



Sant Darbara Singh College of Education for Women, Lopon (Moga)

Lopon (Distt. Moga) Pin - 142037

Affiliated to Panjab University, Chandigarh

Code of Conduct for Students

1. It shall be the bounden duty of every student to abide by the rules and regulations of the University, and to conduct himself with discipline and decorum in all places and under all circumstances.
2. Every student shall attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the college.
3. Students shall be clean and decorous in dress, language and behavior.
4. Smoking, use of alcohol and drugs are strictly prohibited in the college premises.
5. When a teacher enters a class room, the students shall rise and remain standing till they are directed to sit or the teacher takes his seat.
6. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
7. Students who may be free during class time shall not loiter on the Veranda or on the premises of the college. During such time they are to be in the Library/Reading room.
8. Every student shall handle college property with care and shall do everything in his power to preserve cleanliness and tidiness of the furniture, building and the premises. Students shall not disfigure the walls, doors, windows, furniture etc.
9. The loss or damage or disfigurement caused to the college articles will be made good by realizing double the loss or damages so incurred from the concerned students or through a collective fine covering all the students.
10. Except in the meeting of the various College Associations, no student shall address any gathering in the college premises without the special permission of the principal.

Code of Conduct for Teaching Staff

- All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members.
- All faculty members must maintain high standards of punctuality, honesty and professional ethics.
- Every faculty members shall discharge his/her duties efficiently & effectively
- Every faculty members should report to the college at least 10 minutes before the commencement of Institute timing.
- All faculty members must be enthusiastic in taking up the subjects allotted to them.
- All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.
- Every faculty members should be responsible to conduct regular classes and practicals and also take extra classes whenever necessary.



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- Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
- Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
- All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

Code of Conduct for Non-Teaching Staff

- Every staff members employed in the Institute shall adhere strictly to the rules and regulations of the college, and to the job responsibilities
- All Staff members should display the highest possible standards of professional behaviour.
- All Staff members should be punctual and discipline towards their work.
- Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Every Staff members shall report to duty on time and be on duty during college hours; stay back after duty hours in case of additional requirement.
- Every Staff members shall respect and maintain hierarchy in administration
- Staff members must not divulge official secrets, mutilate, conceal, alter or forge official documents/ receipts
- Staff members must not intercept or misappropriate college money
- Staff members must not be absent from duty without official approval or approved sick leave
- Every Staff members shall avoid using social media during office hours
- All the employees working under the institution should be respected equally.
- Consumption of addictive substance such as tobacco, cigarettes, alcohol etc. is strictly prohibited.
- Misbehaviour with female staff or student or any other employee will not be tolerated. Strict action will be taken if found guilty

Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action.