

SHAHEED KANSHI RAM

College of Physical Education

Bhagoo Majra, Kharar, Punjab

(Affiliated to Maharaja Bhupinder Singh University, Patiala, Punjab)

HANDBOOK

Code of Conduct



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DISCIPLINE COMMITTEE

Sr.No.	Name	Designation
1.	Dr. Dalbara Singh	Principal
2.	Major Dr. Satpal Kaur	Member
3.	Prof. Neena Rani	Member
4.	Dr.Virender Singh	Member
5.	Prof. Pardeep Singh	Member
6.	Prof. Nusrat	Member
7.	Prof. Parminder Singh	Member

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ABOUT THE COLLEGE

Gifted with agrarian surroundings, modern infrastructure, and quality education Shaheed Kanshi Ram College of Physical Education was established in 1976 in Bhagoo Majra, Distt Mohali, Punjab, India. The philanthropic spirit of the great visionary and founder Comrade Shamsheer Singh Josh mooted the idea of establishment of a nonprofit making SKR Educational Trust, which is named after a great Gaddar Party Martyr Shaheed Pandit Kanshi Ram Ji. He was charged, along with Kartar Singh Sarabha and Vishnu Ganesh Pingle, and executed on 27 March 1915 by the then British ruler. He was one of the three key members in founding the Gaddar Party. He served as the treasurer of the party from its foundation in 1913 to 1914. He was the native of Marauli Kalan, a neighboring village of Bhagoo Majra.

This premier Punjab Government Aided Post Graduate Institute was affiliated with Punjabi University, Patiala till 2018. At present, its affiliation lies with Maharaja Bhupinder Singh sports university, Patiala. The institute is recognized under 2f and 12B clauses of the UGC Act 1956. The institution can take pride in that all the courses are recognized by NCTE. Being a government-aided college, the academic and administrative policies are framed by the government and implemented through the department of higher education of the state.

Initially, the college was started with the Certificate Course in Physical education (C.P.Ed Two Year Course). Then in 1979 college has started Bachelor in Physical Education (Three Years Course). Right from its inception, this college evolved to its lengths and breadths under his missionary zeal and dedication. When the call came from heaven and he left this world for his eternal abode on 28 June 1986; S. Rupinder Singh Josh is carrying his father's mission to groom tomorrow's physical education professionals, with great zest and zeal. Under his visionary, intelligent and dedicated leadership, the institutions thrived with great speed.

In 1991-92, the college has started 3 years Bachelor in Physical Education Course but as per the guidelines of the N.C.T.E., the course was converted into B.P.Ed (4 Years Course). Institute further leaped to start Master in Physical Education (M.P.Ed) during the session 2003-04, then in 2006, the college has started Certificate Course in Yoga.

To enable students to learn additional subjects apart from their main course the institute initiated the Add-on Courses and the University Grant Commission permitted to start Certificate/Diploma/Advanced Diploma in Sports Management and Sports Computer Training in 2008-09. In the session 2010-11, UGC added another feather in the cap of SKRCPE by permitting to start two more add on courses namely, Certificate/Diploma/Advance Diploma Spoken English

and Yoga & Mental Health but due to lack of provision to conduct examinations on the side of parent university, the courses were not continued.

True to the motto “Higher Still Higher”, our educational endeavor took plights to inculcate the spirit of service along with the professional growth of students by providing various opportunities including training on micro and macro teaching techniques, intra, and interpersonal relationships, Information and communication skills (ICT) are provided to the prospective teachers. The institution makes earnest efforts to bring about qualitative development among the prospective teachers as they are motivated to exhibit the best of their knowledge and talent in every program (curricular as well as co-curricular).

The enthusiastic and keen governing body is always ready to provide large amounts of scientific information to the faculty and the students hence, the college has conducted two UGC Sponsored national conferences and two national workshops in the college premises in the year 2008 and 2011 whereas, in 2012 another National Conference was conducted in the college premises under the aegis of Sports Psychology Association of India. Not only this, governing body helps the Punjabi University to conduct Youth Festival, various inter-college tournaments on the college premises. Even the 3 Pb (I) Coy N.C.C, Ropar has conducted CATC camps in which college has not only provided them the accommodation and other requirements but also constructed a small firing range for N.C.C. Cadets is also provided in the campus.

NSS volunteers are the asset of the college who along with NCC cadets conducts various outreach activities.

For grasping the intrinsic necessity of attaching importance to research, we need to appreciate the environment in which we operate. It is a fully equipped college that is functioning in its lush green campus of 20 acres near Chandigarh having a good facility for academic and sports activities. The college infrastructure and facilities are continuously being renovated and new facilities built. The college has a well-qualified and dynamic faculty that regularly upgrades itself to enrich teaching, research, and outreach processes.

It has 400mts. standard track and provision for Gymnastics, Rhythmic Gymnastics, Judo, Sports Aerobatics, Hockey, Korfbal, Netball, Table Tennis, Lawn Tennis Science Lab, Computer Lab, Psychology Lab. Educational Technology Lab are fully equipped with standardized equipment.

The College organizes Intramural/ outreach activities each Saturday to provide opportunities for the organization, participation, and officiating experiences to the students on a House basis. The majority of our students use to remain part of Punjabi University sports teams for the All India Inter-University Championships and became pivotal for fetching the renowned MAKKA trophy.

The college publishes “Parwaaz” magazine. The College has a registered Alumni Association and its activities would be a major contribution to academic growth.

The college has a well-established mechanism for examination and evaluation system. The percentage of students’ progress from UG to PG is gradually increasing. Faculty members of the College personally counsel and encourage the students as Class mentors and facilitate them for progression towards a higher level of education and employment.

IT infrastructure with 100 MBPS internet connectivity through WiFi is available in the administrative block, Staffroom, ICT Cell, and in Principal’s office.

The students are provided with an atmosphere conducive to pursue their studies freely. Separate restrooms for boys and girls are provided on the college campus.

College provides boarding and lodging facility and also a homely environment for both the girls’ and boys’. When the students are within the campus, values like the feeling of oneness, unity in diversity; and understanding multi-cultural elements and secularist spirit through frequent interactions are developed.

Healthy and hygienic food is served in the hostel. alcohol, drugs, and other intoxicants are strictly prohibited.

Evening Prayer is a regular feature of hostel life. For the academic remedial purpose in academics, the college has a mandatory study period from 08 – 10 PM.

For the medical and health care, the civil hospital is 1.5 km away from the college so we shift students immediately to the hospital otherwise college has well equipped first-aid kit.

The team of highly qualified, dedicated, experienced, and specialized faculty is always busy producing professionals through planned academic programs.

The Mentee-mentor system brought faculty members and students together as well as their families with strong sports culture. This maintains our leadership role in the profession.

The local administration would benefit by getting a better infrastructural reputation while the Shaheed Kanshi Ram College of Physical Education would be furthering its objective of dispersing quality training, know-how, and facilities to the grass-root level of society.

This feature will allow for the preparation of National camps; International competitions as the environment camp; instruments for the purpose will be better and up to date so that they can win medals for State/Country.

The drinking water supply is tested periodically for quality checks. Resources such as electricity and water are used economically and care is taken to avoid wastage of these resources. College also has one generator facility to provide a power supply in case of a power cut.

There are established systems and procedures for maintaining and utilizing, physical, academics, and support facilities-library, sports facilities, computers, and classrooms, etc. the institution has designed ways and means to optimally utilize the available infrastructure. The building is two-storied and facilitates the entire infrastructural requirement.

New sports, lab equipment is purchased as and when required. Purchase Committee plans and executes the task. The college has a library committee as well as an Advisory Committee to review the various research proposals, to cater to the needs of the clientele. The Committee held meetings, take decisions regarding upgrading the resources, documents and invited suggestions from the students and teachers for further improvements, if needed.

Reference service to the readers is available throughout the year. Efforts are made to display new arrivals in separate cupboards and later on their subsequent subject areas. Library Books are issued to the readers for fourteen days. Students are encouraged in the classes for making use of library resources for seminars, Projects, and other such activities.

As regards the faculty members of our institution, we have well-qualified adequate numbers of faculty members, including three Ph.D. holders. NET qualified Assistant professors and Eleven faculty members having PhD. and Three Assistant Professors pursuing PhD. research work under different universities of the State.

MOTTO

HIGHER STILL HIGHER

VISION

“To mold students into physically fit, mentally robust and professionally proficient human engineers, who are capable of assuming their rightful place as a leader in the field of physical education, research, sports industry and in the global society of tomorrow”

MISSION

1. To give practical shape to student's special talent with life skills and employability Skills
2. To create and sustain a community of health-conscious physical educationists at various levels, who will be fully equipped to impart instruction in Physical Education and undertake physical activity programs for children and youth.
3. To educate prospective teachers holistically to produce dedicated, competent, and committed human engineers who can satisfy the needs of society and the sports industry in a scientific way.
4. To prepare academically reflective, intellectually sound, culturally sensitive, socially responsive, pedagogically sound, and technology- understanding physical educationists to meet national and global challenges.

5. To pursue conceptual, field-oriented, and need-based studies in teacher education through an experiential environment.
6. To promote physical activities for the overall development of students.
7. To build a research attitude towards building a constructive, dynamic, and healthy society and profession.
8. To inculcate the right values among students while encouraging competitiveness to promote leadership qualities
9. To conduct activities to inculcate a sense of national responsibility, national integration, gender equality, social, moral, spiritual, and scientific outlook
10. To achieve excellence in different areas so as to contribute to the development of the region, nation and produce responsible citizens through value-based education.

By and large, the above mission statements comprehend the core values of NAAC. Hence, SKRCPE has a primary mission to impart quality in higher education and also in defining its distinctive characteristics. The Vision and Mission statements are duly proliferated through the website, display boards, prospectus for generating responsiveness among the various stakeholders and to be valued by the mentors of the college.

AIMS AND OBJECTIVES

We at Shaheed Kanshi Ram College of Physical Education aim at:

- Holistic personality development of the students.
- Encourage a research-oriented approach towards studies.
- Adopt innovative methods of teaching.
- Impart comprehensive education to students to meet the global standards.
- Make our students complete human beings dedicated to serving humanity.
- Bring to the institute the latest technologies so as to meet the challenges in the present society.
- Promote legal and ethical values and foster the 'Rule of Law' and objectives enshrined in the Constitution of India.
- Promote social and national integration.
- Impart high-quality legal education and professional training to its students.
- Enable its students to pursue a career in the field of physical education, sports entrepreneurship, armed forces, corporate houses, and other organizations.

CODE OF ETHICS

Physical Education is transforming science into useful products for human comfort. Ethics in physical education then is the ability as well as the responsibility of a physical educationist to the general wellbeing of the society.

Professionalism is the conduct or qualities that characterize or mark a profession or professional; it implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN GOLDEN RULES:

1. **Always strive for excellence** This is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.
2. **Be trustworthy** In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.
3. **Be accountable** To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and their consequences- good or bad.
4. **Be courteous and respectful** Courteousness is being friendly, polite, and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoids conflicts, and earns respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or inconsiderate action. Continued courteous interactions are required to maintain or increase the original respect gained.
5. **Be honest, open, and transparent** Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed.
6. **Be competent and improve continually** Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills, and behavior used to improve performance. Competency grows through experience and to the extent one is willing to

learn and adapt. Continuous self-development is a prerequisite in offering professional service at all times.

7. **Always be ethical** Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.
8. **Always be honorable and act with integrity** Honourable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.
9. **Be respectful of confidentiality** is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences.
10. **Set good examples** Applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around and below you. You must show and lead by a good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get a job, create wealth, earn a salary), productivity (wealth, profit), safety (in the workplace), health and hygiene (working conditions), privacy (raise a family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work),

environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is in the development and sustaining of a high degree of professionalism.

CORE VALUES OF THE COLLEGE

College engages in a process of self and community reflection that would lead us to recognize and heighten awareness of the core values we and our institution have already practiced and articulated, to seek agreement about those values, and to develop an institutional culture that holds itself accountable to those values. What we practice at SKRCPE:

Integrity means the college will model, both in attitude and in behavior, a strong sense of "doing the right thing for the right reason."

Service means the college will work to meet the learning demands of the individual student through a quality program and a supportive learning environment.

Commitment

- Support the Vision and Mission and of the college.
- Focus on student and stakeholder needs.
- Respond to the changing needs of our communities in a timely manner.
- Create new programs and services to meet identified needs.
- Continuously evaluate and improve programs, services, systems, and policies.
- Utilize a shared decision-making process.

Respect

- Include stakeholders in the decisions that affect them.
- Treat people with dignity and encourage feelings of self-worth.
- Promote trust through professional courtesy and fair treatment.
- Recognize and support employee and student contributions.

Excellence

- Exhibit quality in staffing, facilities, programs, and services.
- Promote continuous improvement.
- Anticipate needs and respond accordingly.
- Encourage creativity, innovation, and risk-taking.
- Utilize systems that promote student and employee success.
- Exceed student and stakeholder expectations.
- Encourage decision-making at the level of implementation.

- Encourage interdepartmental collaboration.
- View setbacks as learning experiences.

Accountability

- Take responsibility for personal and professional growth and development.
- Continuously evaluate and improve our systems and policies.
- Establish and communicate clearly defined and articulated goals and objectives.
- Ensure our work adds value to the College and District.
- Demonstrate fiscal and social responsibility.

Diversity

- Ensure fair and equal access for all.
- Recognize, appreciate, and celebrate the strength of diversity.
- Provide educational experiences that promote a greater appreciation for diversity.
- Implement learning activities that integrate diverse topics in the classroom.
- Seek and consider multiple points of view.

CODE OF CONDUCT FOR FACULTY MEMBERS

The faculty members should:

- Involve themselves in active teaching and research.
- Follow the principle of simple living and high thinking.
- Complete the syllabus in time and address the academic needs of the students
- Contribute to academic activities, knowledge creation, and dissemination by participating in seminars, conferences, symposiums, etc.
- Provide an innovative and quality education to students by performing their duties in the form of teaching, assisting in the admission process, participation in invigilation and evaluation, organizing cultural activities, encouraging and helping students participating in curricular, co-curricular, and extra-curricular activities.
- Be impartial and indiscriminating towards students.
- Interact with the students in a friendly manner and encourage students to improve their attainments and develop their personalities.
- Make themselves available to the students even beyond their class hours and help and guide them without any reward or remuneration.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Help, guide, encourage, and assist students in their learning.

- Be good counselors and facilitators.
- The staff should be punctual and must engage the full lecture and should not leave the class early.
- The staff should encourage students to ask doubts/questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity/originality in the students and should make herself available for doubt clearance.
- They shall maintain a peaceful and cohesive environment for fellow colleagues and students.
- Teachers should show respect towards National Flag, National Anthem, and National Symbols, etc.
- Teachers should exhibit and promote patriotism, nationalism, communal harmony, religious brotherhood, and fellow feeling as enshrined in the Constitution of India.
- Teachers should avoid using Social Networking sites such as Facebook, WhatsApp, etc. during working hours.
- All the faculty members of the college are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to college assets including all kinds of physical assets, movable and immovable property.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- CONTINUOUS ASSESSMENT
 - Once the subject is allotted the staff should prepare lecture wise lesson plan.
 - The Staff should get the lesson plan and course file.
 - The teaching should be carry out as per the ordinance of each type of course prescribed the MBSPSU.

- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should encourage students asking doubts/ questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should interact with the Principal, student and the parents for his/ her about the habitual absentees, slow learner student, objectionable behavior etc.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
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CODE OF CONDUCT FOR NON-TEACHING

- Remain on duty during college hours.
- Maintain honesty, integrity, fairness in the Administration
- Adhere strictly to the laws and regulations of the college.
- Deal properly and positively with staff, students, and the parents.
- Must not be absent from duty without the official approval or approved leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc. during working hours.
- The clerk should maintain the service book of all staff of the Institute.
- The clerk should maintain college-level all document files.
- Peon should report to the college half an hour before college time.
- Peon should maintain the cleanliness of laboratories, classes, and staff rooms.
- Peon should do all the work assign by the Principal and other faculty members.
- Peon should not leave the office until and unless the higher authority permits.

CODE OF CONDUCT FOR STUDENTS

When we talk about discipline and the image of strict school teacher automatically come before eyes that become role model for the whole life of the student. The college has a Discipline committee to monitor adherence to the Code of Conduct. Every prospective teacher must observe and strictly follow the disciplinary rules and regulations of the college.

1. They must follow the academic calendar as per the instructions of the Principal.
2. All students are expected to be dressed properly in accordance with the dress code prescribed in the prospectus
3. The students are expected to be regular in their class work and should conduct themselves in a disciplined manner.
4. Damage to campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. Any act of indiscipline or misbehavior by any student will attract severe punishment.
6. **Attendance**
 - Students must attend a minimum of 75% attendance that is mandatory for the sports activities and theory classes as per Maharaja Bhupinder Singh Sports University, Patiala rules to appear in semester exams.
 - If the student is found irregular in attendance, disciplinary action will be taken.
 - The student coming late shall not be allowed to enter the class.
 - The student must report about the sickness or for duty leave to the class incharge.
 - The student must get sanctioned their duty leaves well before going to participate in the competitions, camps or any other extra curricular activities.
7. **I-Card**
 - Students must carry Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
 - **I-Card** will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt. The student should collect his / her I-Card within 15 days from the date of admission.
 - Identity card should be produced when demanded by the authorized persons of the college.
 - If student has lost library card or I-card, it should be reported immediately to the Principal and the librarian with an application. He/ She must lodge FIR with Police.
8. **EXAMINATION:**

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
 - Any kind of unfair means are strictly prohibited in the examination hall during the examination. If anything especially mobile phones are seized by flying squad of college or MBSPS University, it will not be returned in any circumstance.
 - Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
 - A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators.
 - All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
 - All students should follow the rules of university ordinance No.....
9. **Students are forbidden from using mobile phones during class hours in the classes.**
 10. Students must be attentive, fair, and cooperative to their teachers and peers on various academic and nonacademic activities.
 11. Students must economize on time; our success depends on the right use of time.
 12. Students must value each moment of our life, and use it in a planned way so as to accomplish achievements and distinctions in all walks of life.
 13. Students must be punctual in class.
 14. Students must retain regularity on all occasions is a sign of good citizenship.
 15. Unpunctuality disturbs others and embarrasses the organizers.
 16. Students must be neat and clean in habits.
 17. Disciplined living adds charm to life.
 18. Students must conserve water with the use of buckets.
 19. Students must acquit themselves in such a fashion, both at and away from the college campus, as we fine manners, decent language, and excellent behavior to own credit, as also to our Alma matter.
 20. Students must observe proper decorum in and outside the classroom and at the functions organized by the college or some other society.
 21. Students must also respect their elders, parents, teachers, and even class fellows. Showing due regards to fellow travelers in a train or bus lend dignity to one's personality.
 22. Students must endeavor to keep our environment orderly and beautiful whether at home or at college; it would give us and our companions a sense of elation and happiness.

23. Students must respond to the civic sense and avoid throwing papers, nutshells, fruit skins, and other waste material indiscriminately.
24. Students must rather pick up these if found lying anywhere on the college campus or at a public place and throw them in the nearest waste-box or dust-bin.
25. Students must adhere to all the norms mentioned in the College Prospectus
26. All Educational tours and visits shall be accompanied by the faculty members after obtaining a necessary undertaking from the Parents o / Guardian of the students' and with the written consent of the management
27. Students are expected to take care of the institution's property.
28. Damage to Institute and campus property due to negligence/lack of care including library books would attract punishment and compensation for loss caused.
29. The college premises and buildings shall be kept clean; writing and sticking posters and notices on the building walls are strictly prohibited.
30. Students must follow the rules mentioned in the college prospectus also
31. No student unions, except professional associations, are permitted in the college.
32. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
33. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
34. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
35. **Ragging is a punishable offense, which is strictly prohibited in the college, the violator will be punished according to the rules.**
36. Any form of abusing, harassing, ill-treating, manhandling, bullying, or awarding undignified or unauthorized punishments/ tasks to students by any other student is considered as ragging. Strict disciplinary action will be initiated against the offenders as per the directions of the Honorable Supreme Court of India
37. The college Management Committee, Principal and a staff member will not responsible for any act and conduct of any student outside the college hostel and college campus.
38. Any case of criminal activity or violation of law and order in the College Campus will be subjected to criminal offence and reported to police.
39. All Educational tours or picnics shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents or Guardian of the students' and with the written consent of the management.

40.

MISCELLANEOUS

- All the documents or certificates as prescribed by the University, for the attestation purpose should be attested or notarized, as the case may be, by the competent authority at Kharar, SAS Nagar
- Disputes, if any, shall be subject to the jurisdiction of the Courts of SAS Nagar only

CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

COMMITTEES

- IQAC
- ACADEMICS MONITORING COMMITTEE
- Academic Council
- Core Course Advisory Committee
- Academic Calendar Committee
- Time Table Committee
- Seminar, Workshop and Extension Lecture Committee
- Teaching Practice Committee
- Faculty Development Programme
- Discipline Committee
- College Magazine Committee
- GRIEVANCE REDRESSAL CELL
- Prevention of Harassment of Women at Workplace Committee
- WOMEN GRIEVANCE REDRESSAL CELL
- ANTI RAGGING Cell
- Planning and Review Committee
- Planning & Monitoring Board
- Finance Committee
- Building Committee
- Finance Committee
- Admission Committee

- Prospectus Committee
- Arbitration Committee
- Examination Committee
- CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES
- LIBRARY COMMITTEE
- Alumni Coordination Committee
- Placement and Career Guidance Committee
- Maintenance Committee
- Hostel Committee
- Mess Committee
- IT society
- Campus Cleanliness Check Committee
- Campus Maintenance Committee
- Website Update
- Daily Attendance and Leave Record
- Daily Activities Record
- Hospitality Committee
- Notice Boards Maintenance
- Visitors Book Maintenance
- AISHE Nodal Officer
- Tour Organizers
- Feedback from Students and Analysis
- Societies
 - i. Cultural Society
 - ii. literary society
 - iii. Fine arts society
- Houses

WOMAN EMPOWERMENT CELL

The Women Empowerment Cell has been established in the college for empowering the women and to get aware about her rights among the students, in which declamation contest is being organized from time to time.

CAREER AND EMPLOYMENT GUIDANCE BUREAU

BUDDY PROGRAMME (ANTI DRUG CAMPIAGN)

N.C.C.

2. N.S.S.

3. YOUTH RED CROSS

4. CULTURAL PROGRAMME

6. RIGHT TO SERVICE

7. SWACHTA CLUB

CODE OF CONDUCT TO FUNCTION OF THE COMMITTEES

- He /she are empowered to make adjustments in the routine and to allot teaching assignments and evaluation duties.
- He/she enjoys the privilege of convening committee meetings where the programs for the entire term are decided.
- He/she often takes the lead in planning Teaching practice, seminars, group discussions, brainstorming sessions, workshops, career counseling sessions, remedial measures, intramural, extramural, excursions, and study tours.
- He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students.
- Class in charges plan, prepare college magazine or working paper in consultation with his/her colleagues.
- He/she organizes and conducts the Parent-Teacher meetings online or offline in which the academic progress of the students is communicated to their guardians.
- He/she, in consultation with his/her Principal, oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.
- He/she decides on the nature, pattern, and duration of special and remedial classes for the students of his/her class.
- He/she even takes the initiative, at times to organize alumnae chapters of the college within the larger framework of the Alumnae Association of the college.
- The Head, in consultation with his/her class in charge, enjoys total flexibility in planning and organizing seminars from the UGC sponsored level to that of students' seminars.
- Through the adept handling of their classes, the class in charge-discharge their function as a nodal agent of the academic and administrative processes in the college thereby contributing to the health and vibrancy of the management mechanisms in the college. The above enumeration of features comprising participatory management points conclusively

to the ethics of decentralization which is integral to the institution and informs its functioning at every level.

SAY "NO" TO RAGGING

- As per the Hon'ble Supreme Court judgment in Vishwa Jagriti Mission vs. Central Government and Others (2001) 6SCC.577 and again according to direction of the Hon'ble Supreme Court of India in University of Kerala vs. Council of Principal's, Colleges and Others in Kerala In SLP No. 24295 of 2006 dated 16-05-2007) ragging within or outside any educational institution is strictly prohibited.
- Ragging' means any conduct by any student or students whether by words spoken or written by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause anymore hardship or psychological harm, or to raise fear or apprehension thereof in any fresher or any other student
- The University Grants Commission (UGC), New Delhi has also taken a stern view of the problem of ragging and has also issued the necessary guidelines to curb the menace of ragging.

SAY "NO" TO PLASTIC

In reference to announcement by Department of Local Government, Punjab vide notification No.5/18/2016-41g4/692717/1 dated 18/02/2016 use of plastic is refrained/ avoided in college premises.

- Complete ban imposed on the use of single-use plastics in the institution's premises and hostels, etc.
- Carry out awareness drives and sensitization workshops on the harmful impacts of single use plastics.
- Mandate all students to avoid bringing non-bio-degradable plastic items to the institution.
- Encourage their students to sensitize their respective households about harmful effects of plastics and make their households 'plastic free'.
- Install necessary alternative facilities like water units to avoid the use of plastic water

bottles, and encourage use of alternative solutions like cloth bags, paper bags etc., instead of plastic bottles, bags, covers and other goods on campuses.

GREEN POLICY

“GO GREEN FOR TOMORROW”

College is extending a Plan for Green Audit to determine ways to keep campus pollution free. Few suggestions for the all stakeholders in the campus are :

- Steel and glassware must be used in the canteen and hostel to reduce the plastic waste.
- Conserve water in the campus.
- Print on both side of the paper.
- All the notices and memo for the faculties are given through latest messaging apps like WhatsApp, further communication among the teachers and offices ids done through emails, etc.
- Promote ink pens to prevent accumulation of plastic waste through discarded ball point pens
- Use a shower bucket to avoid shower bathing.
- Reusing water used for washing vegetables/cooking for plants
- Collecting overflowing water from plants.
- Reuse excess drinking water.
- Plant as number of trees and nurture them
- Kitchen waste or any kind of bio degradable must be used for the varmi-compost. This should be used for cultivating lush green grass of the grounds, organic vegetables and other plants
- Use particular garbage bins in campuses to segregate waste into bio degradable, non-bio degradable and hazardous categories
- Avoid banned plastic material: follow Govt. rules in this regard
- Avoid paper and plastic cups and plates in public functions where food is served. Instead,
- Plastic and paper should be cleaned and segregated to be handed over to local vender
- Take food only as per requirement to avoid wastage Food and drinking water should be carried in stainless steel utensils and disposable materials should be avoided
- Use utensils that can be washed and reused.
- Avoid open burning of waste.

- Handover the electrical and electronic waste to college
- Avoid flowers draped in plastic covers and flex items during public functions in campuses and welcome dignitaries with a flower or a book
- Walk, bike and use public transport instead of a car. Students and staffs who are staying in near the college are using bicycle for transportation for reducing both pollution and fuel usage.
- Use Pedestrian Friendly Roads only to keep grounds, courts maintained in the campus.
- Inform maintenance committee whenever is necessary.

ENERGY POLICY

College is extending a Plan for Energy Audit to determine ways to reduce energy consumption per unit of product output or to lower operating costs. Few suggestions for the all stakeholders in the campus are :

- Keep surrounding clean and green
- Use CLF or LED lights
- Use energy saver appliances
- Prefer daylight for use
- Turn off and unplug all appliances while not in use.
- Faculty and students consciously switch off the ceiling fans, lights before leaving the hostel rooms, classrooms and other appliances completely when they are not in use because every plugged-in appliance draws a small amount of power even when turned off.
- Switch off the fans and lights when it is not required.
- Use electronics to minimize the use of papers
- Keep your electronics on a low brightness setting to save energy
- Walk, bike, carpool, or use public transportation as often as possible rather than driving
- Recycle and encourage others to recycle in your office
- Use double-sided printing

WASTE MANAGEMENT POLICY

Any solid waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in Municipal Solid Wastes (Management and

Handling) Rules, 1999, published under the notification of the Government of India in the Ministry of Environment and Forests number S.O. 783(E), dated, the 27th September, 1999 in the Gazette of India, Part II, Section 3, Sub-section(ii).

- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- All the stakeholders must understand the way of waste management, waste avoidance and waste minimization and recycle.
- The waste could either be recycled /reused or disposed of in captive or common treatment, storage and disposed facilities available in the campus.
- Paper waste will be recycled to make paper board and packing material or can be sold to local vender.
- The toxic inks and dyes of the paper will be treated with enzyme technology, which is environmentally benign.
- Dry leaves, straw, kitchen waste can be used for vermi compose that can be used as manure for the plants and the grass used for sports grounds, plants and trees.

RESEARCH POLICY AS AMENDED

on 16/01/2021

A meeting of Research Panel was held on 16/01/2021 to amend the existing research policy of the Institute. The faculty members and researchers were being supported by the Institute in various forms for carrying out research activities according to existing Policy.

To mention a few provision of duty leave, award of appreciation, financial assistance to faculty to attend seminars/conferences, publication in college magazine, organizational support, internal seminars and interactive sessions, Eco-system for innovation and research section in library were there. The amendments are made in the existing policy and following resolutions were passed:-

1. Duty Leave will be sanctioned as usual for participation in Seminars/Conferences and Workshops (Online as well as offline). Maximum 5-7 days leave for attending workshop and maximum 2 days leave for attending Seminars/Conferences will be given once in a year to each faculty member.
2. Researcher associated with the college will be sanctioned seed money for doctoral research/ research project up to Rs. 10,000 as a loan without interest.
3. Faculty member who publishes paper in CARE listed journals/Book or completes project or creates new knowledge or bestowed with best research paper/poster award will be honored with certificate and Award of Appreciation.

4. Appreciation and Awards will be given to researchers of the Institution's research centre after the completion of Ph.D.
5. Financial assistance of Rs. 1000/- will be provided for taking membership of an Educational organization/ attending seminars/ conferences or publication once in a year to each faculty member.
6. Research bulletin as a sub-section will be added in the college magazine. The abstracts of research publications of faculty will be added in this bulletin.
7. Leave for field work will be sanctioned to the faculty members for sponsored research project.
8. Research will be facilitated as earlier by providing in house organizational support like library facilities, wi-fi and technical support etc.
9. Internal seminars and Interactive sessions on research already exist and will be continued further.
10. Eco-system for innovation and creativity already exists and will be strengthened further.
11. Research Section in the library preserves the hard copies of Ph.D and M.P.Ed thesis and will continue to do so.

HOSTEL RULES

Hostel is a safe heaven for our students. The hostel remains a part of the college bound by certain rules and regulation which will facilitate a memorable stay for the residents.

1. There will separate hostel for Boys and Girls. If required, hostel can be get vacated or closed by giving prior information.
2. The Superintendent/Warden will appoint the responsible students for his/her help to solve day to day problems of the hostel and detail of rules of hostel will be displayed over the hostel notice board.
3. Application for hostels will be given by students along with college admission form.
4. The Hostels fees will be deposited along with the college fees. The Detail of expenditure, of mess, should be given to concerned cashier/clerk every month.
5. Only those visitors are allowed to meet their wards who possess authentic Identity Card and whose names fall in visitor's lists supplied to the college by the parents/guardians of the students.
6. Visitors are not allowed to stay overnight at the college premises.

7. The leave application will not be accepted until it is signed by the parents/guardians.
8. If any student violated the rules or created indiscipline or misbehaved, then he/she can be expelled from the hostel and consequently from the college also.
9. No meeting can be held without the prior permission of hostel Superintendent/Warden.
10. The opinion of hostel Superintendent/Warden will be taken at the time of issuing the Character Certificate for those students who resided in the hostel.
11. No student will be allowed to stay outside the hostel.
12. Girls will not be allowed to stay with their local guardians/relatives for a day/half-day while their parents had given the authority to them.
13. The list and Photographs of visitor of girls should be submitted in the college office immediately after the admission. Hostel warden/superintendent may allow Maximum of two guardians (Blood Relation), to meet the girls, with the prior permission of their parents.
14. The principal and hostel Superintendent/Warden any time can check the rooms of students.
15. The visitors can meet their children only on Sundays or on holidays.
16. No guest will be allowed to meet their children during the theory and practical/activities classes.
17. Generally not more than two tubes, one bulb and one fan is allowed in small rooms. However in a big room, Not more than two tubes, one bulb and two fans is allowed..
18. Boarders are not allowed to electric appliances like heater, kettle, iron, immersion rod, induction or hot plate, trimmer rod, heater, AC, cooler etc.
19. However, students with the prior permission of the Principal and after paid installation charges/monthly charges/etc. for the electric/electronic equipment(s) they want to use may be allowed to use such electric equipments. In this regard they will be charged per-student as per-room. Concerned students will be sole responsible for any breakage, maintenance, repair and theft of their own electric/electronic equipments they used.
20. If any locked room found with electric/electronic equipment in running/on condition then the occupants of that room will be fined Rs.25/- per hours per student.
21. If any student causes damage to the college property then same will be charged from such student(s).
22. Student will not be allowed to keep valuables items like gold ornaments or heavy cash in the hostel rooms, in case of theft, the student will be sole responsible for the same.
23. No student will be allowed to have any weapons in the college hostels.
24. No student will not disturb in the work of his roommates by making noise, by singing songs, by whistling, by playing musical instruments, or by any other means.

25. No student will be allowed to keep a car, scooter, motor cycle or any other vehicle in the hostel.
26. The use of any drugs/sedatives/intoxicants/smoking items like alcohol, tobacco, narcotics tablets, tobacco in any form etc. will be strictly prohibited in the hostel.
27. The Students will be bound to abide the orders given by the Principal or the hostel Superintendent/Warden from time to time, which will be helpful in maintaining student discipline.
28. After completion of an academic session all the students will return/deposit all equipments and articles of their rooms/hostel in good condition to the Hostel Superintendent/Warden. In case of any damage found, then same will be recovered from the concerned room occupants or will be deducted from their security amount. If needed, the Character certificates of the concerned students will stop.
29. The Principal will compulsory conduct checking of Boys and girls' hostels once in a month.
30. After completion of an academic session, The counting of all the goods/items of hostel will be done by the concerned hostel Superintendent/Warden.
31. The Principal will publish detailed duties and responsibilities of the Superintendent/Warden of both Hostels. One copy of the same will be displayed on the notice board of the hostels and all hostlers will abide by them.
32. Boarders should be properly dressed while going to common room, dining hall or warden's room, failing which it will be considered an offence and a fine may be imposed as decided by the Warden.
33. No boarder will do any damage to the hostel property and shall be responsible for the safety of the furniture/ other articles given to her. Furniture is not to be removed from one room to another.
34. No boarder shall indulge in any amusement that disturbs others.
35. Boarders cannot hold any kind of meeting without the permission of the Principal.
36. It is compulsory for the boarders to attend all college functions.
37. Any student found indulging in taking intoxicants, drugs and any such banned materials shall be expelled straightway from the hostel. They shall not be given admission in hostel in future.
38. The Warden should be immediately informed by the room-mate if anyone is ill in the room.
39. Before leaving the hostel, every student shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the Chowkidar on duty.
40. The rents of the hostel can be decreased or increased accordingly.
41. Hostel fee once taken won't be refunded.

42. The students are liable to pay the allowances till the time they get in written from Principal to vacate the hostel.
43. In case of non-payment of dues in time or violation of any hostel rule by boarder, the Warden may get his/her room locked or opened for the possession without any liability what so ever.
44. **Ragging is a punishable offense, which is strictly prohibited in the college; the violator will be punished according to the rules.**
45. The students are required to bring the following items along with them for their stay in the hostel after their admission to the college.

Bed Sheet-2, Pillow-1, Pillow Cover-2, Mattress-1, Blanket-1, Mug, Bucket

VISITING HOURS:

April–October

Saturday: 2 PM to 5 PM

Sunday: 9AM to 5 PM

November–March

Saturday: 2 PM to 4PM

Sunday: 9 AM to 5PM

No Roll number for any examination will be issued to the resident student unless he or she produces a “No Objection Certificate” from the hostel, library, sports store, NCC and NSS Units of the college.

In case of emergency after the college hours students may approach the Principal through the hostel Warden.

UNDERTAKING BY THE STUDENTS

- I) I hereby undertake, if admitted to attend lectures (Minimum 75%) and all internal assessment programmes in the College.
- II) I hereby submit to the disciplinary jurisdiction of the authorities of the University/and the authorities of the College, and shall observe and abide by the rules made by them.
- III) I understand that if admitted, my admission will be confirmed only on my production of the Transfer Certificate / Migration Certificate from my previous College or educational institution
- IV) I undertake to take an identity card immediately and carry it with me while in the College Premises and to produce it when demanded by college staff.

- V) I understand that the curriculum and the fee structure and admission rules and criteria for this year, as well as for the upcoming years is likely to be revised from time to time by the MBSPS University, or the State Government or the College and that fees might increase and I undertake to pay the increased fees whenever demanded by the college and to comply with the rules from time to time.
- VI) I am aware that mobile phones or similar electronic instruments are allowed in the hostel only not in the college premises. They have to be switched off and kept in my possession. If such instruments ring or are used during classes or during activities, the instruments are liable to be confiscated by the college authorities, or fine may be imposed by the college,
- VII) I am aware that smoking cigarettes or taking any addictive substance in the College Premises including the canteen, hostel, mess etc. is prohibited and if found doing so, I will be liable for disciplinary action
- VIII) I am also aware that it is my responsibility to keep College Premises clean.
- IX) I promise not to damage college property, if so, I am liable for disciplinary action as well as fine.
- X) I promise not to indulge in any ragging activity (As defined by Hon'ble Supreme Court in its judgments) inside or outside the College
- XI) I promise not to indulge in cyber-crime or post any derogatory comment about the college, teachers or fellow students in social media.
- XII) I promise not to participate in any political, anti-national, anti-social or undesirable activity in or outside the campus.