



Shree Atam Vallabh Jain College, Ludhiana

Co-educational Commerce College
(Affiliated to Panjab University, Chandigarh)

CODE OF CONDUCT

FOR VISITORS

FOR STUDENTS

FOR TEACHERS

FOR PRINCIPAL

FOR NON-TEACHING STAFF

CODE OF CONDUCT FOR VISITORS

1. Visitors entering into the college are required to provide their identity details and describe the purpose of visit at the entry gate in order to ensure security and know the identity of the individual.
2. Visitors are required to stay at the college reception until directed by the peon or staff to any particular location.
3. Visitors are required to adhere to the college rules and give due respect to college staff members.
4. Visitors are not allowed to click photographs in the college campus without permission of Principal of the institute.
5. No outsider is allowed to interrupt the teachers during their lectures.
6. Any unauthorized or forceful entry by any individual into the college building is strictly prohibited.
7. Carrying any kind of weapon inside the college campus is strictly prohibited
8. Violation of any of the college rule and regulation by the visitors visiting the college is strictly prohibited.
9. Misuse or destruction to the college property by the visitors is not all allowed.
10. The visitors must abide that smoking, Consuming of alcohol and any kind of drug is strictly prohibited in the campus
11. Any Acts or comments which may hurt religious sentiments of any section of society, inside the college premises are strictly prohibited.
12. Visitors should not exert any kind of undue influence or coercion on any individual inside the college campus.

CODE OF CONDUCT FOR STUDENTS

The students of the college are required to observe the following code of conduct within the college Campus:

In General

1. Ragging is strictly banned in the college.
2. Use of mobile phone is strictly prohibited in the college academic area.
3. Students must bring the identity card which will be frequently checked at the entry gate or inside the college.
4. Students must check the Notice Board of the college daily for any information or guidelines issued by the office.
5. Students must place their vehicles at the prescribed parking area of the college.
6. Students must abide by the rules, regulations and instructions issued by the college from time to time.
7. Students are advised to wear decent dress.
8. Students should endeavor to keep the college environment neat, clean and beautiful by using the dustbins and avoiding littering.
9. Non – vegetarian meals including egg items are strictly prohibited in the college campus.
10. Students are not allowed to bring outsiders in the campus without any formal invitation issued by the college Authorities.
11. The students are expected to observe silence and maintain decorum in the library.
12. Playing of any objectionable game or speculative nature of game like card game is strictly prohibited in the campus.

CODE OF CONDUCT FOR TEACHERS

1. Teachers are required to undertake all co-curricular activities as assigned to them by the Principal in addition to the regular teaching lectures.
2. The teachers shall be paid an extra allowance for the additional work as decided by the management for the extra teaching work assigned to them.
3. The staff members are expected to be present in the institute as per the working hours prescribed to them.
4. Teachers should manage their personal affairs in liaison with the prescribed conduct of the college and maintain the dignity of the profession.
5. Teachers should express their unrestricted and forthright opinion during their participation at professional meetings.
6. Teachers must perform all their duties in regard to teaching, tutorial, practical work with dedication.
7. Teachers must treat all the students in an unbiased and impartial manner.
8. Teachers must abstain themselves from inciting students against other students, colleagues or administration.
9. Teachers must treat other teachers respectfully and provide assistance to each other for professional upliftment.
10. Teachers must always discharge their professional duties and responsibilities sincerely towards academics which includes planning about the course completion and lectures to be delivered in class, conduct of internal exams and maintain the course file in appropriate form.
11. Teachers must cooperate and coordinate with administrative authorities for the advancement of the college taking into consideration the interest and dignity of the institute.
12. Teachers are required to efficiently complete the all tasks assigned to them as per prescribed time period.

13. Teachers must plan and undertake activities on continuous basis for improvement of college in all aspects including academic and co-curricular.
14. Teachers should follow the rules and regulations laid down by the college which includes working hours in the college, updating the leaves availed, submission of documents relating to the computation of tax on their income.
15. Teachers shall not reveal any confidential information of the college to the outsiders.

CODE OF CONDUCT FOR PRINCIPAL

1. Principal must take all the necessary actions as and when required to maintain the discipline and goodwill of the college.
2. The Principal of the institute must ensure that the students, staff both Teaching & Non-teaching are aware about the rules and regulations prescribed by the college and adhere to them.
3. The Principal of the institute must evaluate the academic activities of the college with the assistance of staff in order to ensure better academic performance by the students.
4. The Principal of the institute must devote due attention towards the grievances of students and staff and take remedial actions accordingly as soon as possible.
5. To conduct periodical meetings with the faculty members for proper administration of the college.
6. The Principal must maintain harmonious relationship with the students, staff both teaching & Non-teaching and visitors.
7. The Principal of the college must initiate and implement all the required activities for the welfare of the college and carry forward the vision and mission of the college for academic excellence.
8. The Principal must at all times encourage faculty members to update their knowledge by attending seminars/workshops/conference.
9. The Principal must always strive to ensure that the college progresses in academic achievements as well as extra-curricular activities in comparison to the other colleges of the city.

CODE OF CONDUCT FOR NON TEACHING STAFF

A. LIBRARIAN

1. To perform all the work assigned to them by the Principal
2. To maintain proper record of books, magazines, daily newspapers, journals, syllabus of different classes, Question papers both university and house exams.
3. To maintain proper system for book bank and issuance of books to the students and staff.
4. To be responsible for overall working of the library.
5. To deal politely with students and staff of the college.
6. To maintain discipline and silence in the library.
7. To maintain a record of the books issued and returned by the students and staff.

B. OFFICE SUPERINTENDENT / OFFICE ASSISTANCE/ SUPPORTING STAFF

1. The non-teaching staff members are expected to be in the college at their prescribed working hours.
2. The non-teaching staff members should not involve themselves in activities non conducive to their work during working hours.
3. The non-teaching staff members must discharge his/her duties efficiently and diligently as per the rules and regulations.
4. Non-teaching staff must not be absent from the duty without prior permission of appropriate authority.
5. The non-teaching staff members must perform all the duties, follow all the norms and job details assigned to them by the college with full dedication.
6. The non-teaching staff must readily provide all assistance needed to the faculty for the discharge of his/her duties.
7. The non-teaching staff shall not reveal any confidential information of the college to the outsiders.

Link of Panjab University Calendar

<https://www.puchd.ac.in/includes/documents/vol3/contents.pdf>