



An ISO 9001-2008 Certified Institute

**GITAM**

# GANGA INSTITUTE OF TECHNOLOGY & MANAGEMENT

Approved by AICTE, Ministry of Education, New Delhi, Recognized under section 2(f) of UGC Act, 1956  
Affiliated to Maharshi Dayanand University, Rohtak ('A+' Grade University Accredited by NAAC) and HSBTE, Panchkula

Reference No. GITAM/

Date.....

**Query 7.1.10** Provide Proceedings of the monitoring committee Provide Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs for the 2020-21.

**Response:** Proceedings of the monitoring committee, Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs for the 2020-21 are provided.



Kablana, Bahadurgarh-Jhajjar Road, Distt. Jhajjar, Delhi NCR, Haryana-124104

Tele Fax - 01251-239488, M.: 8684000891, 892, 893, 9654292946 | Visit us at [www.gangainstitute.com](http://www.gangainstitute.com), E-mail - gitmkablana@gmail.com

*Empowering Minds to Conquer*



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Reference No. GITAM/ DR/2020/836

Date 14/08/2020

## OFFICE ORDER

### Monitoring Committee: Code of Conduct

The following faculties are nominated as members of Monitoring Committee for Code of Conduct. Their role and responsibilities are as per instructions laid down by the Governing Body.

Sr. No.	Name	Designation
1	Dr. Rakesh Kumar Joon	Convener
2	Mr. Joginder Singh	Member
3	Dr. Punam Devi	Member
4	Mr. Vivek Arora	Member
5	Mr. Parvesh Dahiya	Member
6	Mr. Jitender Narwal	Member
7	Ms. Ekta Katyal	Member



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# **Ganga Institute of Technology and Management**

**Date: 17<sup>th</sup> September, 2020**

## **Circular**

All the Faculty, Non-Teaching Staff and Final year students are hereby informed to join the workshop on “Code of Conduct” which is going to be held on 22<sup>nd</sup> September, 2020 at 02:00 p.m. on Google Meet. Link and schedule will be sent on the respective what’s app groups a day before the workshop. All are requested to attend the same.



### **Copy to:**

- (1) Hon'ble Director Sir, for kind information Please.
- (2) All HODs for information only.
- (3) Notice Boards.

**Ganga Institute of Technology and Management Kablana(Jhajjar)**

**Proceedings of the Meeting for implementation of Code of Conduct**

The online meeting of the committee for implementation of code of conduct was held on 22.09.2020 for the faculty, staff and final year students of the Institute.

The Convener of the committee Dr Rakesh Kumar Joon Professor and Head of the Department Electronics & Communication Engineering welcomed all the members of the Committee and students of final year.

Dr Rakesh Kumar Joon during addressing the students, faculty staff and committee members said that since all the students' faculty and staff already knew the code of conduct in place. He highlighted the following points and advised students, faculty and staff to adhere to the code of conduct designed for students/faculty and staff by the Institute.

**For Students of final Year:**

- 1) All the students of final year know the code of conduct to be followed in the Institute and they should strictly adhere to the code of conduct in letter and spirit.
- 2) All the students of final year while preparing project/dissertation should keep ethics and not indulge in copying the previous projects dissertations and devise new ideas on their own as this will keep them in good stead for future endeavors.
- 3) The Final year students should make use of library books, journals and e journals while preparing their final thesis, project and industrial training reports.

**For the Faculty/Staff:**

- 1) The Faculty/Staff should set a high standard decorum while on duty.
- 2) All the faculty/staff should report on duty timely and should complete the assignments given to them meticulously.
- 3) The faculty/staff should preferably be in formals.
- 4) Faculty/staff should uphold honor and image of the institute all the times.
- 5) The Faculty/Staff should not take assignments other than the Institute work without prior permission of the Management.
- 6) The faculty/staff should not indulge in any financial matters.
- 7) A faculty should prepare well in advance and prepare their course file/lesson plan to be executed for the session.

*Handwritten signatures and initials:*  
#aliyal - H2  
Suman  
Dinesh  
Grooms  
@Dury

- 8) A faculty should be impartial and should not use his/her authority for award of internal marks to the students.
- 9) A faculty/staff should not leave the job midway in the semester but one month prior notice or salary in lieu will be applicable on both sides.
- 10) Faculty/staff should raise their grievance through proper channel.
- 11) Faculty should not discriminate students on the basis of cast, creed, and language, place of origin social and cultural backgrounds and should treat each and every individual on equal terms.
- 12) Faculty /Staff should not remain absent from duty/duties without proper sanction of leave.

All the committee members/students/faculty and staff present echoed with these suggestions from the Dr Rakesh Kumar Joon and promised to follow the Institute Code of Conduct in letter and spirit.

The meeting ended with the vote of thanks to the chair.

  
**Dr Rakesh Kumar Joon**

  
**Mr. Joginder Singh**

  
**Dr Punam Devi**

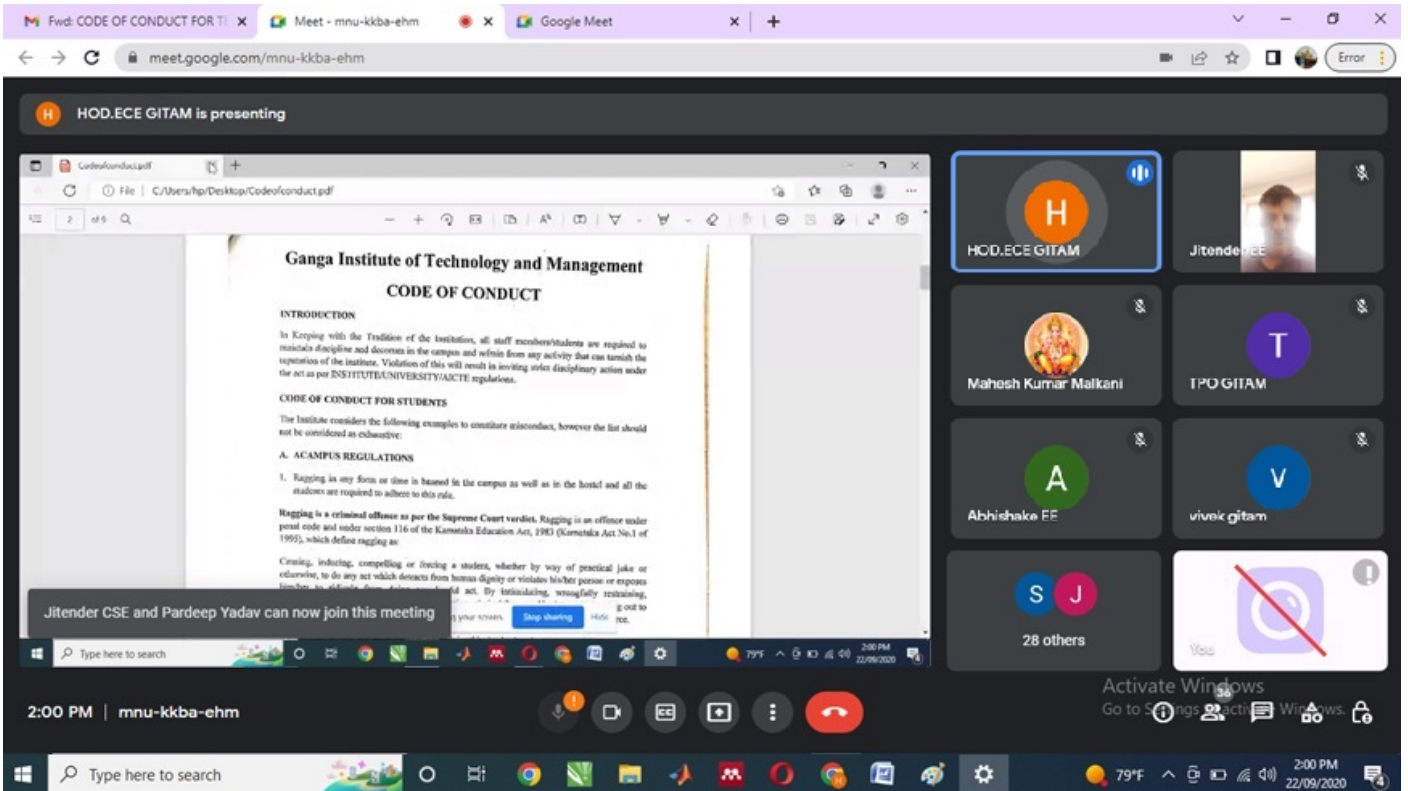
  
**Mr. Vivek Arora**

  
**Mr. Parvesh Dahiya**

  
**Mr. Jitender Narwal**

  
**Ms. Ekta Katyal**

# Photographs



# Ganga Institute of Technology and Management

Date: 8<sup>th</sup> January, 2021

## Circular

All the Faculty, Non-Teaching Staff, First and Second year students are hereby informed to join the workshop on “Code of Conduct” which is going to be held on 12<sup>th</sup> January, 2021 at 10:00 a.m. on Google Meet. Link and schedule will be sent on the respective what’s app groups a day before the workshop. All are requested to attend the same.



### Copy to:

- (1) Hon'ble Director Sir, for kind information Please.
- (2) All HODs for information only.
- (3) Notice Boards.

**Ganga Institute of Technology and Management Kablana (Jhajjar)**

**Proceedings of the Meeting for implementation of Code of Conduct**

The online meeting of the committee for implementation of code of conduct was held on 12.01.2021 for the first and second year students of the Institute.

The coordinator of the committee Dr Rakesh Kumar Joon Professor and Head of the Department Electronics & Communication Engineering formally welcomed all the members of the Committee and students of first and second year.

Dr Rakesh Kumar Joon while addressing the students and committee members laid the emphasis on the following points and advised students to adhere to the code of conduct designed for students by the Institute.

- 1) All the students should report in class on time and nobody should be allowed inside the class after the start of lecture.
- 2) All the students should wear Identity Card in the campus.
- 3) During leisure time or library period the students should use the facilities of Library/Reading Room to upgrade their knowledge.
- 4) The use of Mobile Phone in the classroom, Library and Computer Center is strictly prohibited.
- 5) Students should handle the Institute Property like electrical Items, Furniture and lab equipments with utmost care and they are advised to switch off all the electrical Appliances before moving out of the Classrooms, Laboratories etc.
- 6) The students should maintain honesty, integrity and fairness in all the activities they took part and should maintain highest standard in educational activities like research, Examination and any other competitions scheduled from time to time.
- 7) No student should indulge in any in disciplinary activities like ragging, fight with any of the fellow students. Any student found involved in ragging activity will be strictly dealt with and punished as per law and even rustication as per affiliating university norms.

The students were informed about the above major points briefly and informed that the detailed code of conduct to be followed is available on the Institute website i.e. [ganganstitute.com](http://ganganstitute.com).

All the committee members present echoed with these suggestions from the coordinator and vowed to implement the Institute Code of Conduct in letter and spirit.

The meeting ended with the vote of thanks to the chair.

  
Dr Rakesh Kumar Joon

  
Mr. Joginder Singh

  
Dr Punam Devi

  
Mr. Vivek Arora

  
Mr. Parvesh Dahiya

  
Mr. Jitender Narwal

  
Ms. Ekta Katyal



# Photographs

