



# **CODE OF CONDUCT**

**GOSWAMI GANESH DUTTA  
SANATAN DHARMA COLLEGE  
SECTOR 32 C, CHANDIGARH**

**Dr. Ajay Sharma  
Principal**



# CODE OF CONDUCT

## Goswami Ganesh Dutta Sanatan Dharma College Sector 32-C, Chandigarh

The college is affiliated to Panjab University, therefore the 'Code of Conduct' for Administrator, Teaching, Non-Teaching Staff, Students/Hostellers, Research scholars and members of the Governing body, has been prepared from the relevant portion of the specified Panjab University Calendar. The complete information of the code of conduct can be obtained from the following link: <https://puohd.ac.in/includes/documents/calendar-2016/calender-vol-3-2019.pdf>

This document has also adopted parts of the regulations cited in the UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012. For more information of the same kindly refer to; Part [II-Sec. 4], The Gazette of India, January 19, 2013 (Pausa 29, 1934), the 17th December 2012. No, 14-3/2012(CPP-II). Or access the same on the link: [https://www.ugc.ac.in/pdfnews/2147890\\_gazetteequity-Eng.pdf](https://www.ugc.ac.in/pdfnews/2147890_gazetteequity-Eng.pdf)

In addition to the above, certain parts of this document has also been adopted from the constitution of the Goswami Ganesh Dutta Sanatan Dharma College Society, Chandigarh. Registered under the Societies Registration Act XXI of 1860, with the Registered office of the Society located at G.G.D.S.D. College, Sector 32-C, Chandigarh.

### CODE OF CONDUCT

The Code of Conduct confirms the right of every member of the college community to a learning and working environment that is free from discrimination and harassment. The Code of Conduct applies to all the Members and directly covers Members' conduct at all times whilst acting in their official capacity when representing the college or attending the college events. It is used to communicate that every community member is expected to contribute to the development of a respectful environment by behaving in a disciplined way and by discouraging offensive behaviour of others. The Code ensures fairness and consistency in all matters relating to conduct at work place and promotes a culture of quality & excellence.

### PURPOSE OF THE CODE

The Code of Professional Conduct applies to all stakeholders.

Its purpose is manifold:

1. It serves as a guiding compass to all. To steer an ethical and respectful course through one's career and to uphold the honour and dignity of the profession.
2. It may be used by the education community and the wider public to inform their understanding and expectations of the architectural teaching profession in India.
3. It has an important moral standing and may be used by the institution as a reference point in exercising its functions and executing other duties.
4. It safeguards the interests of the students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
5. It ensures the elimination of discrimination against or harassment of any student in all forms in higher educational institutions by prohibiting it and by providing preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment.
6. To promote equality among students of all sections of the society.



## CODE OF CONDUCT FOR ADMINISTRATOR

The Administrator i.e., the Principal of a college has different roles to play. He, as the Head of institution is solely responsible for addressing, attending and resolving all issues concerned with the stakeholders of education. As an academic and administrative Head of the Institution the Principal is liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the Government resolutions made in this context. The Principal shall adopt and abide by the following code of conduct:

### **Administrative:**

1. To uphold the ethos of inclusiveness in terms of imparting education in the institution.
2. To maintain discipline in the college, he can use his authority to take all the necessary actions as per the direction of the regulatory authority in an impartial and transparent manner.
3. To act as a bridge between the staff and the management of the institute for the betterment of all the stakeholders.
4. To administer and supervise the smooth conduct of curricular, co-curricular/extracurricular or extra-mural, student's welfare activities of the college and maintenance of records of their achievements.
5. To create an environment conducive to research oriented academic gatherings so as to promote research and development activities in the institution.
6. Observance of the Acts, Statutes, Ordinances, Regulations, Rules and other Orders issued thereof by the University authorities, regulatory bodies and management from time to time.
7. To maintain self-assessment reports of teachers and their service books.
8. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
9. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
10. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
11. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
12. Monitoring all the liaison activities with governmental, corporate and other academic bodies / institutions.
13. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
14. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
15. Developing a strong industry support interface and getting the industrialists and entrepreneurson board.
16. Developing a system driven road map for the institution and working for realizing this vision in close association with the top management.



## **Leadership**

1. To give equal treatment to all the stakeholders in the College so that there is no discrimination in any of the practices undertaken on the campus.
2. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
3. To create and maintain an unbiased gender-free atmosphere on the campus of the College so that all the stakeholders enjoy equal opportunities.
4. To maintain required alertness among all the stakeholders of the College against the sexual harassment of the employee.
5. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College.
6. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure the all-round development of the students and the institution.
7. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
8. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
9. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
10. Focusing on building an image, ranking and standing of the institution on national as well as international level or in terms of a particular strength of a department/s.
11. Developing the working and learning culture in the institution.
12. Developing the necessary ICT enabled infrastructure most importantly the library, laboratories, classrooms etc.

## **OFFICE-BEARERS**

A member of the teaching faculty who holds a position of authority or responsibility in the institution for the smooth conduct of academic activities, in addition to regular teaching work, is an office -bearer. The code of conduct for all office bearers of the institution are as under:

### **Discipline**

1. Office-bearers need to discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and the office they are holding.
2. By initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
3. Office-bearers of the College shall conduct themselves with dignity and responsibility.
4. Office-Bearers of the college shall cooperate fully with the Principal and the staff of the college in promoting ethical, intellectual and cultural activities among students.
5. Office bearers should adhere to the conditions of their appointment/contract. They should give and expect due notice before a change of position is made.
6. Office-bearers are expected to present themselves in a professional manner including appropriate dress and personal appearance in keeping with the nature of the work they perform and the public image of the College they represent.



7. The college expects all College Community members to foster an environment that reflects the College's values of respect to enhance every experience for the greater good, as well as the value of excellence to drive quality through accountability.
8. Office-bearers are expected to promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.
9. Office-bearers should refrain from undertaking any other employment and commitment including material favours, private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

#### **Administrative**

1. Office-bearers are expected to act in a professional manner which includes meeting obligations, being truthful, sincere and cooperative with college administration, maintaining integrity in their work and civility in their conduct and communications.
2. Office-bearers are expected to contribute to a healthy and safe workplace by complying with all safety legislation and/or policies and by taking all reasonable precautions to ensure their own safety and that of others.
3. Office-Bearers shall not invite any outside influence not connected with the college for meetings and functions except with the specific approval and consent of the Principal, will not in any way be connected with any political party or organisation that engages in any political activity.

#### **Conflict of Interest:**

1. Office-bearers are to act with transparency and impartiality to make sound unbiased decisions in order to avoid any perception of conflict of interest. This would include ensuring that they do not benefit personally or professionally from any decision made within the context of their job, or allow outside interests to conflict with the employee's position at the College.
2. Office-bearers are expected to ensure that their conduct does not jeopardize the good order and proper functioning of college operations and that they do not use college property for anything other than legitimate college business, in accordance with policies pertaining to Conflict of Interest. Breaches of college policies, including the Code of Conduct, may result in disciplinary action.



## **CODE OF CONDUCT FOR TEACHING STAFF**

We expect the highest standards of social and ethical conduct, and believe all our staff deserves a fair workplace, and treatment with the utmost dignity and respect. Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. 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/her perceptions and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

### **Standards of Teaching, Knowledge, Skill, Competence and Conduct**

The role of the teacher is to educate. The following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct as set out in this code. On behalf of the teaching profession, the institute sets out the following standards that apply to all registered teachers regardless of their position.

#### **Teaching:**

1. Teachers should make sure that teaching plan is prepared at the starting of the semester and its execution is observed.
2. Teachers have to play role of mentor with assigned mentee.
3. To not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the student not only academically brilliant, but a confident, competent and fully developed personality.
4. Every teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
5. Every teacher in the service of the college shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
6. Every teacher should seek to make professional growth continuous through study and research.
7. Teachers should express their opinion judiciously by participation at professional meetings, seminars and conferences etc., towards the contribution of knowledge.
8. Teachers should actively expand the academic horizon by attaining membership of professional organisations and continuously strive to improve educational and professional competencies.
9. Teachers should perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
10. Teachers should discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
11. Teachers should participate in extension, co-curricular and extra-curricular activities, including the community service.
12. Teachers should inculcate among students a scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
13. Teachers should try to 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.



14. Teachers should recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
15. Teachers should work to improve education in the community and strengthen the community's moral and intellectual life.

#### **Administrative:**

1. A teacher should respect the privacy of others and the confidentiality of information gained in the course of teaching, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
2. A teacher should avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.
3. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
4. The teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Principal in writing for any particular fund-raising programme.
5. Every teacher should abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
6. Every teacher should co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
7. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
8. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.
9. Give and expect due notice before a charge of position is made.

#### **Discipline/Ethics**

1. Every teacher should be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success.
2. Every teacher should acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development.
3. Every teacher should seek to develop positive relationships with pupils/students, colleagues, parents, college management and others in the college community, that are characterized by professional integrity and judgment.
4. Every teacher should ensure that any communication with pupils/ students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
5. Every teacher should represent themselves, their professional status, qualifications and experience honestly and with integrity.
6. The teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
7. The teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.



8. Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
9. No teacher shall absent himself/herself from duties at any time without prior permission until unless in case of emergency.
10. No teacher shall incite, provoke or instigate any student or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher should 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.
13. Every teacher should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
14. Teachers should refrain from inciting students against other students, colleagues, management or administration.
15. Teachers should take part in activities which are conducive to the welfare of the society and the country as a whole.
16. Teachers should aid students and colleagues develop an understanding of national heritage and national goals.
17. Every teacher should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, caste, age, physical characteristics, disability, race, ethnicity, and political characteristics, socio-economic status, and any further grounds as may be referred in equality legislation of the Indian Constitution.



## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

Non-Teaching staff members are a vital part of our organization. They are instrumental for the smooth functioning of our college. A member of the non-Teaching staff is one who holds a position in any one of the following categories; ministerial staff, laboratory technician, library staff, peons, daftries, chowkidars, groundsman and attendants, etc

1. Each staff member employed in the college shall discharge his/her duties efficiently and diligently whilst conforming to the rules and regulations.
2. The staff shall perform and discharge their duties with the highest degree of professionalism and dedication. Further, the staff shall maintain high ethical standards.
3. The staff shall not be absent from their duties without the prior permission of the authorities.
4. The staff shall be punctual, co-operative, amicable, tolerant and enthusiastic towards their respective duties.
5. The staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth functioning of the Institution.
6. The staff shall extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
7. Staff shall maintain an impeccable standard of integrity in all their professional relationships.
8. The supporting staff shall strive hard to improve their technical and non-technical skills related to their jobs.
9. The staff shall not involve themselves, either directly or indirectly, in any form of business or external assignments during their service. Further, they shall not use their position in the college for private advantage or gain.
10. The staff shall maintain accountability and transparency.
11. The staff shall not discriminate against any student based on the caste, creed, language, place of origin or social and cultural background.
12. The staff shall use dignified and official language in the college campus.
13. The supporting staff shall extend full support to their respective departments for the development of the labs and for the maintenance of computers/instruments/equipment.
14. The staff shall not cause any damage to the properties of the Institution and shall show concern towards its upkeep and welfare.
15. The staff shall refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices of the college.
16. During the period of employment in this office, if an employee wants to apply for the post elsewhere, he/she must get his/her application forwarded by the Principal. Keeping in view, the Right to Education, the employee is free to enhance his/her education for which the institute / the competent authority will have to give no objection certificate to any staff.



## CODE OF CONDUCT FOR STUDENTS

The students are expected to conduct themselves responsibly, exhibiting impeccable behaviour ascribed for proper academic environment on the college campus. Students must abide by the instructions issued by the college and adhere to the rules of the college. The code of conduct for the students is made available through the college website and the college prospectus. Once enrolled in the college, students must comply with the college rules and regulations and should behave in a way that highlights the college discipline and esteem.

1. Students must carry their college Identity Card all the time when on the college campus and present it for inspection on demand.
2. Ragging is strictly prohibited on the college campus. Anyone found guilty of ragging is liable to be punished as per the directive of the UGC and the Govt. of India. Any incidence of ragging will be severely dealt with and strict action will be taken against the offenders. The case may be reported to the local police authorities.
3. Students should wear decent attire avoiding any type of vulgar/indecent outfits.
4. Students must be punctual for the classes and functions and must not cause disturbance/distraction during the session.
5. No student without the permission of the teacher concerned shall enter or leave the classroom while the session is on.
6. Students should switch off their mobile phones while in the classroom, laboratory and library etc.
7. Students must not record any audio/video of the content of any class whatsoever.
8. In classrooms, food and beverages are not allowed. The consumption of food is permitted in the areas specified for the purpose.
9. Students found guilty of any theft/stealing on the college campus will be liable for strict punishment. The case may be referred to special committee constituted for the purpose or may be reported to the police authorities.
10. Students are expected to spend their free time in the library. They should not loiter around idly on the campus or crowd along the corridors.
11. Smoking, consumption of alcohol or any intoxicant is strictly prohibited on the college campus. Entering the premises of the college after consumption of alcohol/drugs is strictly forbidden. Strict action will be taken against the offenders.
12. Adequate cleanliness and hygiene must be maintained on the college campus. No littering, spitting, defacing of the college property is allowed on the campus.
13. Students are expected to take good care of the property of the college and assist the authorities of the institution in keeping the premises clean and proper. Damaging property in the college, for example disfiguring walls, doors, misuse of fittings or furniture breaking, misuse of A.C., electrical appliances etc. is a violation of discipline and the culprit will be duly punished.
14. Students must park their two wheelers at the designated parking area.
15. Students must make it a point to keep themselves informed about the latest notices displayed on the notice boards, website and through emails. Ignorance of these shall not be accepted as an excuse for non-compliance.
16. Students are encouraged to make maximum use of the academic, co-curricular and extracurricular facilities and opportunities. This would help in the overall development of their personality.
17. Students are not allowed to organise any meeting/rallies on college campus without prior permission of the college authorities.
18. Students are not allowed to directly represent the institution to the media (press, television, social media etc.) including making of public statements, speeches etc. without prior permission.



19. College does not support the students to join any specific religious, political, communal organisation. The promotion of any kind of anti-social, anti-national, criminal activities is strictly prohibited on the campus.
20. Students are expected to observe proper decorum at the functions organized in the college.
21. Students should not participate in any form of harassment that is described as serious and objectionable under the Indian constitution.
22. Students must not ignore the instructions issued by the college administration from time to time.

Students are expected to uphold the highest level of discipline and dignified conduct on the college campus and otherwise, and the responsibility of familiarizing themselves with all college guidelines affecting them rests with them. In case of non-compliance of the rules, the case may be referred to a special committee constituted for the purpose or may be reported to the police authorities as the case may be. The defaulters/offenders will be liable for punishment including explanation, warning, fine, suspension, rustication etc. However, students will be allowed to present their case in form of an appeal made to the college Principal/Dean Students' Welfare (DSW).



### **CODE OF CONDUCT FOR RESEARCH SCHOLARS**

1. Research scholars should adhere to all instructions, rules and regulations of the college.
2. Research scholars should be thorough, disciplined and systematic in conducting research.
3. Research scholars should carefully prepare and implement research protocols following safety procedures.
4. Data collection should be reliable with appropriate storage and retrieval.
5. Research scholars should diligently preserve reliable records of research work.
6. A Research scholar needs to clear ownership of data and accountability.
7. Research scholars should refrain from any kind of research misconduct such as data fabrication, data falsification and misinterpretation etc.
8. While using another author's text, data, methods, ideas, results or formulations, that author's work should be properly acknowledged.
9. All intellectual property, irrespective of format, should be appropriately credited to the original owner.
10. A research scholar should submit previously published results with proper attribution and should not submit same manuscript to multiple journals simultaneously.
11. A research scholar should cite his/her own previous research as if he/she cites other author's work. Neglecting this is considered as an act of self-plagiarism.
12. Research scholars should aim to publish their own research work in UGC listed high impact factor National/International journals.
13. Research scholars should not submit their manuscripts in predatory journals.
14. Research scholars should not cite references of predatory journals in their own work.
15. Research scholars should update themselves with latest UGC guidelines/regulations issued from time to time.
16. As research scholars are an integral part of Research Centres approved by Panjab University, so all the rules & regulations issued by the University are applicable on them.



## CODE OF CONDUCT FOR HOSTEL STUDENTS

It is a policy of the administration of the college to encourage the resident scholars to plan and administer their activities in a proper democratic set up. For this purpose, a separate hostel students' committee is set up in each hostel, comprising of The Chief Warden (acts as the Chairperson to preside over the meetings of the hostel students' committee), Deputy Chief Warden/Warden & nominated members. The functions of the committee are:

To make suggestions to the hostel authorities in all matters pertaining to hostel life.

To infuse community spirit among the resident scholars.

To assist in the maintenance of proper discipline.

To regulate the proper conduct of the cultural activities in the hostel.

To provide an atmosphere of security and friendship.

To encourage self-reliance and leadership among the resident scholars.

### HOSTEL DISCIPLINE:

1. The congenial atmosphere of the entire campus of the hostel is conducive to the establishment of a true academic community with full opportunity for social, cultural and intellectual development.
2. The College expects its resident scholars to observe the code of conduct laid down for college students and inculcate in them the habit of self-discipline during their stay in the hostel. They are expected to become disciplined and useful citizens.
3. Necessary assistance is given to the individual student to adjust himself/herself effectively to all the aspects of college and community living. He/she is made to learn how to lead a group-life in the hostel so that he/she has a feeling of belongingness and sharing as in a family.
4. Hostel residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
5. Campus is ragging free with zero tolerance towards Ragging.
6. Possession of identification card duly signed and issued by the Hostel authorities is mandatory.
7. All valuable items such as laptop, mobile phones, etc. should be kept under lock (preferably a branded one) and boarders should lock the room even when they move out for a short duration.
8. The hostel authorities will not be responsible for any loss/damage of private property such as cash/mobile phone/scooter/jewelry and other valuables.
9. Residents are allowed to join coaching class(es), appear for competitive exams or for going on college trip. For this they must inform and take prior written permission at least 24 hours prior from hostel authorities.
10. Every room is provided with internet connectivity, unauthorized access to internet will lead to seizure of their computer/laptops.
11. Residents must protect the hostel property including the materials of gymnasium, water purifiers, computer equipment and T.V. etc.
12. Celebration of birthday parties, bursting crackers and holding any meetings in the hostel room or anywhere in the hostel premises is strictly prohibited.
13. Writing any slogans or obscene drawings, on the hostel walls and rooms is strictly prohibited.
14. In case of health issues, quarrel among students, theft etc., the students should report immediately to Hostel authorities.
15. Smoking, consumption or storage or supply of liquor or any kind of intoxicant or drugs of abuse, is strictly prohibited.



16. Only two wheelers are allowed and permitted to be parked in the parking area only, with prior permission of hostel authorities. Visitors or outsiders' vehicles are not allowed inside the hostel.
17. Daily attendance will be taken in the hostel during assembly time in evening. Strict disciplinary action will be taken in case of absence of the student without prior permission.
18. Any kind of commercial or other activity shall be strictly prohibited in the hostel.
19. Any kind of damage to hostel property by hostel residents will be treated as serious offence.
20. Residents should be properly dressed while going to the common room, dining hall and hostel office. All rooms including almirahs and belongings are open to inspection by the hostel authorities at any time.
21. Cooking in the hostel rooms is strictly prohibited.
22. The hostel students shall not interfere and misbehave with hostel committee members, security personnel, and the staff employed at hostel for maintenance.
23. The Hostel authorities reserve the right to change any rule from time to time and keeping the students informed through notices displayed on the notice boards.



## CODE OF CONDUCT FOR GOVERNING BODY

The College Society shall constitute a Managing Committee from among its members and vest it with powers and rights to manage and control its funds, property and affairs. It will be appointed for a term of four years and will therefore be responsible to the Society in the exercise of its functions and powers.

The body of persons who are entrusted with the management of an institution under Article II (a) or (e) of the constitution will comprise its Governing Body, and shall exercise its powers and functions under the supervision, direction and control of the Society/Managing Committee, which to all intents and purposes will be its Supremo-de-Jure. The Governing Body, comprising of 15 members, is constituted by the Managing Committee of the Society, in accordance with the Rules and Regulations of University/Board with which it is affiliated and the President of the Society shall be its Ex-Officio President of the Governing Body.

1. The Governing Body shall exercise its powers, duties under the supervision, direction and control of the Managing Committee of the Society and shall scrupulously observe the Guidelines and Instructions.
2. It will strive to raise funds and collect donations and endowment funds for the growth and expansion of the institution.
3. It will ensure that the Institution maintains the necessary strength of teaching and non-teaching staff as per rules and regulations of Society/Managing Committee.
4. It will ensure the timely payment of salaries to the teaching and non-teaching staff of the institution.
5. It will ensure that the institution is suitably provided with necessary furniture, science equipment, library books and journals and facilities for games and sports and other requisites like computers and internet, etc.
6. To recommend annual increments and other admissible allowances to its teaching and non-teaching staff, to the Managing Committee of the Society for approval.
7. To recommend disciplinary action to the Managing Committee of the Society against teaching and non-teaching staff.
8. To consider and examine the Annual Budget of its institution and to recommend it to the Managing Committee of the Society.
9. To sanction all such expenditure as is covered by relevant delegation of powers by the Managing Committee of the Society.
10. To constitute (subject to the approval of the Managing Committee of the Society) a Sub-Committee for the Management of its branches, if any.
11. To undertake the responsibility of meeting the deficit of its institution, if any.
12. No member of the Governing Body of the Institution shall be entitled to participate in any meeting, where his personal conduct is being discussed.

The Society shall have the powers to repeal, revise and amend the Rules & Regulations for the Society and Governing Bodies of its institutions to make new ones, provided such rules and regulations do not contradict any of the aims and objectives as set forth in the Memorandum of Association of the Society.

  
Principal

Place: Chandigarh



## Important Links

### Panjab University

<https://puchd.ac.in/>

<https://puchd.ac.in/important-documents.php>

### College Development council

<http://dcdc.puchd.ac.in/affiliateColleges.aspx>

### Research

<https://puchd.ac.in/includes/documents/pu-research-policy-2015.pdf>

<https://puchd.ac.in/includes/documents/pu-plagiarism-policy-2015.pdf>

<https://rdc.puchd.ac.in/includes/noticeboard/2022/20220321114157-phd-handbook-2021-22.pdf?202214063140>

### Students

<https://puchd.ac.in/syllabus.php>

<https://exams.puchd.ac.in/datesheet.php>

<https://results.puexam.in/>

<https://ugexam.puexam.in/>

<http://pgexam.puchd.ac.in/>

### College

<http://ggdsd.ac.in/>

<https://libraryggdsd.blogspot.com/p/question-papers.html>



**CONDUCT IN  
LABORATORIES**

**GOSWAMI GANESH DUTTA  
SANATAN DHARMA COLLEGE  
SECTOR 32 C, CHANDIGARH**

**Dr. Ajay Sharma  
Principal**



## CONDUCT FOR LABORATORIES AT GOSWAMI GANESH DUTTA SANATAN DHARMA COLLEGE, Sector 32-C, CHANDIGARH

### GENERAL GUIDELINES

#### **Students are not allowed to work in laboratory without an instructor**

- ❖ Installation of fire fighting equipment in laboratories is a must.
- ❖ Presence of first aid box is a must.
- ❖ Maintain log books for all equipment.
- ❖ Students are not allowed to enter without lab coats.
- ❖ Only students registered for the class are allowed in the laboratory.
- ❖ Use of cell phones in the laboratory is strictly prohibited.
- ❖ Do not eat or drink in the laboratory
- ❖ Any kind of laboratory inappropriate behaviour by students is strictly prohibited.
- ❖ Wait for instructions by the instructor before handling equipment and supplies
- ❖ Wear clothes and attire that provide protection from hazardous substances.
- ❖ Footwear should be sensible and lab-appropriate.
- ❖ Use personal protective equipment such as gloves and laboratory coats.
- ❖ Do not taste or smell any chemicals or substances on your own.
- ❖ Follow laboratory procedures carefully and accurately under the guidance of an instructor only.
- ❖ Double check the chemical names and identities of chemicals prior to use.
- ❖ Do not handle broken glass apparatus with bare hands.
- ❖ Use laboratory fume hoods for all the chemicals that release fumes, gases, or volatile vapours.
- ❖ Do not dispose off any chemical in the sink without approval from the instructor.
- ❖ Do not use burner flames near flammable liquids like acetone, ethyl alcohol, etc.
- ❖ Never fill pipettes with mouth suction. Always use suction bulbs or pumps.
- ❖ Do not force glass tubing into rubber stoppers. Use glycerine as a lubricant.
- ❖ Use appropriate waste containers/bins to dispose off chemical/consumable.
- ❖ Switch off electronic, electrical equipment, lights and fans when not in use.
- ❖ Check the taps before leaving the laboratory.
- ❖ Clean the work area and wash hands thoroughly before leaving the laboratory.
- ❖ Report all injuries to the instructor.
- ❖ Contact the medical room immediately in case of mishap.
- ❖ Restrict yourself to the assigned lab bench and do not leave your seat at free will.
- ❖ Do not operate lab equipment without permission.



### **SOPs Specific to all Biological Science Laboratories**

- ❖ Handle the microscopes with utmost care.
- ❖ Never tilt a microscope.
- ❖ Do not wipe microscope lenses with ethanol or acetone directly.
- ❖ While studying microscopic preparations, do not disturb the slide once fixed under microscope.
- ❖ While performing dissections, discard all waste in specific bins. Don't drop anything on table's top or on floor.
- ❖ Autoclave the used media before discarding.
- ❖ Take all safety precautions while handling any kind of body fluids (saliva, blood, urine, faeces, vomit) that can be potentially infected with a harmful pathogen.
- ❖ In case of any kind of medical condition (allergies or respiratory problems, etc.) check with your physician before working in lab.

### **SOPs Specific to all Chemical Science Laboratories**

- ❖ Do not pour chemicals down the drain without permission.
- ❖ Splash with running water in case chemical falls on skin.
- ❖ Do not leave a hot plate or flame unattended.
- ❖ Do not point a test tube or reaction vessel towards another person.
- ❖ Never mix or heat chemicals unless you are directed to do so.
- ❖ When mixing concentrated acids and water, always pour acids into water slowly and constant stirring.
- ❖ Make students aware of Safety Data Sheets (SDSs) that should contain critical information about hazardous chemicals.

### **SOPs Specific to all Physical Science Laboratories**

- ❖ Be careful when working with apparatus that may be hot.
- ❖ Be careful of bare wires.
- ❖ When using batteries, always inspect them first for cracks, leaking, etc.
- ❖ Know where the master switch is for electricity in the laboratory in case of an emergency.
- ❖ In case of an electrical shock, shut off the power button. Use a meter stick, belt or other non-conducting material to pull the person away from the electrical source.
- ❖ Do not pour water in case of electrical shock/leakage.
- ❖ Place power cords away from the walk way to avoid tripping by people.
- ❖ Before connecting or disconnecting any high voltage cable, make sure that the high voltage power supply is in the STANDBY mode.



### **SOPs Specific to all Multimedia laboratories**

- ❖ Save all unfinished work to a cloud drive/ or Google cloud or on email.
- ❖ All computers, monitors, projectors, printers, scanners, etc. should be powered down before leaving the lab.
- ❖ Do not change computer settings or backgrounds.
- ❖ Avoid stepping on electrical wires or any other computer cables.
- ❖ Do not insert metal objects such as clips, pins and needles into the computer casings.
- ❖ Do not remove anything from the computer laboratory without permission.
- ❖ Take permission before printing.

### **SOPs Specific to the Couture Workspace**

- ❖ Handle sewing machines and electric equipment with safety and precaution.
- ❖ Turn off electric sewing machines and other equipment after use.
- ❖ Use personal sewing kits, cutting and marking equipment only. No sharing is allowed.
- ❖ Don't block mannequins with unfinished projects pinned on them.
- ❖ Cover tables with old newspapers before using painting colours.
- ❖ Instructions for computers are same as provided for computer laboratory.

### **SOPs Specific to all Behavioural Science Laboratory**

- ❖ All students can use/issue instruments/psychological test as per the rule of laboratory.
- ❖ All students are required to make an entry in the Log register every time prior to using the Apparatus and Psychological instruments.
- ❖ While using the 'paper pencil test' please do not put any mark on the booklets.
- ❖ Equipment in the Psychology Lab may not be removed, modified, relocated or disassembled without permission of the Psychology Laboratory In-charge.

### **SOPs Specific to all Body Mechanics Workspace**

- ❖ Take proper care of the playground and do not litter it.
- ❖ The water source in the playground is not fit for drinking.
- ❖ Do not walk, run or play on the playfield when it is wet as you may injure yourself or damage the ground.
- ❖ Do not use sharp-edged objects like bricks on the cricket pitches or the net cages.
- ❖ Do not lean against the cricket net cage and maintain a minimum distance of 2 feet from the cricket net cage.
- ❖ Handle the playfield equipment especially the metallic ones during the summertime. They may get dangerously hot.
- ❖ In case of an injury, immediately inform the teacher in-charge.



### **SOPs Specific to Melody workspace**

- ❖ Students are advised to come in a proper attire as you have to sit on the floor arrangement in music room.
- ❖ Please remove your shoes before entering the music room.
- ❖ Instruments are very delicate so pick them very carefully.
- ❖ After the class is over, keep the instruments back on their designated place.
- ❖ While entering into the music room make sure that you have your own “Mizrab”.
- ❖ Hands should be dry while playing an instrument.
- ❖ No instrument can be taken out of the music room without permission.
- ❖ Do not scratch anything on instruments.

### **SOPs Specific to Hostellers**

- ❖ Electrical and appliances such as fan, cooler, computer etc. in the room should be switched off while moving out of the hostel room.
- ❖ The use of electrical appliances such as immersion heaters, electric stove/ heaters/electric irons are not allowed.
- ❖ Boarders are warned against tampering with the electric installations. For all electric repairs, the Warden of the hostel should be requested through the requisite form.
- ❖ Use of radio or sound system or tape recorder is strictly prohibited in the hostel rooms.
- ❖ A menu/diet-table for the kitchen shall be prepared in the beginning of the term in consultation with students committee in conformity with terms of the contract.
- ❖ No outsider would be served meals from the hostel kitchen without the prior written permission of the Principal or Warden.
- ❖ Students are required to observe the mess timings religiously. They will be denied entry and food beyond the prescribed timings.
- ❖ All residents shall have meals in the hostel's dining hall. They are not allowed to take food or mess utensils to their rooms.
- ❖ Every boarder will be responsible for the safety of the furniture given to him/her. Furniture is not to be shifted from one room to another in any case. Every boarder must see that no damage is done to the hostel furniture provided to him/her.
- ❖ Parents/Local Guardians/Visitors have to ensure compliance with the rules and regulations for the hostellers.



## **SOPs for College Library**

### **General Guidelines**

- ❖ Maintain silence inside the library.
- ❖ Use of mobile phones in the library is strictly prohibited.
- ❖ No personal belongings are allowed inside the Library.
- ❖ Enter your names and sign in the register kept at the entrance before entering the library.
- ❖ Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- ❖ The librarian may recall any book from member at any time and the member shall return the same immediately.
- ❖ Library membership is non-transferable.
- ❖ Staff/Students are allowed to the library only on the production of their valid Identity–Cards.
- ❖ A misplaced book is temporarily lost. To avoid misplacement; books taken from the open shelves should be left on the nearest table.
- ❖ Users are not allowed to carry eatables/drinks inside the Library premises.
- ❖ The library shall not be responsible for any loss or damage of the personal belongings of the users.

### **Guidelines for Circulation Section**

- ❖ Books will be issued on the presentation of Identity card.
- ❖ Books can be retained for a specified period.
- ❖ Never write on books or tear pages out of them.
- ❖ Reference books can be issued and kept overnight.
- ❖ Staff/Students are instructed to check the books while borrowing and they will be responsible for any type of damage.
- ❖ Staff/Students are responsible for books issued against their names.
- ❖ Each student shall obtain 'No Dues Certificate' from the library after returning all the books issued and after paying outstanding dues, if any.
- ❖ To facilitate self-service, the college library uses the Radio Frequency Identification Technology, a state-of-the-art automatic identification system, however in case any assistance is required, the student may contact the library staff.



### **Guidelines for Using Centralised Research Facility cum Digital library**

- ❖ Computer in the library should be used for academic purposes only.
- ❖ Online chatting, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- ❖ Playing games on computers/mobiles is completely prohibited in the Library.
- ❖ Changing the settings of computers kept in the Library is not permitted.
- ❖ Staff/Students should not unplug computer cables, network cables, and other peripherals in the library.

*Ajay Sharma*

Principal

**Place: Chandigarh**



## Important Links

### Panjab University

<https://puchd.ac.in/>

<https://puchd.ac.in/important-documents.php>

### College Development council

<http://dcdc.puchd.ac.in/affiliateColleges.aspx>

### Research

<https://puchd.ac.in/includes/documents/pu-research-policy-2015.pdf>

<https://puchd.ac.in/includes/documents/pu-plagiarism-policy-2015.pdf>

<https://rdc.puchd.ac.in/includes/noticeboard/2022/20220321114157-phd-handbook-2021-22.pdf?202214063140>

### Students

<https://puchd.ac.in/syllabus.php>

<https://exams.puchd.ac.in/datesheet.php>

<https://results.puexam.in/>

<https://ugexam.puexam.in/>

<http://pgexam.puchd.ac.in/>

### College

<http://ggdsd.ac.in/>

<https://libraryggdsd.blogspot.com/p/question-papers.html>