

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



**SUPPORTING DOCUMENT
(2023-2024)**

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.**

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COMPOSITION OF CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

Coordinator:

Mrs. Seema Dua

Members:

- a. Dr. Parveen Arora
- b. Dr. Neetu Prakash
- c. Mrs. Rajwinder Kaur

ROLES AND RESPONSIBILITIES OF THE COMMITTEE

- To conduct orientation programme 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 programme among students regarding code of conduct of the college.
- To conduct Professional Ethics Programmes for teachers and non teaching staff.

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MINUTES OF MEETING

DATE- July 23, 2023

Venue- Seminar Hall

1. A meeting was held with the teaching faculty to apprise faculty members about the college code of conduct and professional ethics.
2. The meeting was commenced with a formal welcome by Madam Principal Dr. Maneeta Kahlon, addressing all faculty members at the onset of the new academic session.
 - Madam Principal outlined the college code of conduct and emphasized the importance of maintaining professional ethics. 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>
3. Key Point of discussion included:
 - a) **Teachers and Their Responsibilities**
 - Teachers should conduct their personal and professional lives in a manner that reflects the high standards and dignity of the teaching profession..
 - Teachers must engage in lifelong learning to enhance their knowledge and teaching practices..
 - Teachers must fulfill wide range of academic duties, including conducting lessons, tutorials, practical sessions, and seminars.
 - b) **Teachers and Students**
 - Teachers should foster an atmosphere where students feel valued and heard, especially when expressing their opinions.
 - Teachers must treat all students equally, regardless of their religion, caste, gender, political beliefs, economic status, or physical characteristics.
 - Teachers should instill values such as scientific reasoning, democratic participation, social justice, environmental responsibility, and prepares students to be responsible, active citizens.
 - c) **Teachers and Colleague Teachers**
 - Teachers should avoid making baseless or harmful accusations about their colleagues.
 - Teachers should maintain a respectful attitude when speaking about their colleagues, both in private and public settings.
 - Teachers should show kindness, empathy, and professionalism, fostering a collaborative and supportive work environment.

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d) Teachers and Authorities (Management, Governing Bodies)

- Teachers should 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.

e) 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.
- Violation of the code of conduct may result in disciplinary action.
- The Academic Calendar for the odd semester was distributed among the faculty members.
- Teachers were advised to prepare their teaching plans in alignment with the calendar to ensure the smooth and timely completion of the syllabus.



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MINUTES OF MEETING

Date- October 4, 2023

Venue- Seminar Hall

The meeting of members of Central Association was held which was chaired by Madam Principal Dr. Maneeta Kahlon, College Registrar Mrs Seema Dua, the Coordinator of the Central Association Committee Dr. Parveen Arora

- The meeting commenced with a welcome address by Dr. Parveen Arora.
- Discussion Points were on the roles and responsibilities that students need to perform during the 64th PU Zonal Youth and Heritage Festival which was going to held in the college campus.
- The specific tasks were outlined, and students were encouraged to volunteer and ensure proper coordination during the event.
- The members were apprised about the college code of conduct.
- The importance of following the rules and regulations to maintain discipline and ensure the smooth functioning of the festival was emphasised.
- All CA members were to wear badges and sashes and come attired in proper dress.
- It was also decided that the students would be given refreshment coupons.
- Absentees on these days should be minimum.
- CA members should be polite in both language and gestures in talking to public .
- Madam Principal urged students to perform their duties with responsibility and dedication. She stressed the need for teamwork and discipline to ensure that the festival runs smoothly and successfully.

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Minutes of Meeting

Date- November 28, 2023

Venue- Seminar Hall

- For efficient and smooth conduct of Panjab University examination a staff meeting was held. Teachers were informed about the professional ethics and code of conduct they have to follow during the semester examination.
- The meeting was conducted by Coordinator of University examination Madam Principal, Dr. Maneeta Kahlon and Registrar of the college Mrs. Seema Dua.
- Teachers were instructed to reach venue of examination half an hour before the commencement of examination.
- Instructions for the conduct of University examinations were discussed extensively at the meeting.
- Teachers were instructed to check the material supplied by the superintendent before going to the Exam Halls, for the correctness in the count of answer scripts and question papers and other related material. And to bring the matter to the notice of the superintendent in case of any discrepancy
- Using mobile phones or any reading material by the invigilator in examination room is strictly prohibited.
- Teachers should maintain honesty, integrity, fairness in all activities.
- Teachers were instructed to give following instructions to students for smooth conduct of examination-
 1. Students must reach examination centre half an hour before examination
 2. Students must carry their I cards and hard copy of Admit card.
 3. Students must maintain discipline in examination hall.
 4. No student can leave centre before half time.
 5. Mobile phones, smart watches, Bluetooth, any other discriminating material are strictly prohibited inside the examination centre.

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Minutes of Meeting

Date- April 24,2024

Venue- Seminar Hall

- A meeting of members of Central Association of Guru Nanak Khalsa College for Women, Model Town, Ludhiana regarding Annual Prize Distribution function which was going to held was held on April 26, 2024 and upcoming Panjab University Semester Examinations
- The meeting was conducted by Principal Madam Dr.Maneeta Kahlon and College Registrar Mrs. Seema Dua.
- Specific duties regarding prize distribution function were assigned to the Students.
- Students were encouraged to take their roles seriously and work collaboratively to ensure the event is successful and conducted in an orderly manner.
- Students were advised to maintain decorum in the auditorium for the smooth functioning of Prize Distribution.
- Detailed information regarding the rules and regulations that students must follow during the upcoming Panjab University examinations going to held in May 2024, was shared.
- Members of Central Association were urged to convey the code of conduct of the college to other students of the college.


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Minutes of Meeting

Date- April 30,,2024

Venue- Seminar Hall

- A Staff meeting was held in which teachers were informed about the professional ethics and code of conduct they have to follow during Panjab University semester examination.
- The meeting was conducted by Coordinator of University examination Madam Principal, Dr. Maneeta Kahlon and Registrar of the college Mrs. Seema Dua.
- The staff members were instructed to perform their duties with utmost dedication during forthcoming university examinations
- Teachers should maintain honesty, integrity, fairness in all activities.
- Important instructions to be given to students regarding university examination were discussed at length:
 1. Students must collect their admit cards for May/June 2024 from the Administrative office.
 2. 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.
 3. The students must be seated 10 minutes before the start of the examination.
 4. The students are not allowed to leave the Examination Centre before the half time is over.
 5. The students should not carry any material , bags , mobile phone, smart watch, any electronic device inside the Examination Centre..
 6. All the students are directed to maintain the decorum of examination
- Teachers were also briefed about the duties they have to perform during Annual Convocation scheduled for May 10, 2024.


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