



*Mehr Chand Mahajan*  
*D.A.V. College for Women*  
*Sector 36-A, Chandigarh – 160036*  
*Phone: 0172-2603355, Fax: 0172-2613047*

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## **Supporting Document for Criterion 7**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. (***Any other relevant information***):

IQAC, Coordinator

Offg. Principal

7.1.10. Code of Conduct - Relevant Information:

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard:**

*Institution organizes professional ethics programmes for students, teachers, administrators and other staff*

Our institution remains committed to strengthening academic ambience by inculcating a strong ethical and professional value system among all the stakeholders. A tradition of excellence has been carefully nurtured by organizing programmes for initiating qualitative transformation of students, faculty and the support staff. The College has a prescribed Code of Conduct for students, teaching faculty, administrative and support staff. The same is displayed on the college website and is highlighted prominently in the College and Hostel Prospectus.

<https://mcmdavcwchd.edu.in/student-grievance-redressal-policy-2/>

<https://mcmdavcwchd.edu.in/%20examination-grievance-redressal-policy-2/>

*For Students:* Mehr Chand Mahajan DAV College for Women, Chandigarh is committed wholly to maintain a Ragging-free and secure environment for its students. It strictly adheres to the guidelines laid down by Hon'ble Supreme Court of India which has banned ragging in all institutions of higher education. In pursuance of its significant judgment dated 8 May 2009 in Civil Appeal No. 887/2009 which was notified by UGC as 'Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' and subsequent communications received from the Ministry of Human Resource and Development from time to time, the college takes all relevant steps to curb, prevent and eliminate the menace of ragging. Significant steps taken during the session in this direction include:

With an aim to acquaint the freshers with the rules and regulations of the institution in a befitting manner, several awareness programmes are being organized that include:



7.1.10. Code of Conduct - Relevant Information:

- **Fresher cum Induction Programme** is being organized by Cultural Committee annually with an aim to apprise the newly enrolled students with rules and regulations of the institute of the institution in an entertaining manner. Reiterating the importance of discipline in our lives, Principal Dr. Nisha Bhargava advised the newcomers to adhere to the rules and regulations of the college and maintain the sanctity of the rich legacy of discipline and excellence of MCM.



7.1.10. Code of Conduct - Relevant Information:

- The formation of student union is held through a free and fair election process. Student Council elections are held every year where students are sensitized about democratic rights. Selected members of the student council, after taking 'oath', represent a miniature model as a prototype of Indian Democratic system.



## एमसीएम में छात्र परिषद चुनाव में बेनजीरसना यमखैबम अध्यक्ष चुनी गईं

चंडीगढ़, 6 सितंबर (राम सिंह बराड़): मेहर चंद महाजन डीएवी महिला महाविद्यालय, चंडीगढ़ में छात्र परिषद के चुनाव में विद्यार्थियों की उत्साहपूर्ण भागीदारी देखी गई, जो आज सुचारू रूप से संपन्न हुए। 802 विद्यार्थियों ने अपने प्रतिनिधि चुनने के लिए मताधिकार का प्रयोग किया। निर्वाचित अध्यक्ष बेनजीरसना यमखैबम और निर्वाचित उपाध्यक्ष लब्धा बावा अपनी जीत के कारण 7वें आसमान पर थे। उन्होंने शिक्षकों और साथी विद्यार्थियों को उनके समर्थन के लिए धन्यवाद दिया और कॉलेज को नई ऊंचाइयों पर ले जाने के लिए कॉलेज अधिकारियों के साथ रचनात्मक रूप से काम करने की शपथ ली। छात्रा प्रणत ने सचिव पद पर जगह

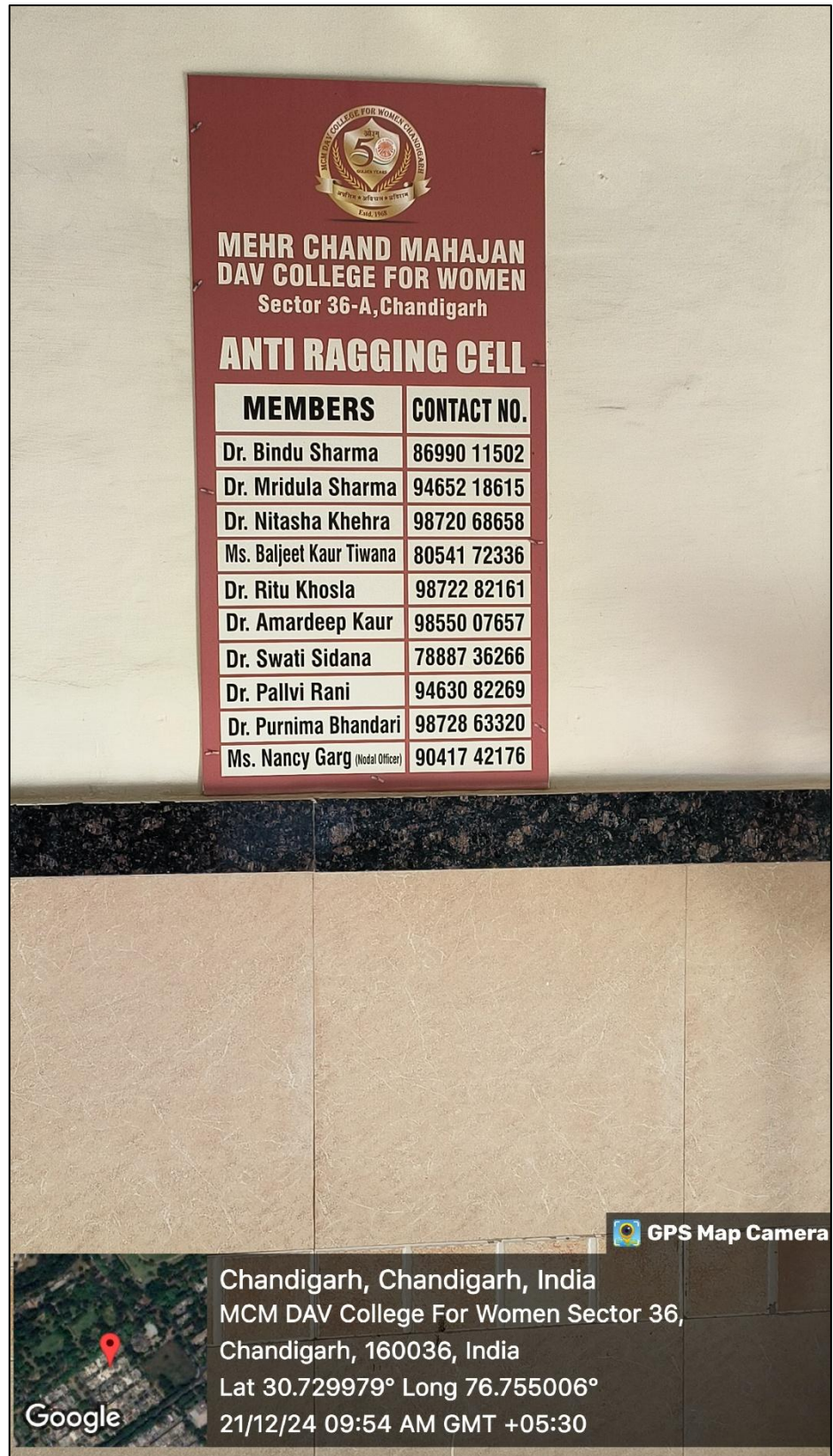


एमसीएम कॉलेज चंडीगढ़ में छात्र परिषद चुनाव में अध्यक्ष चुनी गईं बेनजीरसना यमखैबम और उपाध्यक्ष लब्धा बावा अन्य पदाधिकारियों व समर्थकों के साथ विजयी चिन्ह बनाते हुए। (छाया : गुरिंदर सिंह)

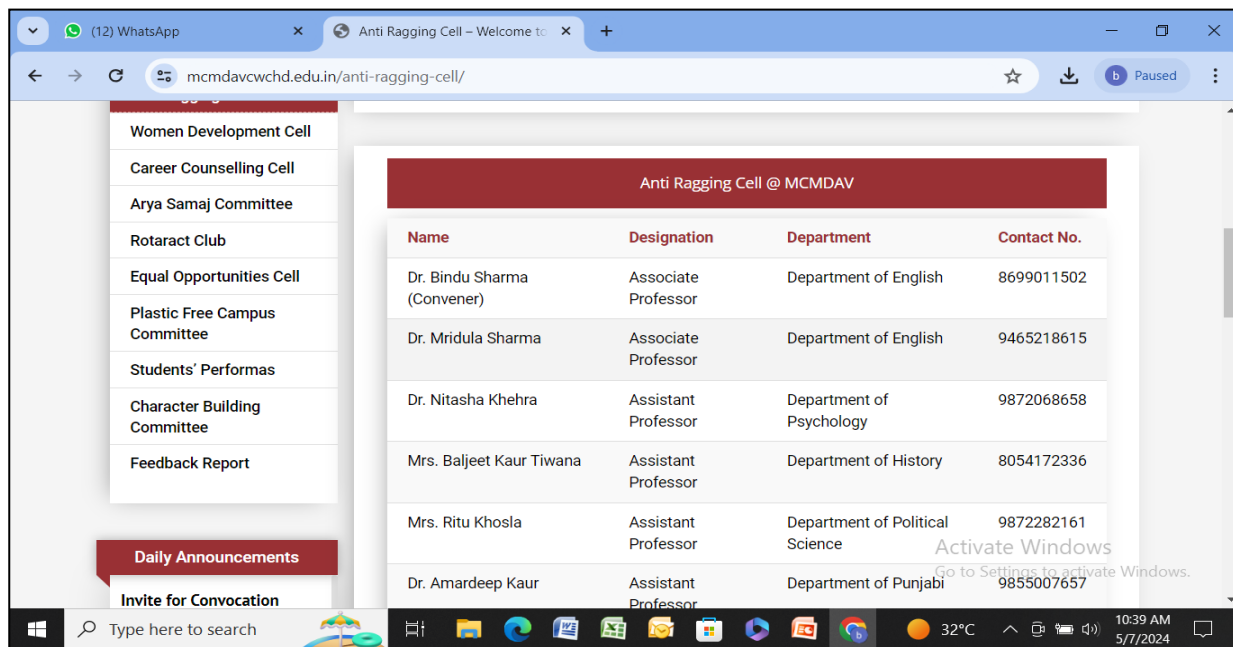
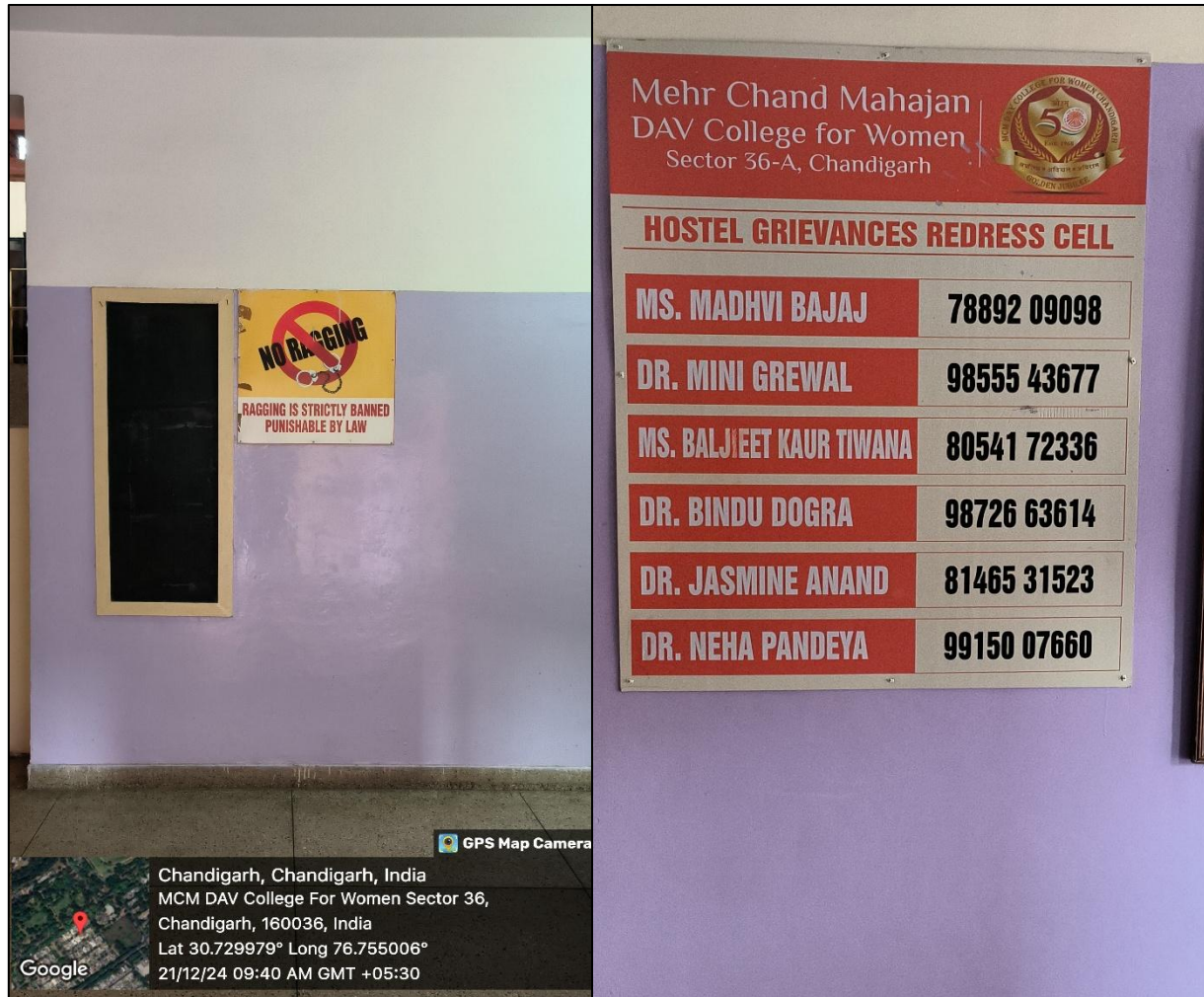
बनाई, जबकि मनल चौधरी संयुक्त सचिव चुनी गईं। कॉलेज प्राचार्या डॉ. निशा भार्गव ने कहा कि हर साल कॉलेज में छात्र परिषद चुनाव निष्पक्ष और पारदर्शी तरीके से आयोजित किए जाते हैं और इसके माध्यम से छात्रों को देश के प्रभावी भावी नेता के रूप में तैयार करने में महत्वपूर्ण कदम के रूप में देखा जाता है। विजेताओं को बधाई देते हुए डॉ. भार्गव ने उन्हें विद्यार्थियों में नेतृत्व और उद्यमशीलता की भावना को बढ़ावा देने के लिए कॉलेज अधिकारियों के साथ संयुक्त रूप से काम करने के लिए प्रेरित किया।

7.1.10. Code of Conduct - Relevant Information:

- Existence of Anti-ragging Cell:** The Cell comprises the most experienced staff members and ensures that ragging is not practiced actively or passively, nor does any promotes ragging directly or indirectly go unreported. The committee prevents any sort of exploitation, abuse, misconduct, misdemeanor on the part of students and ensures a congenial environment for all. The Anti-ragging Cell/Committee of the college was expanded to control and prevent the incidents of ragging in the college, if any. Display boards displaying names of members of anti-ragging and hostel grievances redressal cell have been placed at various places at the college campus.



7.1.10. Code of Conduct - Relevant Information:



Display boards displaying names of Anti-ragging members and hostel grievances redressal Cell placed at various places

7.1.10. Code of Conduct - Relevant Information:

- To check the menace of ragging, College authorities have put up notice boards and sun boards at several places warning students not to indulge in ragging as it is a punishable offence.



Sun boards with disciplinary instructions for the students have been put up in the corridors.

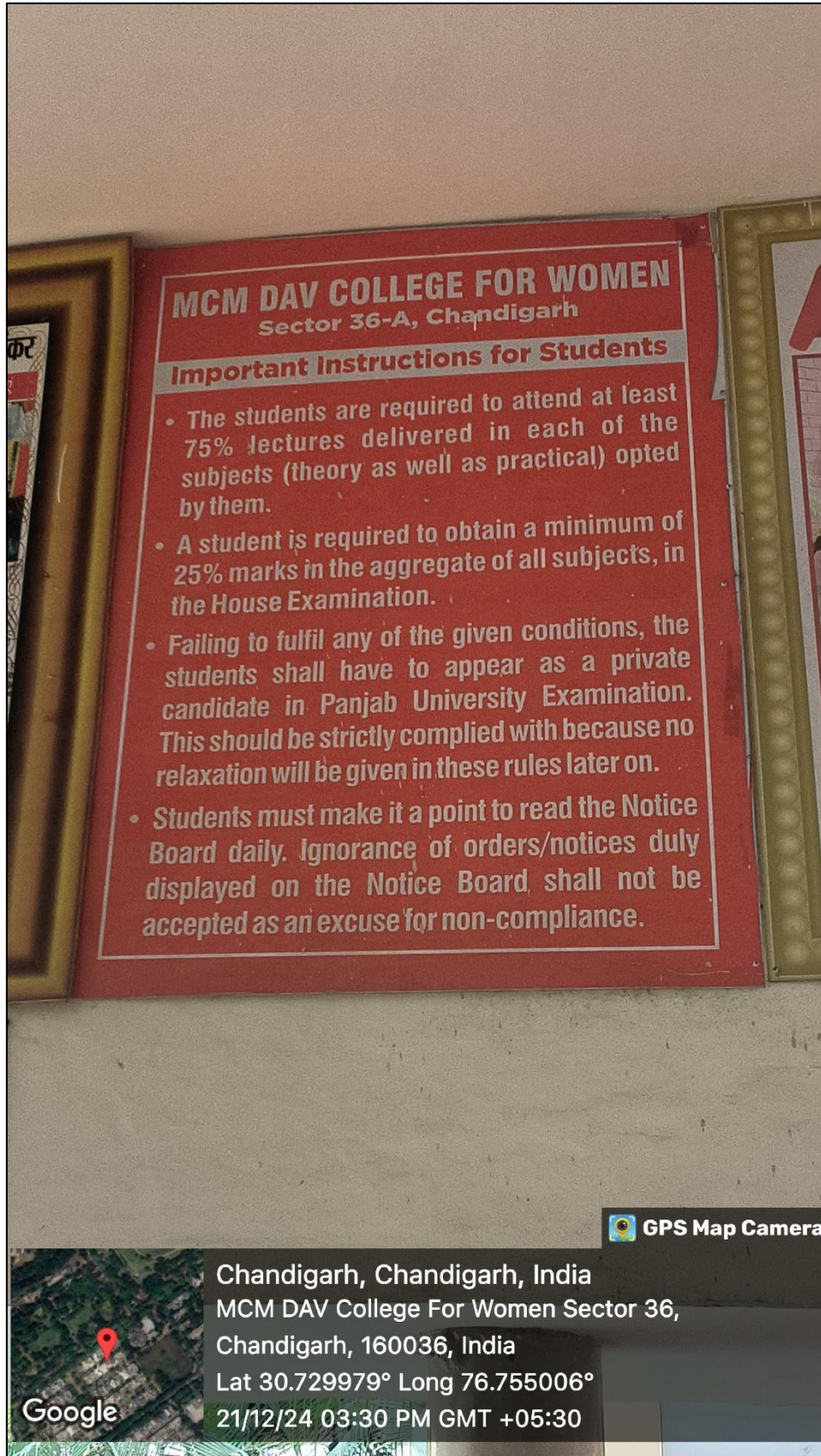
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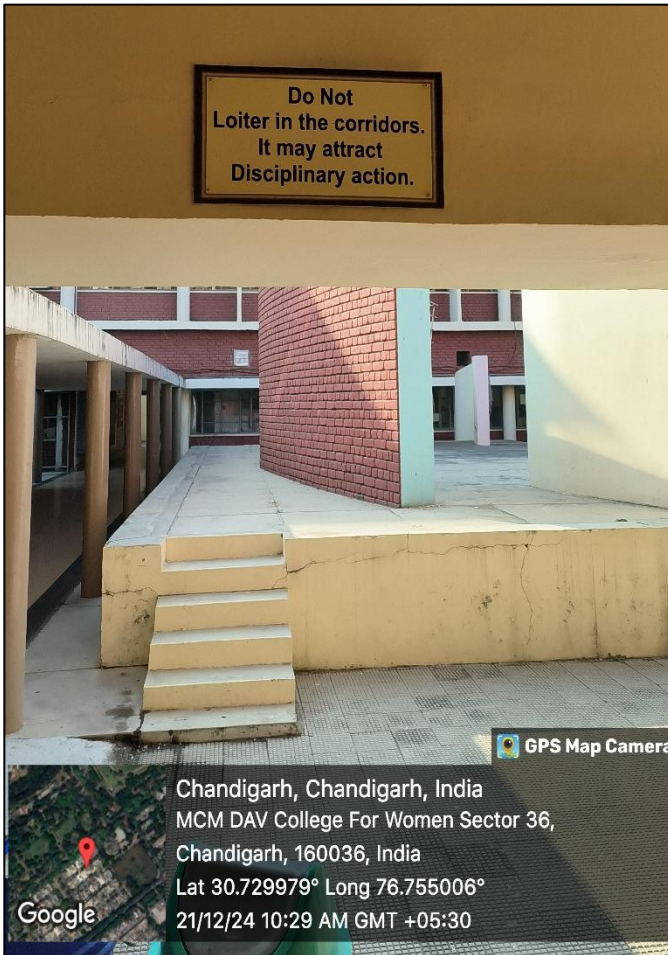


7.1.10. Code of Conduct - Relevant Information:

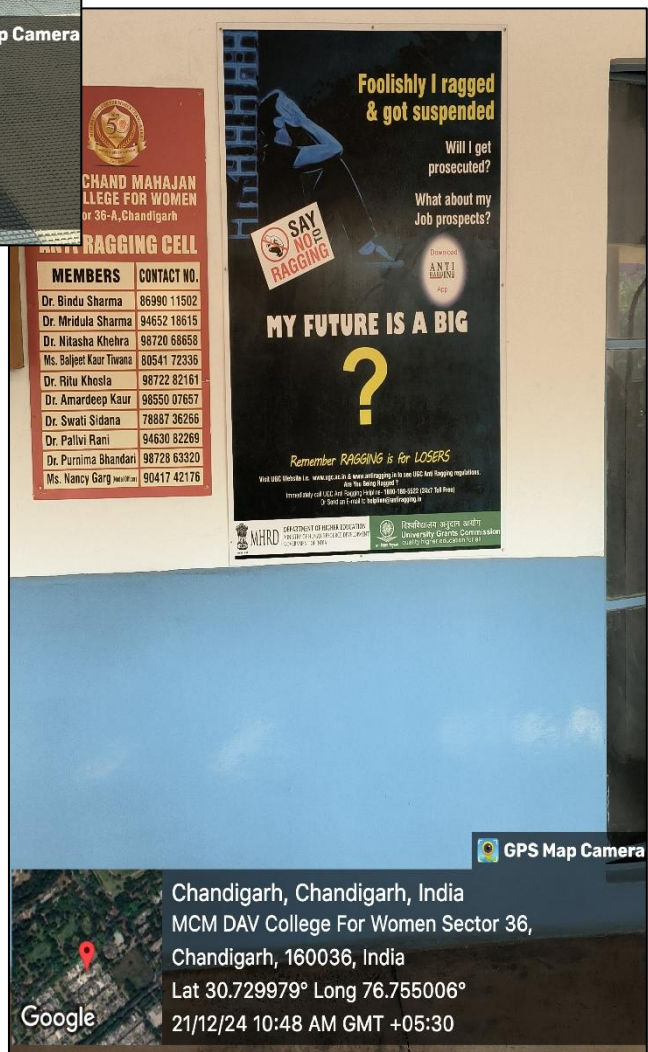


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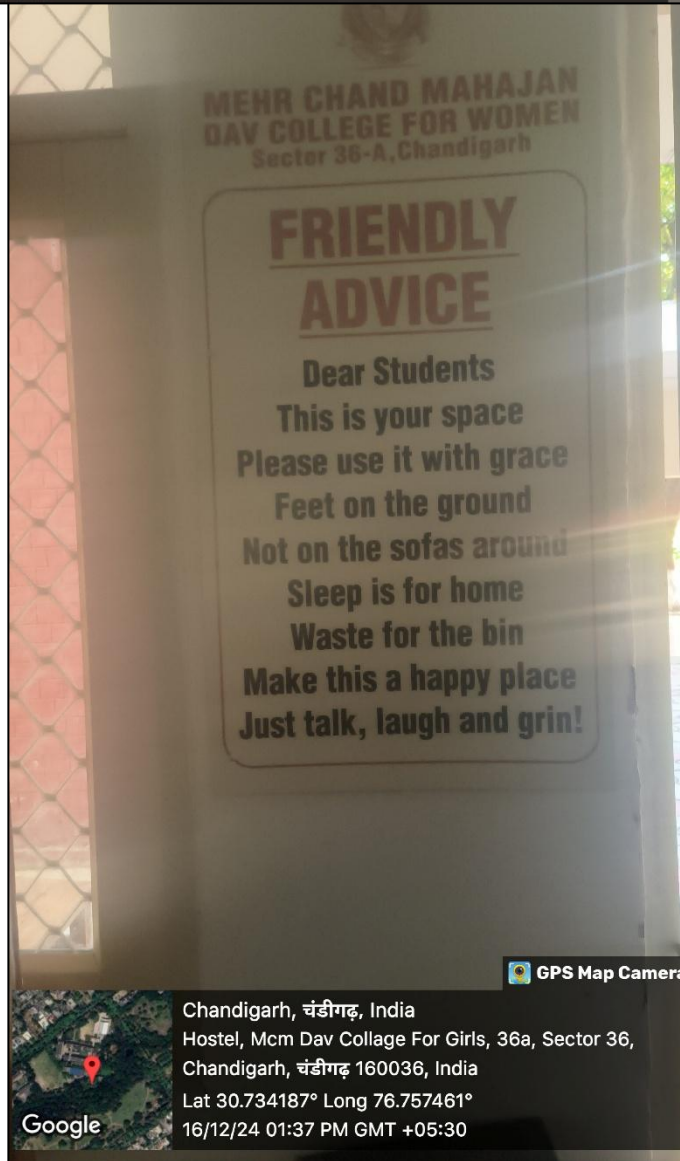
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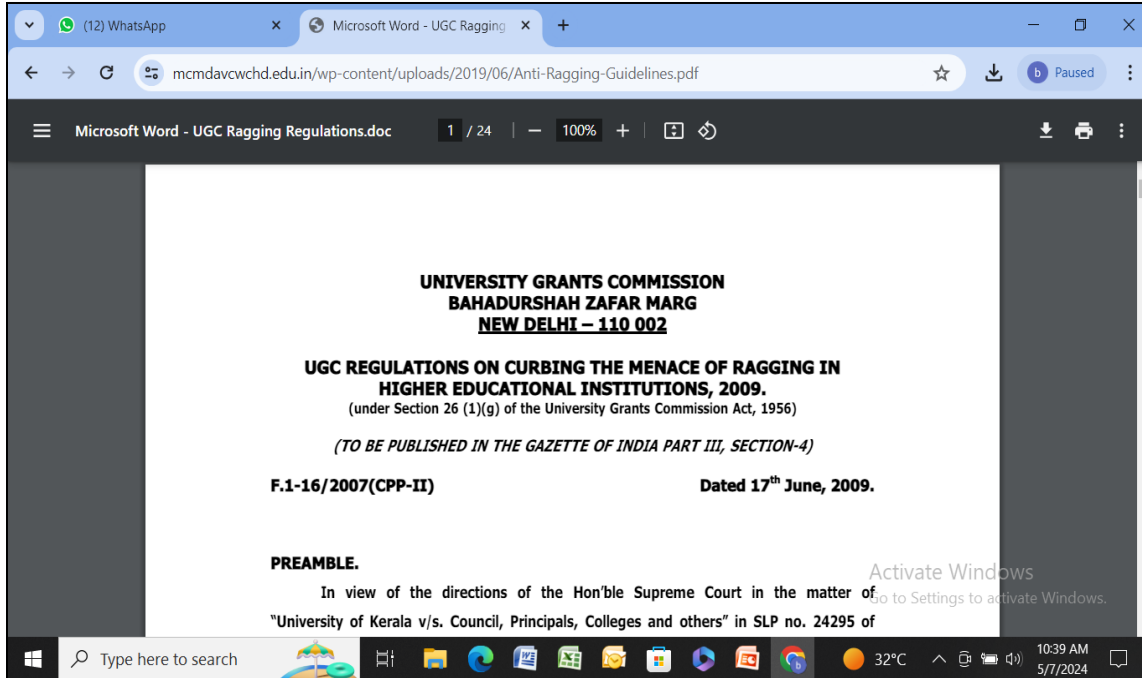
7.1.10. Code of Conduct - Relevant Information:



Anti-ragging Awareness posters and Sun boards with disciplinary instructions for the students have been put up in the corridors.



7.1.10. Code of Conduct - Relevant Information:



- The statutory warning, UGC Regulations on Curbing the Menace of Ragging in the Higher Educational Institutions, 2009 (dated: 17 June 2009) is also available on the college website for the benefit of the students and their parents.
- As per the instructions of the government, Anti-ragging Undertakings were sought from all students at the time of admission. A sample of the **Anti-ragging Undertaking** to be submitted by every student at the time of online admission to the college was displayed prominently on the College Website as well.

**Format of Anti Ragging Affidavit**

**SAMPLE**  
Anti - Ragging Affidavit  
Affidavit as per the provision by the Hon'ble Supreme Court  
(To be executed on a Rs. 10/- Non-judicial stamp paper duly attested by a First Class Magistrate or Public Notary)

I, Ms \_\_\_\_\_ D/o (Father & Mother) \_\_\_\_\_  
Roll No. \_\_\_\_\_ Class \_\_\_\_\_ student of /seeking admission to Mehr Chand Mahajan DAV College do hereby undertake on this Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ the following :

1. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above references. (available at [www.mcmdavcw-chd.edu](http://www.mcmdavcw-chd.edu))
2. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
3. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the College if the above statement is found to be untrue or the facts are concealed at any stage in future.
4. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and the College authorities for the purpose from time to time .

Signature of Student

I hereby fully endorse the undertaking made by my child/ward.

Signature of Mother / Father or Guardian

Witness : \_\_\_\_\_

7.1.10. Code of Conduct - Relevant Information:

- **Anti-ragging Warning in the Institutional Prospectus:**

The statutory warning against Ragging was printed boldly in color in both, the Prospectus of the College and Hostel (Online and Offline) for the information of students as well as their parents.

- **Installation of CCTV Cameras:**

CCTV Cameras were installed at vital spots in the campus and hostel to keep a check on the activities of the students in the college premises. The monitor installed in the principal's office also helps to maintain round-the-clock vigilance on any kind of unlawful activity by the students. More CCTV cameras were installed at vantage points in the hostel premises to ensure the safety of students.

- **Anti-ragging Awareness:**

With an aim to create **anti-ragging awareness** among students, competitions were organized. The Anti-Ragging Cell, under the aegis of the IQAC, organized an Inter-class Slogan Writing Competition on the theme of 'Curbing the Menace of Ragging' on 22 March 2024. A total of 110 entries were received from students of all classes and streams. The students wrote very relevant, interesting and innovative slogans in favor of maintaining ragging free and secure learning environment in the college.



## AQAR 2023-24

### 7.1.10. Code of Conduct - Relevant Information:

Sensitization regarding Code of Conduct is done through various programmes such as Annual Induction Programme, Mentorship Programme, and periodic meetings conducted by the Principal with the Teaching and Non-teaching staff.



**MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN  
SECTOR 36-A, CHANDIGARH**

Date: 02.11.2023

### STAFF NOTICE

The Campus Mentorship Programme for 1<sup>st</sup> Year UG & PG students will be held on 06-11-2023. It is compulsory for the faculty members to meet their Mentees as per schedule given below and maintain their record in the mentorship booklets. Further, they are required to submit class wise roll numbers of the absentees to Mr. Sushil Bhandari in the accounts office on the day of the mentorship meeting.

#### TOPIC: Students' Conduct Rules

The following time table will be observed on 06-11-2023

Period	Timings
Zero	7.45 a.m. to 8.45 a.m.
I	8.45 a.m. to 9.45 a.m.
II	9.45 a.m. to 10.45 a.m.
<b>III (Mentorship Programme)</b>	<b>10.45 a.m. to 11.45 a.m.</b>
IV	11.45 a.m. to 12.45 p.m.
V	12.45 p.m. to 1.45 p.m.
VI	1.45 p.m. to 2.45 p.m.
VII	2.45 p.m. to 3.45 p.m.
VIII	3.45 p.m. to 4.45 p.m.

*Revolution*  
Principal

Mentorship Meeting for First Year students on Code of Conduct

## 7.1.10. Code of Conduct - Relevant Information:

**MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN**  
SECTOR 36-A, CHANDIGARH

**Date: 13.09.2023**

**STUDENT - NOTICE**

The Campus Mentorship Programme for 2<sup>nd</sup> Year UG & PG students will be held on **15.09.2023**. It is **compulsory** for all second year students to meet their Mentors as per schedule given below. In case any student remains absent for two consecutive mentorship meets, her name will be struck off the college rolls. This must be strictly complied with.

**TOPIC: Students' Conduct Rules**

The following time table will be observed on **15.09.2023**

Period	Timings
Zero	7.30 a.m. to 8.30 a.m.
I	8.30 a.m. to 9.30 a.m.
II	9.30 a.m. to 10.30 a.m.
<b>Mentorship Programme (2<sup>nd</sup> Year UG &amp; PG)</b>	<b>10.30 a.m. to 11.30 a.m.</b>
IV	11.30 a.m. to 12.30 p.m.
V	12.30 p.m. to 1.30 p.m.
VI	1.30 p.m. to 2.30 p.m.
VII	2.30 p.m. to 3.30 p.m.
VIII	3.30 p.m. to 4.30 p.m.

*Principal*  
**Principal**

Mentorship Meeting for Second Year students on Code of Conduct

**AQAR 2023-24**

**7.1.10. Code of Conduct - Relevant Information:**

**For Staff:** The **Standing Advisory Council** comprising the principal and 10 senior-most staff members monitor adherence to the Code of Conduct. In addition, **Committee for monitoring Code of conduct** has been constituted. Any instance of non-compliance is discussed by them and forwarded to concerned Committees such as the **Hostel Committee, Grievance Redressal Cell, Anti-ragging Cell, Internal Complaints Committee and Student Grievance Redressal Cell.**

<u>Staff Grievances Redressal Cell</u>	<u>Teaching:-</u>	<u>Non-Teaching:-</u>
	Dr. Mini Grewal	Nil
	Ms. Madhvi Bajaj	
	Dr. Nitasha Khehra	
	Dr. Neetu	
	Dr. Seema Kanwar	

<u>Students' Grievances Redressal Cell</u>	<u>Teaching Staff</u>	<u>Non-Teaching Staff</u>
	Mrs. Vandana Syal	Nil
	Mrs. Nidhi Sharma	
	Mrs. Shelly Nanda	
	Dr. Shefali Dhiman	
	Dr. Arshdeep	
	Ms. Sidaq	
	<u>Students:</u>	
	President-Students Council	
	Vice President-Students Council	
	Secretary-Students Council	

<u>Advisory Council</u>	<u>Teaching Staff</u>	<u>Non-Teaching Staff</u>
Mrs. Suman Mahajan	Mrs. Suman Mahajan	Nil
	Dr. Vibha Sharma	
	Ms. Neena	
	Dr. Gurvinder Kaur	
	Dr. Bindu Sharma	
	Dr. Indu Arora	
	Dr. Harpreet Gill	
	Dr. Mini Grewal	
	Dr. Vandana Syal	
	Dr. Anju Lata	
	Ms. Madhvi Bajaj	

*NS*

MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN, TOR 36 A, CHANDIGARH  
Committees (2023-24)

S.No.	Date of Re-Constitution	Name of the Committee	Teaching Staff:	Non Teaching Staff:
85	19.08.2023	<u>Committee for monitoring Code of Conduct</u> Mrs. Suman Mahajan	Mrs. Suman Mahajan Dr. Vibha Sharma Dr. Harpreet Gill Dr. Mini Grewal Dr. Anju Lata Ms. Madhvi Bajaj Ms. Raman Ghuman Dr. Neha Soi Ms. Baljeet Kaur Tiwana	Nil

*B. Tiwana*

**For further information, kindly check the following Weblinks:**

- **Anti-Ragging Cell:** <https://mcmdavcwchd.edu.in/anti-ragging-cell/>
- **Mentorship Committee:** <https://mcmdavcwchd.edu.in/mentorship/>