

BOG Approval for Code of Conduct:

AGENDA

Supplementary Item

Item No. S 159.1 Ratification of duties of HOD and Organisation Structure

The duties of HODs and organization structure is placed at **Annexure-7** for ratifications, please

Item No. S 159.2 Ratification of Code of Conduct and Professional Ethics

The proposed Code of conduct and Professional Ethics for Principal, teachers and students as per UGC is placed at **Annexure-8** for ratification, please

Item No. S 159.3 Approval Process 2020-21

We are proposing to apply for following changes/new courses etc. during approval process for year 2020-21 through AICTE portal

Change of Shift from Second to First

1. B.Tech. Computer Science & Engg.

New Courses

1. Introduction of New B.Tech. Course with nomenclature Computer Engg. with intake 60

Change of Nomenclature and reduction of intake

1. B.Tech. Production Engg. to B.Tech. Mechanical (Production Engg.) with intake of one unit
2. M.Tech. IT (Full-Time) to M.Tech. Computer Science & Information Technology with intake 18 seats
3. Reduction of B.Tech. (Civil Engg.) from 180 to 120
4. Reduction in intake of all M.Tech. Programmes (Full-Time) to 18
5. M.Tech. Power Engg. (Full-Time) and Elect.Engg.(Part-Time) to M.Tech. Power Systems (Full-Time and Part-Time)

Submitted for approval.

Item No. S 159.4 Online Fee portal proposal by Equitas

Equitas Bank has submitted a proposal for alternate online Fee Portal without any charges. We have already online fee portal of HDFC Bank

Submitted for decision

Item No. S 159.5 AMC/Upgradation of MSC Software out of TEQIP-III

There is provision in TEQIP III Project of spending money on AMC/Upgradation of Softwares/Equipments. The existing MSC software needs to be upgraded. Justification is placed at Annexure-9. Approx. Cost is Rs.4 Lakh.

Submitted for approval.

Proceeding of 159th Meeting of BOG held on 29.12.2019 at 12 Noon in Committee Room of Guru Nanak Dev Engineering College, Ludhiana.

A condolence was paid to the departed soul of Late Jathedar S. Avtar Singh Ji, Former President, SGPC, NSET, BOG (GNDEC) by keeping silence for 2 minutes.

- Item No. 159.1 Confirmation of minutes of 158th Meeting of BOG held on 19.11.2019**
All resolutions were confirmed. The case of enhancement of tuition fee of various courses including Architecture course has been taken up with DTE. The decision is pending with DTE.
- Item No. 159.2 Action taken report of minutes of 158th Meeting of BOG held on 19.11.2019**
All points noted except Resolution no. 158.3 (Action taken report of minutes of 154th meeting of BOG held on 05.12.2018.). The work is in progress on the item No S 158.2 (Solar PV plant). A letter has been sent to NPIU regarding restoration of curtailed funds of TEQIP-III.
- Item No. 159.3 Utilization of Seed Money (under TEQIP-III)**
Approved
- Item No. 159.4 Extension of PG Block**
The detailed expenditure to be put in the next meeting
- Item No. 159.5 Approval of Budget for New Gymnasium**
Approved phase wise. In the initial phase Rs. 10.00 Lakhs approved. Detailed expenditure to be put up in next BOG.
- Item No. 159.6 Addition of "NEFT" Option in existing online Payment Gateway of HDFC Bank Limited**
Approved.
- Item No. 159.7 Staff contract expiring in December 2019 and January 2020**
Extended for 11 months in case of all employees. In case of Mr. Suminder Singh, DPE and Mr. Jagraj Singh, appointment letter will be issued on the basis of 89 days.
- Item No. 159.8 TEQIP III Activities for the period November-December 2019**
Ratified.
- Supplementary Item**
- Item No. S 159.1 Ratification of duties of HOD and Organisation Structure**
Ratified
- Item No. S 159.2 Ratification of Code of Conduct and Professional Ethics**
Ratified
- Item No. S 159.3 Approval Process 2020-21**
Approved

Item No. S 159.4

Online Fee portal proposal by Equitas

Approved. The Principal was authorized to operate the same.

Item No. S 159.5

AMC/Upgradation of MSC Software out of TEQIP-III

Approved

Any other Item

Legal opinion was taken regarding payment of retiring benefits to Mr. Ashok Kumar and Mrs. Jaswinder Kaur. The BOG approved the same. Measures be taken for generation/arrangement of funds for such expenditures.

The meeting ended with vote of thanks.

Seth
Member Secretary

Code of Conduct:

Guru Nanak Dev Engineering College, Ludhiana

CODE OF CONDUCT & PROFESSIONAL ETHICS

I. Principal

- 1) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- 2) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- 3) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- 4) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- 5) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- 6) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- 7) Manage their private affairs in a manner consistent with the dignity of the profession;
- 8) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- 9) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- 10) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

II. Teachers

- 1) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- 2) Manage their private affairs in a manner consistent with the dignity of the profession;
- 3) Seek to make professional growth continuous through study and research;
- 4) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- 5) Maintain active membership of professional organizations and strive to improve education and profession through them;
- 6) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- 7) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- 8) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- 9) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as assisting in appraising applications for admission, advising and

counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

- 10) Participate in extension, co-curricular and extra-curricular activities, including the community service.

A. Conduct with Students

- 1) Respect the rights and dignity of the student in expressing his/her opinion;
- 2) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- 3) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 5) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- 6) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- 7) Pay attention to only the attainment of the student in the assessment of merit;
- 8) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- 9) Aid students to develop an understanding of our national heritage and national goals; and
- 10) Refrain from inciting students against other students, colleagues or administration.

B. Conduct with Colleagues

- 1) Treat other members of the profession in the same manner as they themselves wish to be treated;
- 2) Speak respectfully of other teachers and render assistance for professional betterment;
- 3) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- 4) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

C. Conduct with Authorities

- 1) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- 2) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 4) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices,

- 5) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- 6) Adhere to the terms of contract;
- 7) Give and expect due notice before a change of position takes place; and
- 8) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

D. Conduct with Non-Teaching Staff

- 1) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- 2) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

E. Conduct with Guardians

- 1) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

F. Conduct towards Society

- 1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 2) Work to improve education in the community and strengthen the community's moral and intellectual life;
- 3) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- 4) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 5) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

III. Students

- 1) Not indulge in any type of ragging which is considered as serious offence. Also, the students shall give undertakings pledging not to indulge in any ragging activity and abide by the same;
- 2) Not make false representations or deliberately provide wrong information in educational documents for seeking admissions or for taking any other advantage;
- 3) Not involve in collecting or help/recommend connect any funds for organizing programmes, competitions, tours or any other such activity without prior permission of the Principal;

- 4) Report their complaints (if any) to administration in a peaceful way through the grievance redressal cell. The names of office bearers of this cell are available at college website;
- 5) Not display objectionable and rude behaviour towards others either in the college or hostel premises.
- 6) Not use any room, classroom, office or any other part of the campus for an activity other than academics without permission of the Principal;
- 7) Not involve themselves in any union activity and create disturbance in the college campus;
- 8) Follow generally acceptable dressing norms and should not indulge in obscene dressing;
- 9) Not damage any college property;
- 10) Not show disrespect to any other religion;
- 11) Not operate any ponzy schemes inside the college campus;
- 12) Not carry any arms and ammunition inside the college campus.