

# CODE OF CONDUCT DOCUMENT



## **GHG HARPARKASH COLLEGE OF EDUCATION FOR WOMEN, SIDHWAN KHURD**

**LUDHIANA, PUNJAB (INDIA) -142024**

**Govt. Aided, NAAC Reaccredited 'A' Grade (CGPA-3.38) College**

**Affiliated to Panjab University, Chandigarh**

**Recognized by NCTE**

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Harparkash COE for Women, Sidhwan Khurd @GhgCoe

Contact Nos. 01624-234941 & 01624-235796

# OUR FOUNDERS



**Mata Ram Kaur Ji**



**Bhai Sahib  
Narain Singh Ji**



**Padam Shri  
Bibi Harparkash Kaur Ji**

# OUR MANAGEMENT



**S. Birindar Singh,  
I.P.S., Former DGP  
Uttrakhand, President**



**S. Harmail Singh  
Secretary**



**S. Hardip Singh Sur  
Manager**



**S. Kirpal Singh,  
Member**



**S. Pritam Singh Johal  
Member**

## **HISTORY OF SIDHWAN INSTITUTIONS**

Sidhwan Khurd, a small village in Ludhiana district situated at a distance of 30 kilometers from Ludhiana on Ludhiana- Ferozepur Road, is widely acclaimed as a centre of Women education in rural India. The genesis of this Educational Complex lies in a girls primary school established by Bhai Sahib Bhai Narain Singh Ji and Smt. Ram Kaur Ji for girls of all castes and religions, in the cherished memory of their son Kaka Ujjagar Singh. The son of Bhai Sahib Bhai Narain Singh Ji was snatched away at the age of nine, from the parents by the cruel hands of fate in 1908. It was during these days of grief, Bhai Sahib thought of educating his daughter Bibi Harparkash Kaur. But there was no provision of education for girls in this area in those days. It was this thought that sowed the seed of education in this small village on May 9, 1909. A primary school that was started in 1909 with four girls under a tree has now blossomed into the cluster of five flourishing institutions providing education to more than five thousand students. The primary school was raised to High School in 1934. Before breathing his last Bhai Sahib created a trust named Sri Guru Hargobind Ujjagar Hari Trust and dedicated his entire property to the sacred cause of female education. He was the first President of the Trust. After his death on 19th August, 1944, Mata Ram Kaur became the Second President. She breathed her last on 19th August 1950 and Bibi Harparkash Kaur, illustrious daughter of her parents became the Third President of the Trust. Devoted as she was to the cause of Women Education, the institution covered many milestones under her patronage. In 1950 a Degree College and in 1955 a Basic Training College came into existence. Bibiji's contributions were well recognized by the society and the government for spreading education of girls in rural India. Bibi Harparkash Kaur Ji was honoured with Padam Shri by the Govt of India in 1961. She was the first women recipient of this honour from the state of Punjab. She was steering the institutions ahead with missionary zeal and dedication when the call came from heaven and she left for her eternal abode on 5th August 1965. In her sacred memory the training College was renamed as GHG Harparkash College of 5 Education for Women in 1966. S. Mohinder Singh Sidhwan took over as President of Trust after the departure of Padam Shri Bibi Harparkash Kaur. Under his visionary, intelligent and dedicated leadership, the institutions thrived with a great speed. In 1969, M.Ed classes were started in the College of Education. Under his stewardship, there was quantitative expansion as well as qualitative improvement in the Institutions. He left for his heavenly abode on 19th June 1976. The Trust started Guru Hargobind Public Senior Secondary School in 1977 and in 2006 GHG Institute of Law for Women was established. At present five institutions are successfully running under S.G.H.G.U. Hari Trust, Sidhwan Khurd.

## OUR COLLEGE



G.H.G. Harparkash College of Education is situated in natural surroundings of village Sidhwan Khurd on Ludhiana -Ferozepur road at a distance of 30 km from Ludhiana. G.H.G. Harparkash College of Education for Women is premier Rural Women Education College.

The Panjab University, Chandigarh approved the recognition of GHG Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana as a centre for pursuing Ph.D Course Work in the subject of Education vide its Notification No. 4002/GHG dated 30.07.2010.

As a part of the quality mandate UGC has introduced a new scheme (PARAMARSH) on dated 31.07.2019 with the main objective to enhance the overall quality of the Mentee Institution by mentoring the non-accredited Higher Education Institutions to enable them to get accredited. 167 colleges/ universities were selected by the UGC to mentor the Higher Education Institutes. Out of these 167 colleges from all over India, five colleges were selected from Punjab and GHG Harparkash College of Education for Women, Sidhwan Khurd is also one of the selected Institute.

## **Vision**

### **‘Empowering Rural Women by Educating Them’**

*- As Envisioned by Our Founders in 1909*

## **Mission**

1. To produce women professionals equipped with latest skills to meet challenges of modern world.
2. To equip the prospective teachers with theoretical inputs and practical skills in pedagogy for effective teaching and learning process.
3. To bring moral regeneration and to empower the prospective teachers with life skills and employability skills.
4. To produce competent and committed teachers with research insights.
5. To inculcate values and love for culture, society and nation.

**Ragging is strictly prohibited and is punishable crime under Indian Penal Code. (UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009) under section 26(1)(g) of UGC Act, 1956. National Anti-Ragging Helpline Phone Number-1800-180-5522.**

## **Special rules to fight COVID-19 Pandemic**

- Complete your vaccination.
- Wear mask.
- Sanitize your hands on college entry gate
- Keep a personal sanitizer with you.
- Maintain social distancing

## **Code of Conduct for Students :**

1. 75% attendance is compulsory.
2. Zero Tolerance for any type of discrimination.
3. Attendance is compulsory during competitions, seminars and functions.
4. No visitor is allowed to meet the students except parents during college hours.
5. Students are responsible for the safe keeping of their personal belongings like mobile phone, books, cash, ornaments etc.
6. Mobile phone should be switched off or on silent mode while attending classes.
7. Discipline should be maintained and respect your teachers
8. Action will be taken against miscreants.
9. In case of any problem like academic, family or personal problem, talk to the In-charge of Tutorial group or Guidance and Counselling Cell.
10. While visiting the college, parents are advised to meet the Public Relation Officer (PRO) at Reception before anyone else.
11. Students coming in or going out from the collage must sign in the Entry register at the entry gate.
12. Student should wear their collage identity card daily.
13. Morning assembly is compulsory for every student.
14. Students can take their lunch only at Common room in break

## **Code of Conduct for Hostlers :**

1. Ragging is strictly prohibited in the campus.
2. The following officers constitute the Hostel Committee and will attend monthly meeting under the Chairmanship of Principal COE.
  - a) Head Girl Hostel No.1
  - b) Head Girl Hostel No.2
  - c) Discipline Incharges
  - d) Mess Committee – President, Vice President, Secretary, Joint Secretary
  - e) TV Room Incharges
  - f) Hygiene and Sanitation Incharge
  - g) Gym Room Incharge
3. The hostel fee is to be paid biannually, i.e. after six months.
4. Mess fee will be paid quarterly.
5. Students can avail 'MESS OFF' facility if they are leaving the hostel for more than a week, for which they will not pay mess charges against those leave days.



6. Hostel management will provide furniture and fittings for each room, students should bring following material:
  - a) Mattress, Blanket and 2 bed sheets
  - b) Torch, Bucket, Mug, Spoon, Glass
  - c) Lock
  - d) Sports Shoes
7. Every student has to submit their combined photograph with parents/guardians who can then visit them in the hostel.
8. Visiting hours for parents and guests (With permission of Warden)  
All days 2.00 p.m. to 4.00 p.m.                      Sunday 9.00 a.m. to 4.00 p.m.  
(No one shall be permitted to meet during college hours except during emergency)  
No overnight guests are permitted in student's room.
9. Student should fill the leave form given by hostel warden while taking leave from hostel. Proper and full address should be written on leave forms while going on leave.
10. Students should submit the leave form one day earlier of leave date.
11. Leave application shall only be signed after 1.00 p.m. The applications will be signed by the Teacher Incharge and Principal of concerned Institution and Hostel Warden.
12. Student should sign in the register before they leave
13. One-day outing per month shall be allowed in one month to students whose parents allow them to go alone.
14. Only those students are allowed to go home alone whose parents permit them. No student is allowed to go home after 4.30 p.m. alone
15. Students should take permission from college/school Principal through warden for taking leave from hostel.
16. Proper discipline should be maintained in the hostel
17. Hostel and room should be kept clean. Hostellers will clean their rooms themselves.
18. Hostellers are responsible for any damage of hostel property.
19. Switch off the lights, fans, cooler or AC before leaving the room.
20. The use of electrical appliances such as Heater, Electric Iron, etc. are forbidden in any room.
21. Students are responsible for the safe keeping of their personal belongings.

22. The school students can avail the phone facility to call their parents on every Sunday through Warden's phone (Mobile No. 9501036396)
23. Study period will be from 8.00 a.m. 10.00 p.m.
24. Phones are not allowed during the study period.
25. Students are not allowed to visit the staff hostel.
26. Assembly timing is 5.30 p.m. and it is compulsory for every hosteller to attend the assembly.
27. If the student gets sick, she will get consultation from Trust's Charitable Hospital. If need arises, she will be taken to hospital at Jagraon using Ambulance.
28. In case of gross indiscipline, students will not be allowed to reside in the hostel.

### **Code of Conduct for Faculty Members**

1. Motivate the students and bring out the creativity / originality in the students and should make he/she available for doubt clearance. Encourage students asking doubts / questions.
2. Exhibit and promote patriotism, nationalism, communal harmony, religious brotherhood and fellow feeling as enshrined in the Constitution of India.
3. Show respect towards National Flag, National Anthem, and National Symbols etc.
4. Maintain peaceful and cohesive environment for fellow colleges and students.
5. Collaborate with fellow teachers.
6. Be responsible and interact positively with parents and other stakeholders in educating the students.
7. The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
8. Abide by the rules and regulations of the institution.
9. Provide an innovative and quality education to students.
10. Encourage students asking doubts / questions.
11. Take care of slow learner students and pay special attention to their needs in remedial coaching classes.
12. Complete the syllabus in time and address to the academic needs of the students.
13. Be punctual and must engage the full lecture and should not leave the class early.
14. Interact with the students in a friendly manner.

15. Help, guide, encourage and assist students in their learning.
16. Be good counselors and facilitators.
17. Avoid using social Networking sites such as Facebook, WhatsApp etc. during the working hours.

### **Code of Conduct for Non-Teaching**

1. Remain on duty during college hours.
2. Maintain honesty, integrity, fairness in the Administration
3. Adhere strictly to the laws and regulations of the college.
4. Deal properly and positively with staff, students and the parents.
5. Must not be absent from duty without official approval or approved leave.
6. Refrain from passing any information pertaining to college to any individual or agency.
7. Clerk should maintain college level/department level all document files.
8. Class IV employees should report the college one hour before the college time.
9. Class IV employees should wear uniform provided by management.
10. Peons/Sweepers/Lab attendants should maintain cleanliness of laboratories, class and staff rooms.
11. Peon should do all the work assigned by the Principal and other faculty members.
12. Staff should not leave the office until and unless the higher authority permits.
13. Avoid social networking sites such as Face book, Whatsapp, etc. during the working hours.


### **Code of Conduct for Principal**

1. Provide effective academic and administrative leadership to the institution.
2. Be fair to personnel and students.
3. Assume responsibility and accountability for his/her performance.
4. Maintain good moral character.
5. Not to create fake records or direct others to do so.
6. Not knowingly misappropriate, divert or use money, property or equipment committed to his/her charge for personal advantage.
7. Not reveal confidential information unless required by law.

8. Make concerted efforts to communicate to parents all information which should be revealed in interest of students
9. Encourage and facilitate staff for their professional growth and
10. Encourage and facilitate staff for research
11. Take initiatives for community outreach

### **Code of Conduct for Governing Body**

1. Ensure decentralization and participative management in institutional practices.
2. Fulfill your lawful duties and obligations towards government with integrity and loyalty.
3. Ensure welfare of students and staff.
4. Strictly follow strategy of mobilization and optimal use of funds.
5. Respect the rights of staff and students.
6. Maintain financial transparency and delivery.
7. Make utmost efforts to develop the institution in a versatile manner.
8. Keep the interest of institution above personal.
9. Take responsible action to maintain educational quality.



S. H. G. Harprekash College  
of Education for Women  
SIDHWAN KHURD (Ldh.)