

Sri Guru RamDass College of Education, Pandher, Amritsar

Code of Conduct



**Address: Vill. Pandher, Fatehgarh Churian Road, Via Chetanpura, Near
Mahadipur Chowk, P.O. Kotla Gujran, Tehsil Majitha-3, Distt. Amritsar,
State Punjab - 143606**

Email: sgrdcoe@gmail.com

Contact Number: 95017-25553, 98783-27602, 99880-62200

Website : www.sgrdpandher.com

Code of conduct

At the campus of Sri Guru RamDass College of Education, Pander, Amritsar, we believe in fostering a conducive environment that not merely promotes academic excellence but also cultivate personal growth ethical conduct and mutual respect. This code of conduct serves as a foundational guide for every member of our college. It outlines the values, principles, and expected standard of behaviour that underpin our shared commitment to create vibrant inclusive and professional learning space. We collectively uphold the integrity of our college and ensure a positive and enriching experience for all.

The strategic plan and policy reforms

The internal quality assurance cell (IQAC) plays a significant role in establishing, implementing, and monitoring activities of the campus through a strategic plan. IQAC of Sri Guru RamDass College of Education, Pandher collects feedback from students, teachers, employers, experts, parents, and alumni serve as a valuable source for evaluating the quality of programs. Such feedback is discussed in the IQAC meetings and measures for improvement are taken. After taking the suggestions, the IQAC of the college makes necessary changes and reframe the policy matters as per the requirement of the time. When some of the policies are found to be ineffective new policies are framed.

Code of Conduct for students

- Students must attend classes, practical, examinations and internships program regularly as per prescribed norms.
- Use of unfair means during examinations on academic activities is strictly prohibited.
- Students must maintain 75%. Attendance.
- Leave of absence must be taken with prior permission from the concerned authority.
- Wearing of college uniform and identity cards within the campus and during field visit is mandatory.
- Ragging in any form is banned and punishable as per law and institutional rules.
- Use of mobile phones during academic activities is restricted.
- Students shall follow all rules regulations, notices and instructions issued by the College authorities.

- Drinking smoking and taking any type of toxicants are forbidden in the college premises.
- No relative is allowed to meet students without prior permission of the principle during college hours.
- Students must refrain from political activity in any form on the campus. All such initiatives such as processions, arranging meetings, canvassing and fund collection without the consent of the authorities is liable to attract disciplinary action.
- Students must Park their vehicles in the designated parking spaces only. Over speeding in the campus must be strictly avoided.
- No student shall include in any form of anti social or unethical activity on the college campus.
- Students should treat all fellow learners and teachers with respect and fairness. Every student should consider their fellow learners equally regardless of gender, race, ethnicity, National origin, disability or sexual orientation.

Code of Conduct for Governing Body

- Ensure effective governance and Strategic direction.
- Act in the best interests of the institution.
- Oversee institutional performance and progress.
- Ensure Compliance with regulatory bodies and laws.
- Maintain transparency in decision making.
- Approve plans and policies of the institution.
- Work for the welfare of the society.
- Engage with stakeholders (students, staff, alumni and community).
- Policy of decentralization is strictly adhere in effective high quality administration.

Code of Conduct for Principal

- To ensure academic excellence and institution growth by fostering positive work environment.
- To provide Visionary leadership and manage all resources efficiently.
- Demonstrate ethical behavior and uphold Confidentiality for handling sensitive information.
- Foster Collaborative relationships with Staff, Faculty and Parents.

- Encourage open feedback and promote student's welfare, safety and well-being.
- Ensure quality teaching, learning and research.
- Ensure compliance with regulatory bodies, laws, and institutional policies.
- Stay updated with new trends of education.
- To guarantee compliance with acts, statutes, rules, regulations ordinance and other directives that are periodically issued by the management, other regularity organizations and University authorities.
- To oversee all aspects of the institution's daily operations including the coordination of staff and the implementation of educational programs.
- To provide strategic leadership and direction, ensuring that academic policies are maintained and that a collaborative teamwork environment is fostered.
- To manage resources efficiently while providing a conducive working and learning environment through professional guidance.

Code of Conduct for Teachers

All faculty and staff members are required to remain impartial and transparent, ensuring that private pursuits do not compromise the credibility or performance of their academic roles.

- To maintain high professional standards by promoting fairness, integrity and honesty.
- To ensure accountability in all teaching and academic duties.
- To enhance quality education through regular professional growths and complete the syllabus in time.
- Focus on student-centered learning approaches.
- To create safe and inclusive academic atmosphere by cultivating respectful interaction among students, parents and colleagues.
- To uphold proper discipline and follow the all rule and regulation of the campus.
- To ensure students fair assessment, confidentiality and safeguard theme from discrimination.
- To adhere to the requirements set by bodies such as NCTE, UGC, GNDU and other government entities.

- To attend conference, workshops, seminars, and publish research papers and articles.
- To update his or her knowledge and skills to equip him or her professionally for the proper discharge of duties assigned to him or her.
- To respect the right and dignity of the student while expressing any opinion.
- To be punctual and be available inside the premises for the specified and desirable time as per the college timings.
- To follow all norms and job details assigned to them from time to time with full dedication.
- To refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavor.
- To develop values among students for understanding of our national heritage and for achieving National goals.
- To submit their self appraisal report at the end of every term of the academic year in the prescribed format.

Code of Conduct for Librarian

The librarian plays an important role in the college to organize and maintain resources of knowledge in a specific manner. The Librarian helps students, teachers and researchers to search reliable information and develops critical thinking skills. The librarian adheres to the following code of conduct:-

- To maintain the library resources efficiently.
- To report the competent authority if he or she faces any loss damage or irregularity in the library materials.
- To ensure honesty in managing resources and services.
- To treat all users equally regardless of gender, race ethnicity, national origin religion, disability or sexual orientation.
- To protect the privacy of users and their information.
- To work collaboratively with students, faculty and staff to meet their needs.
- To stay updated with advancement in library science digital tools and information technology.
- To follow institutional rules, library policies and directs issues by the higher authorities.

- To update professional knowledge through seminars, training programs and workshops.
- To provide a safe, quiet and discipline library environment.

Code of Conduct for Non-Teaching staff

- To act with transparency, and accountability.
- Maintain professional attitude and behavior.
- Treat all students, visitors, and colleagues with respect.
- Follow institutional rule and policies.
- Promote safe and healthy work environment with teamwork.
- Maintains confidentiality of all records.
- Staff will not leave the office until and unless the higher authority permits.
- Official approval is needed if anyone wants to take leave.
- To maintain professional decorum and dignity in all dealings.
- To ensure every student receives equal treatment regardless of their caste, religion, economic status and physical characteristics.

Grievance Redressal Cell

As per guidelines of the UGC redressal of grievance of students' regulations 2023, grievance redressal cell has been established in the campus and an ombudsperson is appointed to address students' complaints including discrimination, harassment and academic issues. Objectives of Grievance Redressal Cell:-

- To resolve complaints within 15 days with appeals directed to an independent ombudsperson.
- To protect the students against victimization and their grievances will be handled with confidentiality.
- To maintain transparency, trust and accountability while creating a supportive environment.
- To provide a timely and fair solution to ensure justice.
- To conduct impartial enquiries to understand the problem thoroughly.
- To educate students about their rights and grievance process.

Anti Ragging Cell

To create a safe and respectful campus environment an Anti-Ragging cell is established in the institution. Its purpose is to prevent and address any incident of ragging which can harm students physically mentally or emotionally. The cell promotes discipline ensures accountability and fosters a culture of mutual respect and harmony by enforcing stripped guidelines of UGC. Anti ragging cell has a clear objective to ensure a safe and respectful campus environment for all students. Aims of anti ragging cell--

- To eliminate any form of Ragging through awareness programs and strict monitoring.
- To provide secure space to students where they can feel supported and comfortable.
- To educate students about the consequences of ragging and UGC regulations against it.
- To provide a platform for students to report incidents with confidentiality.
- To maintain strict vigilance in common area hostels and campuses.
- To take strict disciplinary measures against offenders as per UGC guidelines.

Equal Opportunity Cell

The UGC has asked institutions to set up special committee helpline and monitoring teams to handle complaints especially from minorities, women, SC, ST, OBC and economically weaker students. An equal opportunity cell has been established at the campus of Shi Guru RamDass College of Education, Pander, Amritsar to ensure fairness inclusivity and support for all students. It promotes equal access to education resources and opportunities illuminating discrimination based on gender, caste, disability and economic status. The cell encourages all students to participate in academic and extracurricular activities. The cell handles grievances related to discrimination with confidentiality and fairly. The equal opportunity cell promotes inclusive participation in academic and extracurricular activities. The cell educates students about their rights and the importance of diversity and inclusivity.

Alumni Association

The UGC strongly emphasizes alumni engagement as a key part of institutional development under NEP, 2020. An alumni association aim to foster

networking, mentorship, opportunities, fundraising and brand building activities with a focus on creating a comprehensive alumni database while respecting privacy. The alumni association is super important for our institution. It helps to maintain strong connections between alumni and their alma matters by creating a network of support for current students and the institution in the following manner:-

- To create a place for alumni to connect with each other and current students.
- To offer support and guidance to students through alumni experiences.
- To facilitate internship placements and collaborations.
- To organize workshops, seminars and training programs with alumni expertise.
- To help to improve infrastructure, research and academic programs through alumni contributions.

Placement Cell

The Placement Cell at Sri Guru RamDass College of Education, Pandher, acts as a facilitator, connecting students with leading educational institutions and grooming them for the competitive job market. The cell is designed to transform students into professionally competent teachers. Recognizing that teaching today requires more than just subject knowledge, the cell focuses on "soft skills" and professional ethics to make students "job-ready" from day one. Objective of the cell:-

- To groom students in professional competencies, creativity, and critical thinking.
- To provide counseling regarding various career paths in education, including government jobs (TET/CTET) and private sector opportunities.
- To organize visits by various schools and educational organizations for on-campus interviews.
- To conduct workshops and extension lectures by eminent intellectuals to improve the communication and leadership qualities of students.
- To develop linkages that may help students explore teaching opportunities not just locally, but also internationally.

Anti Corruption Cell

An Anti Corruption Cell is essential in a college of education to promote fairness and integrity. The UGC regulations emphasize transparency and accountability in the higher education supporting the establishment of anti corruption cell. Anti corruption cell is established:-

- To ensure transparency in admission, exams, administration and financial dealing.
- To prevent favoritism bribery and misuse of power.
- To educate everyone about the importance of anti corruption measures.
- To audits regular grievance mechanism and awareness campaigns are encouraged to uphold these values.
- To maintain the institution's credibility and public trust.
- To safeguard students and staff from misuse of power or resources.
- To create a fair, transparent and trustworthy environment for all.

Statutes

Statutes reflect the vision and values of the college. At Shi Guru RamDass College of Education, Pandher, Amritsar, faculty and students actively participated in the work decided by the members of statutes. Establishing strategies serves several meaningful purposes. Here's why it's important in the college campus:-

- To Enhances the campus environment making it more engaging by honoring contribution of individuals who shaped education.
- To develop integrity empathy and respect for diverse perspectives.
- To learn teamwork and interpersonal skills for working in educational environment.
- To build the ability to lead and inspire future generations.
- To learn teamwork and interpersonal skills for working in educational environmental.
- To prepare to contribute positivity to society through education.
- To develop confidence discipline and critical thinking.
- To enhance problem solving and decision making skills in the present scenarios.

The code of conduct helps to fulfill the mission of the college that is to achieve excellence in teacher education by preparing efficient skilled dedicated social individuals and professionals to serve the nation. In the campus of Sri RamDass College of Education, Pandher, Amritsar the code of conduct is not

merely set of rules but a foundational framework designed to prepare future educators into professionals, ethical and responsible citizens. It serves as key element that ensures institutional stability and posters safe inclusive and disciplined learning environment. This code of conduct helps to build mutual respect and open communication between teacher and the student where students feel valued and motivated to succeed.