



Global Group of Institutes

(Approved by AICTE, PCI and Affiliated to IKGPTU, Jalandhar)

SUPPORTING DOCUMENTS FOR 7.1.10

Details of the Monitoring Committee Composition and Minutes of the Committee Meeting, Number of Programmes Organized, Reports on the Various Programs etc., in Support of the Claims

OFFICE ORDER

Ref. No. GGI/776/A

Date: 05-08-2020

It is hereby informed that to oversee the implementation and the practice of the code of conduct for administrators/ staff/ students and other stakeholders, a Code of Committee has been formed. This committee should ensure the adherence to rules and regulations that govern the management and administration of the Institutes.

The constitution of the Code of Conduct Committee is as per the detail given below:

S. No.	Members	Designation
1.	Prof. B. D. Sharma	Director Admissions
2.	Dr. J.S. Bal	Dean, Agriculture Department
3.	Mr. Amit Hasija	Dean, HMCT Department & Chief Warden
4.	Dr. Manbir Kaur	Principal, Pharmacy Department
5.	Dr. Matli	HOD, ECE Department
6.	Ms. Samiksha Kapoor	HOD, MBA Department
7.	Mr. Manohar Lal Luna	Admin Officer
8.	Mr. Sachin Jha	Hosteller (Boys)
9.	Ms. Priya Kumari	Hosteller (Girls)
10.	Mr. Ritik Kalia	Student
11.	Ms. Mandeep Kaur	Student

Dr. M.S. Saini
Campus Director



CC:-

1. PA to VC for kind information of Vice Chairman, Sir
2. Vice Principal, Engineering Wing
3. Dean, Training & Placement Cell
4. Heads, Deptts. of:
 - i. Applied Sciences
 - ii. CSE/IT
 - iii. ECE
 - iv. ME
 - v. CIVIL
 - vi. MBA
 - vii. MCA
5. Ms. Anita (Receptionist)
6. Hostel Warden(Boys)
7. Hostel Warden (Girls)
8. All Notice Boards

Monitoring Committee

The main function of the Monitoring Committee is to oversee the implementation and the practice of the code of conduct for administrators/ staff/ students and ensure adherence to rules and regulations that govern the management and administration of the Institute. The monitoring committee will be responsible for educating and creating awareness about the code of conduct that governs all stakeholders. The committee will initiate disciplinary action on erring members and ensure the well being of all stakeholders.

The Composition of the Monitoring Committee

CODE OF CONDUCT COMMITTEE

The Committee consists of following stakeholders:

S. No.	Members	Designation
1.	Prof. B. D. Sharma	Director Admissions
2.	Dr. J.S. Bal	Dean, Agriculture Department
3.	Mr. Amit Hasija	Dean, HMCT Department & Chief Warden
4.	Dr. Manbir Kaur	Principal, Pharmacy Department
5.	Dr. Matli	HOD, ECE Department
6.	Ms. Samiksha Kapoor	HOD, MBA Department
7.	Mr. Manohar Lal Luna	Administrative Officer
8.	Mr. Sachin Jha	Hosteller (Boys)
9.	Ms. Priya Kumari	Hosteller (Girls)
10.	Mr. Ritik Kalia	Student
11.	Ms. Mandeep Kaur	Student



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Ref. No. GGI / 799A

Dated: 13.08.2020

Circular

A meeting of Code of Conduct Committee, Amritsar is scheduled to be held in online mode on 18.08.2020. All the members are requested to make it convenient to attend the meeting.

Agenda:

1. Introduction of committee.
2. Discussion regarding grievances of girl's students and lady's faculty.
3. Issue with the permission of the chair.


Director Admissions



Copy to:

1. Dr. J.S. Bal, Dean Agriculture, Member.
2. Mr. Amit Hasija, Dean (HMCT) & Chief Warden.
3. Dr. Manbir Kaur, Principal, Pharmacy Department.
4. Mr. Manohar Lal Loona, Administrative Officer, Member.

Minutes of the Meeting

Academic Year: 2020-2021

Minutes of Meeting of the Committee held on 18.08.2020 in Conference Hall, Pharmacy Block.

The Committee Members present:

S. No.	Members	Designation
1.	Prof. B. D. Sharma	Director Admissions
2.	Dr. J.S. Bal	Dean, Agriculture Department
3.	Mr. Amit Hasija	Dean HMCT Department & Chief Warden
4.	Dr. Manbir Kaur	Principal, Pharmacy Department
5.	Ms. Priya Kumari	Hosteller (Girls)
6.	Mr. Ritik Kalia	Student

All the members have given their self introduction. Dr. J.S. Bal overviewed about roles and responsibilities of the committee.

Committee discussed regarding various probable grievances of girl's students and ladies faculty inside the campus or outside the campus. It has been brought to the notice of committee that if any case/ problem found/ reported to member of committee, it should be brought to the notice of committee members immediately without any delay.

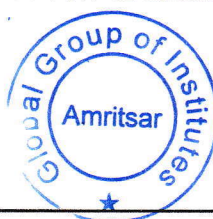
All members were requested to take note of the same and advised to come with suggestions in next meeting.

Mr. Amit Hasija highlighted need of displaying Code of Conduct Committee board in the campus. Thorough discussions were made and it is resolved to display board of Code of Conduct Committee in the campus.

Thorough discussion was made and it was resolved to display on the board of Code of Conduct Committee in the campus.

Any other item: Committee satisfied with the programs and level awareness achieved by the institution.

As there were no issues to discuss, meeting concluded with vote of thanks to all present.



Director Admissions



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Ref. No. GGI/1271A

Dated: 17.08.2021

Circular

Meeting of the Code of Conduct Committee of our Institutes is scheduled to be held on 19.08.2021 at 11:00 AM in the Conference Hall, 2nd Floor, and Newton Block. All the members are requested to make it convenient to attend the meeting.

The agenda for the meeting is enclosed here with.


Director Admissions



Encl: Agenda

Copy to:

1. Dr. J.S. Bal, Dean Agriculture Department, Member.
2. Mr. Amit Hasija, Dean HMCT Department & Chief Warden.
3. Dr. Manbir Kaur, Principal, Pharmacy Department.
4. Mr. Manohar Lal Loona, Administrative Officer, Member.



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Agenda of Meeting to be held on 19.08.2021

1. To discuss on the establishment of Code of Conduct Committee.
2. To plan the various facilities to be provided by the Code of Conduct Committee.
3. To focus on the care of students by implementing rules and regulations.
4. To delegate the person as a Code of Conduct Committee.
5. Discussion on feedback of the Committee members on establishment of Code of Conduct Committee.
6. To organise the awareness meetings/ programmes for the students.

MINUTES OF MEETING

Academic Year: 2020-2021

Minutes of Meeting of Code of Conduct Committee held on 19.08.2021 in Conference Hall, Pharmacy Block.

The Committee Members present:

S. No.	Members	Designation
1.	Prof. B. D. Sharma	Director Admissions
2.	Dr. J.S. Bal	Dean, Agriculture Department
3.	Mr. Amit Hasija	Dean HMCT Department & Chief Warden
4.	Dr. Manbir Kaur	Principal, Pharmacy Department
5.	Ms. Mandeep Kaur	Student
6.	Ms. Aniljeet Kaur	Student
7.	Mr. Sourav Thapa	Student

Dr. Manbir Kaur, Principal, Pharmacy Department welcomed the members present to the meeting and requested Prof. B. D Sharma to give his opening remarks.

Prof. B. D. Sharma expressed his satisfaction and appreciation about the activities and valuable suggestion to conduct orientation programme for the benefits of members and stakeholders.

Mr. Amit Hasija emphasized the need to create awareness on Gender sensitization. However, opined to take up proposal further as per agenda of meeting and addressed the previous minutes of meeting.

The following highlighted points were presented:

1. Framing the working rules of the committee and making the staff aware about such framed rules for preventing, prohibiting and redressal of any unethical practices.
2. To decide action plan for the year 2021-2022.
3. Details and Responsibilities of Constitution of Code of Conduct Committee.
4. Do's and Don'ts of Sexual Harassment at campus.
5. Redressal against Sexual Harassment and Anti-ragging at campus through implementation of "Policy of ZERO TOLERANCE".
6. For Suggestion Box- Seeking suggestion from staff and students to create awareness for better implementation of code of conduct.



B. D. Sharma
Director Admissions

CODE OF CONDUCT

Human Values and Professional Ethics

As we transit through technical transformation, the nature of skills essential on a daily bases keeps changing according to the external environment. The institutes follow a set of life skills suitable for the current scenario and mostly stress on positive thinking, personality development, enhancing self-confidence, team building etc. We appreciate, respect and promote the perspectives, rights and dignity of each individual.

Code of Conduct for Faculty

- Faculty members have to play as role models for the students.
- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the Institute.
- They are expected to follow the regulations of university for the timely conduct of classes with sincerity in a disciplined way.
- Faculty members are also expected to respect the rights and academic freedom of students.
- In addition to academics they are expected to enlighten the students on moral values and professional ethics so as to make them the good citizens of the nations.
- Every staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- In fulfillment of their obligations to the teaching profession, teachers will strive to advance the interests of the teaching profession through responsible ethical practices.
- It is mandatory for faculty members to display Identity cards at all times when they are inside the campus.
- As per the rules of the institute, staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.



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Code of Conduct for Students

- Students are expected to conduct in a disciplined way at all times while in campus, in a manner that befits executives in the making.
- They are expected to be in Institute every day and on time for each class, as per the academic time-table, class tests examinations.
- They should ensure a minimum of 75 percent attendance during each semester in all subjects.
- Students are expected to read notices/circulars displayed on the notice board. Students must carry their Identity card inside the campus.
- Students are expected to be punctual for their classes, seminars and assessment test etc.
- Carrying/using mobile phones in academic areas like classrooms, corridors, library, lab etc. is strictly prohibited.
- Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.
- Political activity in any form is not permitted in the campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the campus, hostels, and outside the campus.

Code of Conduct for Parents

- Parents of the students are expected to uphold the vision, values and ethos of the Institutes.
- Parents should display courteous and respectful behaviour towards the institutes' staff (teaching and non-teaching).
- The Institutes expect the parents and not any relatives to deal with the authorities in matters regarding the students, unless it is duly informed by the parents in an officially assigned procedure.



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- Parents are expected to monitor their wards' activities like attendance, academic work, internal and external exam marks.
- Parents are authorized to call concerned teacher for any required information.

Code of Conduct for Employers

- Employers are expected to select the students for various job positions purely on the basis of merit and their performance in the screening processes.
- They should pay remuneration as promised and as per industry standards.
- They are expected to provide institutes with true feedback based on the performance.
- The employers must provide opportunities for growth and career enhancement.
- The employers should believe in having a long lasting relation with the institutes and as such conduct various training sessions for the students as well as faculty members.
- They are further expected to follow the law of justice.

Campus Director
Global Group of Institutes
Amritsar



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Report on Awareness Programs on Professional Ethics

(Conducted for Employees & Students)

No. of Programmes Conducted	8
Name of the Programmes	
1. Induction Programme	
2. Seminar on Professional Ethics (For Staff & Students)	



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Induction Program 2021-22 for the New Students

An induction program for the new students is organized in GGI every year. Dean student welfare used to familiarize the new students about the code of conduct of the GGI and, professional ethics to make them to know about Code of Conduct they have to follow during their studentship in the institutes.

i. The first induction program of 2021-2022 was held on Monday, i.e. September 20, 2021 with the arrival of students of BTM, HMCT, B.Com, and BBA.

ii. The second induction program of 2021-2022 was held on Wednesday October 06, 2021 with the arrival of students of MBA, MCA, B. Pharmacy, MLS, B.Sc (Agriculture) and B.Tech.

iii. As per guidelines of AICTE the Initial Phase was started with welcome of the students and completed with the Orientation Program in Auditorium. It was followed by a visit of students in campus to get introduced with various facilities.

iv. Induction Programs also includes discussion on Professional Ethics and Human Values every year during the start of Academic session which are conducted for under graduate and post graduate students.

v. During the induction programs academic professionals from in different fields address the students about the various ethics that a student should follow during the course of study. The Code of ethics to be followed is printed in the student calendar and circulated to the students.

Glimpses of the Induction programme





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Induction Program 2020-21 for the New Students

Induction Program was organized in online mode for three days starting from 7th October, 2020 to 9th October, 2020 for the new entrants of all the streams. The inaugural was addressed by the Hon'ble Vice-Chairman, the Campus Director, the Deans and HODs of GGI that enlightened the students on various aspects with reference to establishment, academics, rules and regulations and code of conduct.

The induction programme was brought in with a view to uplift the level of the entrants to an elevated stage, promote all-round development and exposing learners' stigmas to minimize and to maximize their learning. Learners come with diverse thoughts, backgrounds & perceptions. Hence this online session was to help them for adjusting the new environment & inculcate the ethos of the institute with a sense of larger purpose.

Induction Program 2019-20 for the New Students

The induction program was organised on 09th August, 2019 with the registration of newly admitted students under different courses. The Inaugural address was delivered by the Hon'ble Vice-Chairman and the Campus Director.

All the new entrants were guided by the faculty members at different entry points, to find their respective departments and classrooms. As, the floor plans mentioning class location were placed on all notice boards, corridors and other important places of GGI, also helped the students in locating their classrooms. The students were warmly welcomed by the respective Head of their departments and their class incharges. Then, the Head of their department delivered the welcome speech. Students were given the information and prospective of their branch, various facilities, their code of conduct and infrastructure available at the Institute by the Head of their department. Then class incharges briefed about their roles & responsibilities and rules & regulations to be followed at the Institute.

Glimpses of the Events



REPORT ON

SEMINAR ON PROFESSIONAL ETHICS FOR STUDENTS AND EMPLOYEES

An inspiring and knowledgeable lecture was delivered by Mr. Ranjan Vashistha, (the expert on Career Guidance, Quantum Consultancy Group) on 10.12.2021 in Interaction Hall, wherein the students were made acquainted with the ABC of professional life. As shared by expert:

- **A stands for attendance**, regularity and discipline in life;
- **B stands for branding** one's talent for a successful life and
- **C stands for cultured life** which demands a person to be well behaved, humble and grateful towards the Almighty.

The expert elaborated the topic with real life examples of alumni and present students who have achieved success by following the ABC fundamental principle of life. He also informed students about various certified courses and projects which are useful for students to upgrade their resumes' and excel in their lives.

The lecture was attended by faculty and students of various streams with interest and enthusiasm.

Glimpses of the Professional Ethic Session for the Faculty



Glimpses of the Professional Ethic Session for the Students

