

INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

CODE OF CONDUCT COMMITTEE

Minutes of the Meeting

(2023-2024)

The minutes of the meeting held on 03/06/2023. The meeting started with Principal wishing all the teachers and enquiring about the number of students reported for the first year in various U.G programme. Principal also wanted the committee members to instruct the students about the college code of conduct.

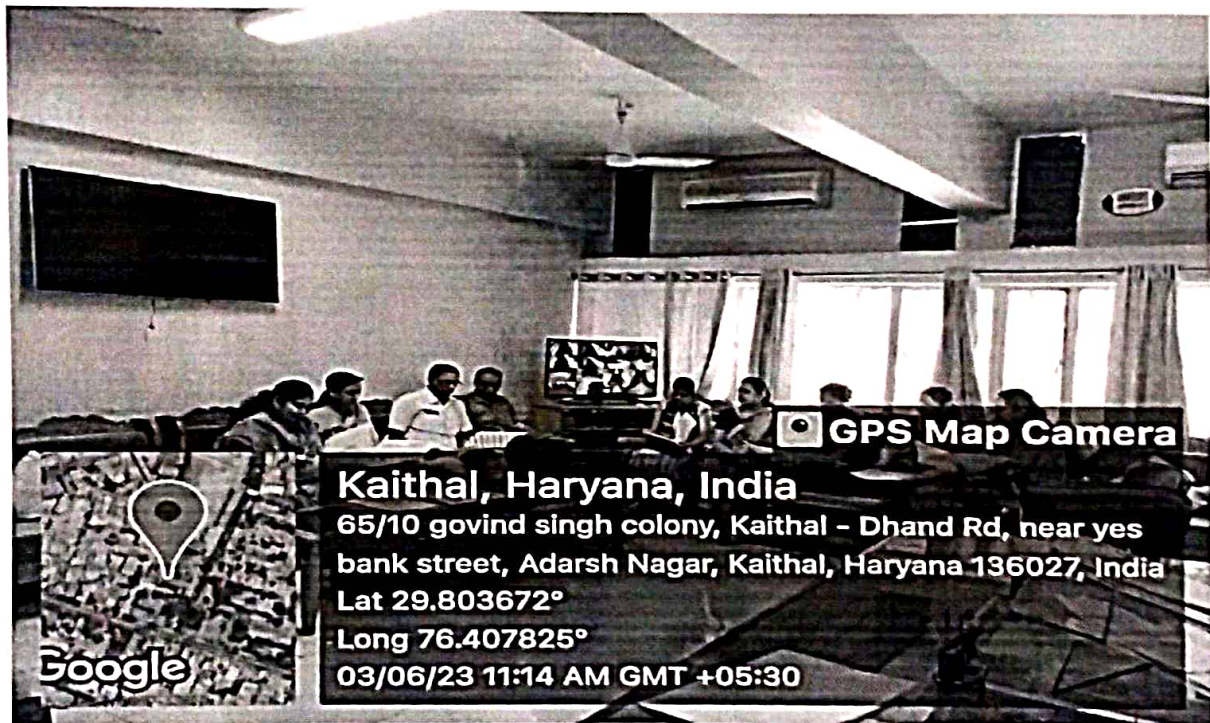
Sr.No.	NAME OF THE MEMBER	DESIGNATION	STATUS
1	Dr. Arti Garg	Principal	Present
2	Ms.Nandita	Coordinator, IQAC	Present
3	Ms. Ankita Goel	Teacher	Present
4	Ms. Priyanka Bindlish	Teacher	Present
5	Ms. Meenakshi	Teacher	Present
6	Ms. Suwesh	Teacher	Present
7	Ms. Monika Mittal	Teacher	Present
8	Ms. Kusum	Teacher	Present
9	Ms. Aruna	Teacher	Present
10	Mr. Amarnath Goel	Administration	Present
11	Ms. Seema Goel	Librarian	Present
12	Mr. Ram Bahadur Khurania	Management Representative	Present
13	Mr. Narender Miglani	Industrial Representative	Present

Principal mentioned the following points to reach the students for the smooth running of the classes as well as college.

- Students should report to the class in time after that no student will be allowed to enter the class.
- Mobile phones are strictly prohibited on college campus.
- Students are advised to use the library during leisure hours.
- Students should maintain integrity, honesty, fairness in all activities.
- The furniture/ electrical items and other properties should be handled with care by the students.
- Students should carefully follow the notices put on the notice board.

- Students should not indulge in ragging activities. If any student found indulging in the ragging, the student will strictly punished or even rusticated from the college.
- To conduct necessary awareness programmes for students , teachers and the staff on the regular basis.

The meeting ended with Principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of students.



Arati Garg
Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA,KAITHAL


CODE OF CONDUCT COMMITTEE

Minutes of the Meeting

(2023-2024)

2nd Meeting of the code of conduct committee held on 14/02/2024 in the office of the Principal at 01:00 p.m. The following members attended the meeting .

Sr. No.	NAME OF THE MEMBERS	DESIGNATION	STATUS
1	Dr. Arti Garg	Principal	Present
2	Ms. Nandita	Coordinator,IQAC	Present
3	Ms. Ankita Goel	Teacher	Present
4	Ms. Priyanka Bindlish	Teacher	Present
5	Ms. Meenakshi	Teacher	Present
6	Ms. Suwasha	Teacher	Present
7	Ms. Monika Mittal	Teacher	Present
8	Ms. Kusum	Teacher	Present
9	Ms. Aruna	Teacher	Present
10	Mr. Amarnath Goel	Administration	Present
11	Ms. Seema Goel	Librarian	Present
12	Mr. Ram Bahadur Khurania	Management Representative	Present
13	Mr. Narender Miglani	Industrial Representative	Present


Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

Following agenda was discussed in the meeting.

Agenda for the 2nd meeting

- To review and confirm the minutes of the last meeting .
- To discuss about day to day working of the college.
- To make proposal for books/journals/periodicals.
- To prepare time table and lesson plan for the recent session.
- To initiate various offline/online activities through different cells(cultural ,sports etc).
- To discuss guest lecture by eminent speaker to guide students for right direction.

Suggestions and Decisions:

- The minutes of the last meeting were reviewed and passed by the co-ordinators and COC members.
- Extra classes were arranged for those students who engaged in sports and cultural activities.
- Website will be updated regularly .
- Staff members are to extend their research activities by investing more time in library.
- Various cells in the college are also required to take some efforts to initiate various online activities to improve skills in students.


Offg. Principal
I.O. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

CODE OF CONDUCT COMMITTEE

Minutes of the Meeting

(2023-2024)

3rd meeting of the code of conduct committee held on 29/04/2024 in the office of the Principal at 01:00 pm. The following members attended the meeting .

Sr. No.	NAME OF THE MEMBER	DESIGNATION	STATUS
1	Dr. Arti Garg	Principal	Present
2	Ms.Nandita	Coordinator, IQAC	Present
3	Ms. Ankita Goel	Teacher	Present
4	Ms. Priyanka Bindlish	Teacher	Present
5	Ms. Meenakshi	Teacher	Present
6	Ms. Suwsha	Teacher	Present
7	Ms. Monika Mittal	Teacher	Present
8	Ms. Kusum	Teacher	Present
9	Ms. Aruna	Teacher	Present
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13	Mr. Narender Miglani	Industrial Representative	Present


Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

Following agenda was discussed in the meeting.

- To review the agenda of the last meeting.
- To promote and advertise the college achievements.
- To discuss the smooth conduct of examination process.
- To discuss the academic activities and future plan of the action of the college.
- To encourage students for improving their attainments, develop their personalities and at the same time contribute to community welfare.
- To discuss the activities to be initiated by different department and different cells with collaboration of different colleges.

Suggestions and decisions:

- The agenda of the last meeting was revived.
- Strategic plan for the development of the organization will be taken into consideration.
- Review on code of conduct of the college.
- The vision, mission and strategic plan for the development of the organization will be taken into consideration.



Azli Garg
Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

Awareness Programs on Professional ethics

I.G.(P.G.) M.M.V. Kaithal organizes professional ethics programs for students, teachers and staff separately. Hawan ceremony was organised for the beginning of the session.

Students and teachers attend an orientation program in the college organized by COCC.

On 10 Nov. 2023 , Economic model activity organised by the Economics Department. The activity was based on various topics such as Population, insurance,G20 ,organic farming, public goods etc. Students explained their model with theoretical & Practical applicability.



An awareness activity under ICCASH with collaboration of Sexual Harassment Cell was organised on 9th February 2024. Under this activity, a documentary was shown on POSH Act, 2013 and a lecture was delivered about the awareness and information of sexual harassment.



The aim of this activity was to prevent incidents of sexual harassment at the workplace and to create awareness among students and teachers. Also, the procedure was explained to complain against sexual harassment and to take some steps for its prevention.

Azli Garg
Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

A rally was taken out in the college premises by Anti Ragging Cell on 19th Feb, 2024 . About 150 students participated in the rally holding the posters and placards having messages denouncing the menace. Stern measures and awareness among students are the only way outs to eradicate ragging from educational institutions .

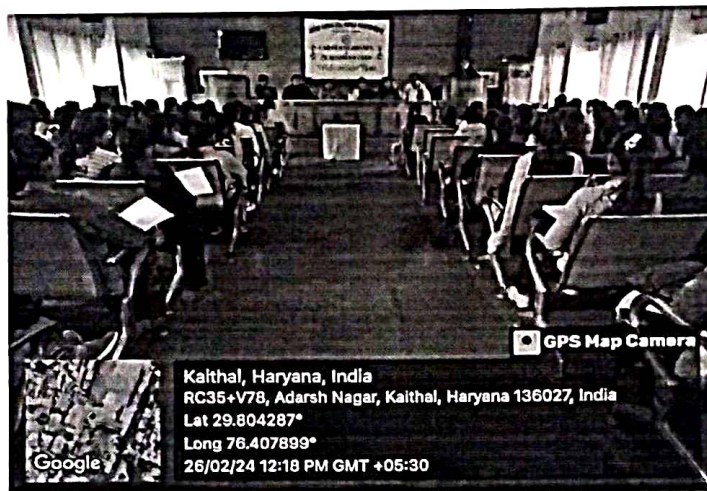


Red Cross and Red Ribbon cell in collaboration with Physical Education department celebrated De-worming Day on February 17. The day was celebrated as per the orders of Directorate of Higher Education. A poster making activity was organized. Variety of posters relating the event were showcased by the students.

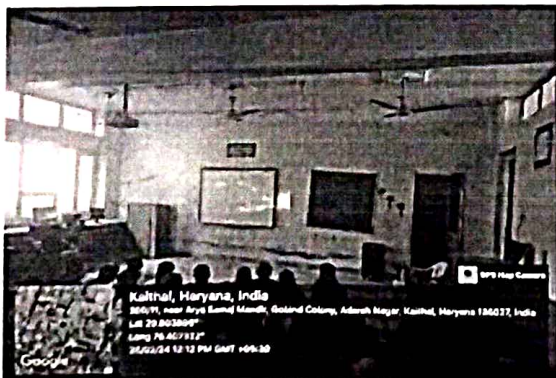


Anti Ragging
Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

On 26 February 2024, a program was organized by Career Guidance & Placement Cell , EDP(Enterprenure Development Program Cell) in collaboration with Computer Science Department . Lectures were delivered on Freelancing and Tutorial Platforms, Online Services and Market Research Websites, Content Creation on YouTube or Blogging, Digital Marketing, E-commerce etc. Through this programme, students can learn the ways, how they can earn digitally.



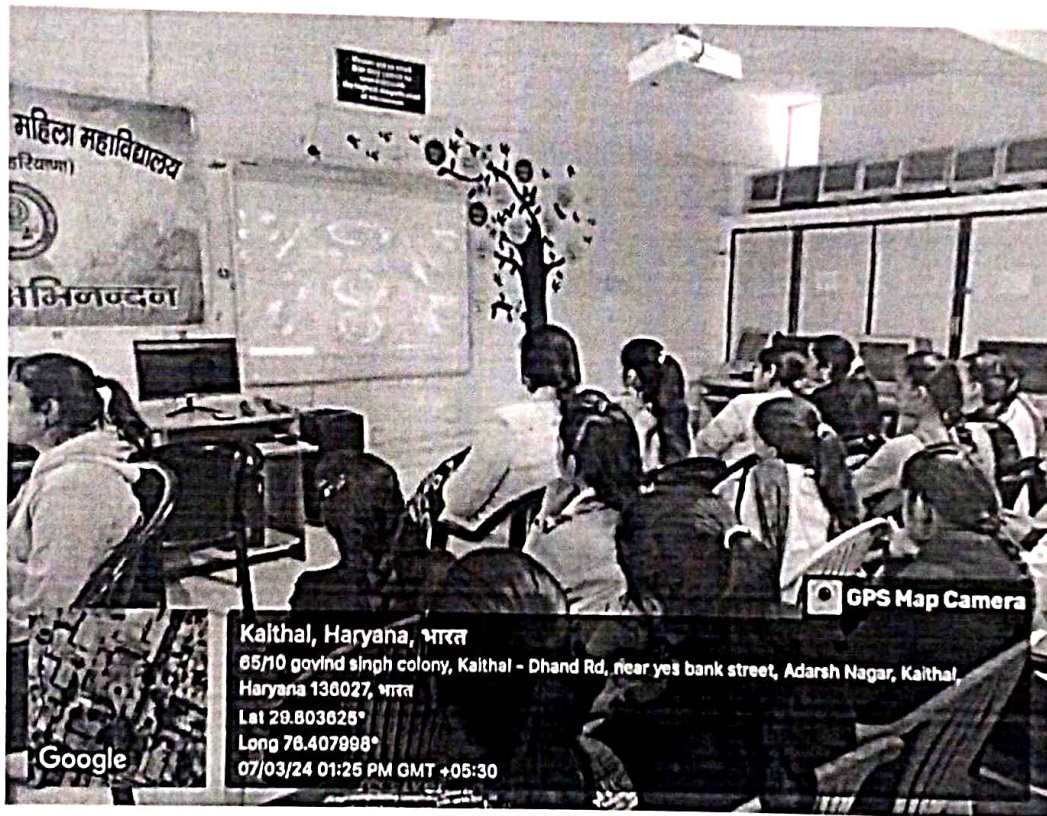
On 28 February, 2024 'National Science Day', a movie 'Mission Mangal' was organised by Science Department. This film shows India's greatest historical achievement of sending the Mars orbiter Mission (Mangalyaan) Satellite to the Red planet in the very first attempt at a low cost. It shows the inspirational journey of our country. We should never permit failures to let us down and always stand up tall against phases of adversity. We learnt a powerful career lesson from the movie Mission Mangal "Small failures can lead to big achievements-Embrace them."



Asi George
Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

National level cultural fest was organised on March 27, 2024 to encourage students for improving their attainments and develop their personalities.

Department of Computer Science organised an *One Minute Video Clipping show* on Short Computer Hacks for students to enhance computer skills in students.



Aziz Gant
Offg. Principal
I.G. Mahila Mahavidyalaya
Kalthal-136027 (Haryana)

THE CODE OF CONDUCT FOR STUDENTS have been classified as:

- A) COC in College Premises
- B) Academic Integrity
- C) COC in Library
- D) COC in Classrooms and Practical Labs
- E) COC During Examinations

A) IN COLLEGE PREMISES

- 1) Students are required to bring their Identity card when they enter the college premises and produce it as and when asked for. In case the identity card has been lost/misplaced and not traceable, students are required to get the duplicate I-CARD made. Only bonafide students will be allowed to enter the college premises on producing their I-card.
- 2) Students are required to be properly attired and groomed in keeping with the dignity and decorum of the educational institutional culture and values.
- 3) Students are required to communicate in a decent and acceptable tone and language with their mentors, non-teaching, and teaching staff. While in the company of peers, use of foul language and shouting and screaming in corridors is to be strictly prohibited. Students should focus their energies in a constructive manner to learn, develop and enhance skills, competencies, attitudes, and values. It is to be noted that violent behavior and reckless yelling will be viewed as a serious case of misconduct, hence students are advised to remain calm, maintain their composure and refrain from contributing to the already existing noise pollution.
- 4) Mobile phones are strictly banned for the students inside the college premises and if any student is caught with a mobile phone then strict action is taken against the student.
- 5) Students are required to attend and leave the college premises in a peaceful manner and avoid overcrowding or group gathering at all times. Students are advised to maintain queue discipline as this will help facilitate easy entry and exit and help control student traffic efficiently.


Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

6) Students are advised to maintain cleanliness in the college premises and contribute to their holistic development. Students interested in sports activities, curricular and extra-curricular activities are required to read the details displayed on the notice board and register to participate.

7) Students are advised to behave in a decent manner while in college premises as the entire premises are under CCTV surveillance.

8) The college has constituted an Anti-ragging cell as per the directives of the University. Ragging is a serious offense attracting disciplinary action.

9) At the time of admission, students are required to provide their correct current address, contact no (mobile), and their email id so that the student database can be updated. Any subsequent change of address or contact details are required to be communicated.

10) Students are required to maintain peaceful silence as they take the stairs and move towards their classrooms without creating any disturbance. Contribute and help maintain the positive conducive learning atmosphere of the college.

B) ACADEMIC INTEGRITY

Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and its violation constitutes a serious offense. The Principles of Academic Integrity form an integral part of the code of conduct to which all the students of the institution must adhere.

The principles of academic integrity require that a student should:

- 1) Properly acknowledge and cite use of ideas, results, and material onwards of others.
- 2) Properly acknowledge all contributions to a given piece of work.
- 3) Make sure that all assignments submitted are original.
- 4) Affiliated to Kurukshetra University, Kurukshetra, it follows rules and guidelines provided by the university regarding the assessment and evaluation process. The internal assessment is carried out in a systematic manner for all courses. For undergraduate as well as P.G. courses, Internal assessment is carried out in a systematic manner for all courses. For undergraduate as well as P.G. Internal assessment follows the criteria given here:


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Kaithal-136027 (Haryana)

- Two hand-written Assignments (1st Assignment after one month and 2nd Assignment after two months): 10%
- One class test (One period duration): 5%
- Attendance: 5%

Marks for attendance are given as under:

- 91% onwards 5 marks
- 81% to 90% 4 marks
- 75% to 80% 3 marks
- 74% to 74% 2 marks
- 65% to 70% 1 mark

The college provides information regarding internal assessment to all the students through orientation programs at the very first semester. The Academic Calendar is strictly followed. Faculty members follow their lesson plans. Internal examinations are conducted to evaluate the students' academic assessment. Internal assessment is done on the basis of these examinations, class attendance, and assignments.

C) IN LIBRARY

- 1) Students are required to register themselves at the entrance desk.
- 2) Students are required to maintain silence in the library. No talking/discussion is allowed.
- 3) Students are required to comply with all the rules and regulations and follow the instructions given by the librarian/library staff from time to time.
- 4) Students are advised to take good care of books issued. Handle with care and return them in good condition. Do not mutilate the book or tear away pages from the book.

D) IN CLASSROOM/ PRACTICAL LABS-

- 1) Students are required to follow the class timetable and attend lectures/practicals as per the timetable.
- 2) Students have the right to learn without interference from others. Interruption, disruptions in class inhibit, prevent, and reduce the efficacy of teaching-learning. It is the duty of every student to ensure that the conducive atmosphere for teaching-learning is maintained in the classroom. Some examples of highly objectionable inappropriate behavior are: activities like using cell phones when the class is in progress, reading unrelated material, talking loudly so as to disturb the teacher and the class,


Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

- entering the classroom late, passing offensive remarks or comments on fellow students. Such notorious and disgraceful activities are strongly condemned and discouraged.
- 3) Students must note the minimum attendance required as per the University Ordinance and ensure adequate attendance during the academic year. In case of extenuating circumstances like illness requiring hospitalization, the student is required to explain his/her absence in writing with adequate proof of hospitalization and the competent authority (Principal) may condone her absence for the said period. The Principal at his/her discretion may decide "what constitutes extraordinary or extenuating circumstances".
 - 4) Students are expected to submit all assignments and get their projects certified by the Teacher-in-Charge.
 - 5) Students are expected to carefully listen and follow the instructions given by the teacher-in-charge while performing practicals and handling chemicals, acids, and other inflammable/hazardous solutions. It is the duty of the student to know the safety procedure and follow the safety norms.
 - 6) Students must wear the lab coat for performing experiments in the lab.
 - 7) In the classroom, students are required to actively participate in discussions on topics of academic interest and attend all lectures.
 - 8) Save electricity by switching off fans and tube lights when not in use. While exiting the classroom, switch off all the fans and tube lights and conserve electricity.
 - 9) Protect all college property from damage. No scribbling on walls, carving on benches, or destroying college furniture. Handle test tubes, glass, and other fragile lab equipment, chemicals, and acids safely and with care to minimize damages due to mishandling/breakage.
 - 10) Discipline is to be maintained in the classroom in the absence of a teacher in the classroom. Do not disturb the other classes.
 - 11) Computers made available in computer labs are to be used for academic purposes only.

Aziz Garg
Offg. Principal
I.G. Mahila Mahavidyalaya
Kathal-136027 (Haryana)

12) Indiscipline during any activity/function of the college will be viewed seriously and subject to punishment.


E) EXAMINATIONS

- 1) The college has adopted zero tolerance towards unfair means and cheating in the examination.
- 2) The college strongly advocates academic honesty in examinations and views academic dishonesty seriously.
- 3) Students are required to refer to the examination timetable and take the examination as per the schedule.
- 4) Students are required to follow the instructions given by the supervisors/senior supervisors during the examination.

THE CODE OF CONDUCT FOR TEACHERS

Includes norms during teaching, evaluation, and interactions with students, authorities, colleagues, and seniors:

- 1) Wear an I-card at all times when present in the college.
- 2) Be punctual. Report on time for work – engaging lectures and practicals and for supervision during exams. Engage the lectures and practicals as per the individual timetable allotted.
- 3) Record presence by signing the attendance register.
- 4) Complete all teaching work allotted within the given time duration. All evaluation and exam-related work is to be completed within the stipulated time.
- 5) The teachers should deal justly and impartially with students regardless of their opinion, religion, caste, gender, political, economic, social, and physical characteristics.


Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

6) Encourage students to improve their attainments, develop their personalities, and at the same time contribute to community welfare.

7) Teachers should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

8) Teachers should treat their colleagues and non-teaching staff respectfully and render assistance for professional betterment in the same manner as they themselves wish to be treated.

9) Teachers should refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

10) Teachers should cooperate in the formulation of policies of the institution and discharge responsibilities which such offices may demand without hampering their academic pursuits.


11) Teachers should give prior notice, information, or application to the office for any kind of emergency.

12) Teachers should recognize that education is a public service and strive to keep the public informed of the educational programs that are being provided.

13) Teachers should not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities.

14) Teachers should not misappropriate an institution's property, commit acts of theft, fraud, or embezzlement of funds.

15) Respect the dignity of the students in expressing his/her opinion. Encourage students to improve their attainments and develop their capability.


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Kaithal-136027 (Haryana)

CODE OF CONDUCT FOR NON-TEACHING STAFF

Non-teaching staff of the college should provide assistance in all the affairs/activities of the educational institution other than teaching.

- 1) Report on time for work. Be punctual and discharge duties allotted promptly.
- 2) Behave decently in keeping with the discipline and decorum of the institution.
- 3) Consumption of alcohol, intoxicants, tobacco, smoking is strictly prohibited while on duty.
- 4) Know the service conditions, duties and responsibilities, rules and regulations regarding leave, salary, and other related matters.
- 5) Follow the organizational hierarchy and protocol.
- 6) Develop cooperative and friendly relationships with the faculty members of the institution.

Expected Outcomes

- 1) The constitution of a code of conduct committee, professional ethics following the guidelines regarding the maintenance of discipline in the college, prohibition of and punishment for ragging and sexual harassment, human rights, examination, classes, institutional values, and other support services.
- 2) The college has institutionalized mechanisms to sensitize all stakeholders regarding professional ethics, human values, gender equity, and environmental sustainability through its interdisciplinary approach and various academic and extracurricular endeavors.
- 3) In the classroom, all teachers ensure an inclusive learning space and adopt an interdisciplinary approach towards various sociocultural issues. Additionally, the college offers a paper on Environmental Sciences and consciousness for students of all the courses. This is in addition to the orientation programme on Ethics and Values, which helps in imparting value-based education to generate awareness.


Offg. Principal
I.G. Mahila Mahavidyalaya
Kaithal-136027 (Haryana)

CODE OF CONDUCT
FOR TEACHERS AND STUDENTS
UNDER NEP 2020
IMPLEMENTATION OF NEW RULES (2023-24)

Academic Assessment and Evaluation Guidelines:

1. Continuous Comprehensive Assessment (CCA):-

The assessment model is divided as follows:

- Internal Assessments: 30% of total marks.
- End-Term Examinations: 70% of total marks.

2. Theory Courses - Internal Marks Allocation:

- Class Participation: 5 marks.
- Seminar/Presentation/Assignment/Quiz/Class Test: 10 marks.
- Mid-Term Examination: 15 marks.

3. Practical Courses - Internal Marks Allocation:

- Class Participation: 5 marks.
- Practical Demonstrations, Viva-Voce, and Lab Records: 10 marks.
- Mid-Term Examination: 15 marks.

4. Attendance Requirements:

- A minimum attendance of 75% is mandatory for all students.
- Limited condonation of attendance may be granted in exceptional circumstances.

5. Passing Criteria:

- Students must secure at least 40% marks in both:
- Internal Assessments.
- End-Term Examinations.
- Failure to achieve the minimum requirement in either component will result in not passing the course.

6. Holistic and Continuous Assessment:

- Teachers must ensure evaluations are conducted fairly, fostering:
- Active engagement.
- In-depth comprehension of the subject matter.
- Students are encouraged to actively participate in all assigned activities to maximize their internal assessment marks.

7. Responsibilities of Teachers:

- Plan and execute continuous assessments through diverse methods (tests, quizzes, presentations, etc.).
- Ensure transparent communication of assessment criteria and results.
- Support students in meeting attendance and performance standards.

8. Responsibilities of Students:

- Maintain the required attendance and actively engage in class activities.
- Submit assignments and participate in quizzes, presentations, and practical sessions as scheduled.
- Prepare thoroughly for mid-term and end-term evaluations.

9. Monitoring and Feedback:

- Regular feedback will be provided to students to enhance learning outcomes.
- Teachers will document and share performance reports to ensure transparency.

10. Aim of the Evaluation System:

- Encourage holistic academic growth.
- Foster a deeper understanding and application of knowledge.

Meenakshi

Coordinator

Code of Conduct

Asi Garg
Offg. Principal
I.G. Mahavidyalaya
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