



ISO 9001-2008 CERTIFIED INSTITUTION

## S.D.P. College For Women

RE-ACCREDITED A GRADE BY NAAC

Behind Fort (G.T.Road, Near Power House)

Daresi Road, LUDHIANA - 141 008.

New Additional Site : Vill. KHAWAJKE-MANGAT

Rahon Road, Ludhiana.

Email : [sdpcollegeldh@gmail.com](mailto:sdpcollegeldh@gmail.com)


[sdpcollegeldh@yahoo.co.in](mailto:sdpcollegeldh@yahoo.co.in)

Web site : [www.sdpcollege.com](http://www.sdpcollege.com)

### Code of conduct for students, principal, teachers, administrators and unskilled staff

#### CODE OF CONDUCT FOR STUDENTS

- Student should be punctual and should maintain discipline in the college.
- Student should get at least 75% of attendance, if not he/she is not eligible to appear for the examination, as per the university rule.
- Student is advised to utilize facilities available in our college properly.
- Student should maintain cleanliness in the campus.
- Student is advised to participate in all the programmes and activities conducted by the college.
- Ragging is strictly prohibited.
- Student should not involve in any kind of illegal activities.
- Student is not allowed to use mobiles in the classroom and library.
- Student should protect property of the college.
- Student should not remain absent without prior permission.
- Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand
- Students shall compulsorily wear the prescribed institute uniform on every Monday. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability.
- Strict silence must be observed in a reading room and Library.
- Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
- Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
- Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.

  
Principal,  
S.D.P. College for Women  
LUDHIANA

A Post Graduate, Multi-Faculty Institution, Affiliated to Panjab University, Chandigarh.  
Telephone No's. 0161-2741830, 2743992, Fax : 2742672



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### CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.

### CODE OF CONDUCT FOR TEACHERS

- Teacher should maintain dignity and decorum of the post.
- Teacher should perform his or her duty honestly.
- Teacher should actively involve with the students in co-curricular and extracurricular activities.
- Teacher should prepare teaching plan of the allotted subjects.
- Teacher should inculcate patriotism and discipline among students.
- Teacher should avail leaves with prior intimation.
- Teacher should work towards betterment of the Institution.
- Teacher should be available for consultation to students.
- Teacher should not indulge in casteism.
- Teacher should not remain absent from duties without prior permission.
- Teacher should not engage directly or indirectly in any trade or business.

  
Principal,  
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### CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should look after student's admission and examination.
- Administrative staff should be well versed in e- administration.
- Administrative staff should behave politely and compassionately with parents/guardians. Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.

### CODE OF CONDUCT FOR UNSKILLED EMPLOYEES

- Unskilled employees should give importance to cleanliness of the institution.
- Unskilled employees should behave politely and compassionately with students, teachers, parents and administrative staff.
- Unskilled employees should develop co-operative and friendly relationship with faculty members.
- Unskilled employees should not involve in unethical practices.
- Unskilled employees should not remain absent from duties without prior permission.
- Unskilled employees should not engage directly or indirectly in any trade or business

  
Principal,  
S.D.P. College for Women,  
LUDHIANA