.
- Refrain themselves and their family from joining any organization that involved in subversive/criminal activities



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- Avoid consumption of intoxicating drinks & drugs in office, in public place or at home.
- Must not travel abroad without information to the university and must not express any view on Indian or foreign affairs while visiting foreign countries.
- Must follow the Social Media Policy of Khalsa College.



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