

**GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS, LUDHIANA**



SUPPORTING DOCUMENT

(2022-2023)

7.1.10

CODE OF ETHICS POLICY DOCUMENT

**Dr. Maneeta Kahlon
Principal**

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Gujarkhan Campus, Model Town,
Ludhiana



GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS, MODEL TOWN
LUDHIANA

POLICY DOCUMENT
FOR
CODE OF CONDUCT AND PROFESSIONAL ETHICS



DISCLAIMER: This Document 'Code of Conduct', for the reference of the Teaching, Non-Teaching Staff, Students and the Hostellers has been prepared as per the Code of Conduct stipulated by Guru Nanak Khalsa College for Women , Gujarkhan Campus, Model Town, Ludhiana. Certain parts have been adopted from the relevant portion of the specified Panjab University Calendar. Every effort has been made to avoid errors or omissions in this document. If any error or omission may have crept in inadvertently it will be corrected if brought to notice.

GURU NANAK KHALSA COLLEGE FOR WOMEN

GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA

CODE OF CONDUCT FOR TEACHING STAFF

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by Panjab University & Management from time to time.
- All faculty members should prepare a lesson/teaching plan, well in advance before Commencement of the classes.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All faculty members must sign regularly in the attendance register which is to be maintained by the head of the institution.
- All faculty members should cooperate and assist in carrying out the functions relating to the educational responsibilities of the college such as assist in admission process, advising and counselling students as well as assist in conduct of university and college examinations.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Faculty members must take up any work assigned by the management, head of the institution without refusal, in the interest of the institution.
- Mentor- mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them.
- All faculty members must be impartial and non-discriminative against students and shall help, guide, encourage and assist students in their learning.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- Eligibility for leave shall be as per Punjab University Leave Rules.

- All faculty members shall take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Teacher should seek to make professional growth continuous through study and research.
- Teachers shall express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Respect the right and dignity of the student in expressing his/her opinion.
- All faculty members should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- All faculty members shall encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Teachers must inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Faculty members must refrain from inciting students against other students, colleagues or administration.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All faculty members should discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research.
- Teachers shall make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

**CONDUCT OF TEACHERS IN NON-GOVERNMENT AFFILIATED COLLEGES
AS PER CHAPTER VIII(E) , PANJAB UNIVERSITY CALENDER VOL-1**

Available at : <https://puchd.ac.in/includes/documents/calendar-vol-1-2022.pdf>

_page no. 172 -177

CONDUCT RULES

16.1. No teacher shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union or to disturb public peace.

16.2. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.

17. No teacher shall, except with the previous permission of the Governing Body own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.

18. No teacher shall in any manner criticise adversely in public the administrative actions of the Governing Body of his college.

19. No teacher shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he is not authorised to communicate such document or information

20.1. No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by private tuition. Provided that a teacher may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer but he shall undertake or shall discontinue such work, if so directed by the Principal, and in the case of the Principal, if so directed by the Governing Body. Provided further that no permission shall be necessary for examination work of this University or other Indian Universities/ Deemed to be Universities/Institutes of National importance including Public Service Commissions and other statutory bodies when the total emoluments accruing from such work do not exceed Rs.10,000/- per annum, and for all examination

work for which additional emoluments are expected, the previous permission of the Principal or the Governing Body as the case may be, shall be necessary.

20.2. No teacher shall appear in an examination without the prior permission of the Principal.

20.3. No teacher in an affiliated college shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work

21. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his college.

22. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

23. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal, hold its meetings on the premises of the college, provided such association satisfies the following conditions: AFFILIATED COLLEGES (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be. (b) It is not in any way connected with any political party or organisation or does not engage in any political activity.

GENERAL

24.1. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

24.2. Unless in any case it be expressly provided for, the whole time of a teacher shall be at the disposal of the college and he shall serve the college in such capacity and at such places as he may, from time to time, be directed by the Principal/ Governing Body of his college, subject to such conditions as may be laid down by the University.

24.3. No teacher in a college shall apply for any other job or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Managing Body. Provided that a

person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

24.4. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.

24.5. No teacher shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.

LEAVE RULES FOR TEACHERS

IN NON-GOVERNMENT AFFILIATED COLLEGES

AS PER CHAPTER X, PUNJAB UNIVERSITY CALENDER VOL-1II(2019)

Available at: <https://puchd.ac.in/includes/documents/calendar-2016/calender-vol-3-2019.pdf> pages 264-268

1. Leave can not be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

2. The nature of leave due and applied for by a teacher cannot be altered at the option of the sanctioning authority. So, while it is open to the sanctioning authority to refuse or revoke leave due and applied under this rule it is not open to him to alter the nature of such leave.

3. No teacher may leave his headquarters during Sundays or holidays and/or any kind of leave without the written permission of the Principal of the college.

4. Sundays and other holidays may be prefixed or suffixed or both to leave subject to any limit of absence on leave prescribed under each kind of leave.

5. The Principal shall have the authority to change the date of commencement of leave granted to a college teacher on his own or on request from him/her.

6. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave but not with casual leave.

7. The authority which grants leave to a college teacher can convert it retrospectively into leave of different kind which may be admissible as on the date on which the conversion is sought but the concerned college teacher cannot

claim it as a matter of right. Note:—Leave rules given in the Punjab C.S.R. Volume-I (Part-I) will be final in case some clarification is required.

8. A. Casual leave in a year (i) 10 days to those teachers whose length of service is not more than 10 years. (Applicable to other than women employees). (ii) 15 days to those teachers whose length of service is more than 10 years and less than 20 years. (iii) 20 days to those teachers whose length of service is more than 20 years. (iv) The women employees may be granted 20 days casual leave every year irrespective of the number of the years of service in the college. (v) In the case of ad hoc teachers, one day's casual leave for each month's service after completing ad hoc service of one month i.e. one day's casual leave for service more than one month but less than two months, two days' casual leave for service of more than 2 months but less than three months, so on. (vi) For anti-rabic treatment the provisions of Note (2) to Rule I in Appendix 17, Punjab C.S.R. Volume I, (Part-II) shall apply. 264- 265

B. Calculation of Casual Leave From the date on which an employee completes his 10th or 20th year of service, as the case may be, he will be entitled to casual leave in that year according to the next higher scale. Thus, if an employee completes 10 years service on the 30th April, 1986 he/she will be entitled to 15 days casual leave for the entire year 1986.

C. Accounting of Casual Leave The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave account will be closed on the 31st December and new accounts opened on the 1st of January following irrespective of the fact that a teacher takes a spell of casual leave which includes the last few days of December, and the few days of January. Thus if a teacher takes leave from the 26th December, 1985 to 5th January, 1986 the period 26th December to 31st December will be debited to his leave account for the year 1985 and the period 1st January to the 5th January, 1986 will be debited to his leave account for the year 1986.

D. Length of Casual Leave and Combination of Leave In taking casual leave within the limits admissible above a teacher may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of casual leave can be taken in dribblets.

E. Duty leave for attending i. Meeting of the University organised by the University ii. Educational seminars organised by the University iii. Educational Seminars organised by the University Grants Commission; the State Government

and the Government of India. iv. Educational Seminars organized by any other University in India. v. University Festivals of the Panjab University at the Regional level in the capacity of Principal of a participating college or escort of the participants; and vi. For delivering extension lectures organised by the University/ Convocation Address at an affiliated College.

9. Earned Leave Provisions of the Punjab C.S.R. Volume I (Part I) for earned leave to vacation departments shall apply and be referred to wherever necessary.

10. Half Pay Leave i. 20 days leave for one completed year of service. ii. The half pay leave due to a teacher may be granted on medical ground or private affairs. Half pay leave can also be commuted on medical grounds only subject to the conditions that :— i. Commuted leave during the entire service shall be limited to maximum of 240 days; ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due; iii. The total duration of earned leave, and commuted leave taken in conjunction shall not exceed 240 days; and iv. Half pay leave up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study certified to be in the institutional interest by the leave sanctioning authority. Provided that no commuted leave may be granted unless the authority competent to sanction leave has reason to believe that the college teachers will return to duty on its expiry.

11. Leave not due Leave not due may be granted to a teacher (both permanent and temporary) except leave preparatory to Retirement for a period not exceeding 360 days during the entire service of the employee concerned out of which not more than 90 days at a time and 180 days in all can be on the basis of other than medical certificate. In other words 'Leave not due' can be granted to an employee up to 180 days or more on medical ground but up to 180 days only on other grounds. Leave not due is debited against the half pay leave which the teacher may earn subsequently. Leave not due should not be granted unless the competent authority is satisfied that there are reasonable prospects of the teacher concerned for returning to duty on the expiry of the leave.

12. Extraordinary Leave Extraordinary leave can be granted to a teacher in special circumstances only viz. i. When no other leave is admissible; or ii. When other leave is admissible, or, but teacher concerned applies in writing for the grant of extraordinary leave : Extraordinary leave shall always be without pay and allowances. But the period of extraordinary leave for prosecuting higher studies, be counted towards the grant of annual increment/s. iii. The authority empowered to grant leave may commute retrospectively – i. Period of absence of without leave into extraordinary leave; ii. Extraordinary leave be converted into

leave of a different kind if the latter type of leave was admissible at the time extraordinary leave was granted.

13. Special Disability Leave Provisions in the Punjab C.S.R. Volume I (Part I) shall also be applicable wherever necessary.

14. Quarantine Leave/Hospital Leave Quarantine leave is a leave of absence from duty necessitating in consequence of the presence of infectious disease in the family or household of a teacher. This leave shall be granted in case a person has applied for grant of quarantine leave. Provisions in the Punjab C.S.R. Volume I (Part I) shall also be applicable wherever necessary.

15. **Study Leave** Normally the study leave is granted to undergo a study of scientific, technical or similar problems or to undergo special course of instructions. Such leave can be granted on terms prescribed by the general or special order by the competent authority. Such leave is not debited against the leave account. This leave is granted subject to :- (i) exigencies of the service to undergo a course in or out of India; (ii) the subject of study having a direct and close connection with the sphere of duty of the teacher concerned or the course may be of a definite advantage to the institutions from point of view or institutional interest. The study/ tour should be approved by the authority competent to sanction the leave. A full report on the work done during the study leave is to be submitted. The certificate of the examinations passed with necessary details is also to be submitted to the authorities granting the leave. It can also be granted for Course/Study which can widen the mind of the teacher concerned to improve his ability as a teacher etc. etc. Provided that the study leave shall be subject to the following conditions:- (i) It is certified that the study is of definite advantage and in institutional interest; and that adequate facilities do not exist in India (In the case of study leave for outside India); (ii) Minimum of 5 years service is completed; (iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave. Duration of Study Leave Study leave shall ordinarily be for twelve months unless there are exceptional reasons and 24 months in all during the entire service. The combination of study leave with other kind of leave is admissible but the total absence should not be more than 28 months(including the vacation period). Study leave allowance if granted will be for not more than 24 months for the period of the definite course of study and that of examination at the end of this study.

16. **Maternity Leave** The competent authority under Rule 8.23 may grant to a female Government employee maternity leave on full pay for a period not

exceeding 180 days without the necessity of production of a Medical Certificate and the grant of such leave shall be so regulated that the date of confinement falls within the period of this leave. Provided that no leave under this sub-rule shall be granted to a female Government employee who has three or more living Children. Note (1) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding of leave. The term 'Pay' in this rule includes officiating pay: Provided the authority sanctioning the leave certifies that the college female teacher would have continued to officiate had she not proceeded on leave.

Note (2) (a) Maternity leave under this rule may also be granted in cases of miscarriages abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the leave does not exceed six weeks and the application for leave is supported by a certificate from a registered Medical Practitioner. The certificate of a Principal Medical Officer or Assistant to Civil Surgeon or Medical Officer may, however, be called for in the case of doubt. Provided that such a leave shall be admissible only in those cases where a woman employee has less than two living children. Other women employees having two or more children shall not be entitled to avail of this concession but, if required can be sanctioned leave of the kind due, on the production of medical certificate.

(b) Any other kind of leave may be permitted to be prefixed with maternity leave without insisting on a medical certificate. But any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate. Note (1) This rule does not preclude the grant of maternity leave in continuation of leave of any kind. Note (2) Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female college teacher producing a medical certificate from the authorised medical attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

GURU NANAK KHALSA COLLEGE FOR WOMEN GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA

Code of Conduct for Non-Teaching/Administrative Staff

- Every employee at all times shall serve efficiently and maintain complete integrity and devotion to duty.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Except in rare circumstances, no employee shall absent himself/ herself from his /her duties without prior permission of the competent authority.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
- No employee shall in any manner criticize adversely in public the administrative actions of the college authorities.
- Raising question of caste, creed, religion, race or sex in his/her dealings within the institution is prohibited.

Conduct Rules for Non-Teaching Staff of Non-Govt. Affiliated Colleges

As per Chapter IX, Panjab University Calendar Vol- III

Adopted from and Available in detail at:

<https://puchd.ac.in/includes/documents/calendar-2016/calender-vol-3-2019.pdf>

pages 250 - 259

1. Non-Teaching staff in Non-Government affiliated Colleges shall be divided under the following categories : (i) Ministerial Staff. (ii) Laboratory Technician and Library Staff.* (iii) Peons, Daftries, Chowkidars, Attendants, etc.

4. (a) The appointment and punishment of the Ministerial staff, Assistant Librarian, Lecture Assistant, StoreKeeper, Electrician/Mistry and Dispenser shall rest with the Governing Body of the College. A temporary appointment of staff in these categories for a period up to three months may be made by the Principal against a sanctioned post. (b) The appointment and punishment of all other categories of non-teaching staff not covered in 4 (a) above shall rest with the Principal of the college.

5. The following penalties may, for a good and sufficient reason be imposed upon an employee. A. Minor Penalties: (i) Censure. (ii) Withholding of increments or Promotion. (iii) Recovery from pay of the whole or part of any Code of Conduct 19 pecuniary loss caused to the college by negligence or breach of orders. B. Major Penalties: (iv) Reduction to a lower post or time scale or to a lower stage in the time scale. (v) Removal from service of the college which does not disqualify from future appointment. (vi) Dismissal from service of the college.

6. The Principal may suspend any non-teaching employee in case of serious misconduct. The suspended employee shall be served with a charge sheet and informed in writing of the grounds on which action is proposed to be taken against him. During the period of suspension, the suspended employee shall be paid half-pay plus allowances, as subsistence allowance. If ultimately the non-teaching staff member is removed from service on account of serious misconduct or moral turpitude notice for removal shall not be required nor will any salary be paid in lieu thereof. Serious Misconduct: Serious misconduct for this purpose shall include:

(a) Participation in strike, abetting, instigating or acting in furtherance of the same.

(b) Disobedience of any order, non-compliance of rule, or habitual neglect of work.

(c) Theft, Fraud or dishonesty in connection with college property.

(d) Willful damage to the college property.

(e) Willful absence from duty without proper permission.

(f) Willful absence from duty after the expiry of leave.

(g) Refusal to accept charge-sheet, order or other communication.

(h) Conviction on a criminal charge (i) Misbehaviour, use of abusive language or insolence,

(j) An Act involving 'Moral Turpitude': "The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals."

7. (a) The appointing authority shall not determine the engagement of a member of the Non-Teaching Staff (permanent or temporary) whether summarily or otherwise. Without informing him in writing of the grounds, on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to a final decision, the appointing authority shall duly consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the case of a staff member whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.

(b) For termination of engagement in the case of a confirmed employee, at least, three months' notice shall be necessary on either side and in the case of an employee who is on probation or is temporary; this period shall be one month.

(c) The period of filing an appeal shall be 30 days from the date the order of punishment is served on the employee. The appeal shall lie to the authority next higher to the appointing authority but in the case of employee where the Governing Body is the Appointing Authority, the appeal against any of the Major Penalties shall be made to an appeal committee which shall be constituted as under: (i) Nominee of the aggrieved non-teaching staff member. (ii) Nominee of the Principal or the Principal himself. (iii) A Nominee of the College Governing Body. The nominee for this purpose shall be from within the college itself and not from outside. The appeal committee shall make its recommendation to the Governing Body and if the same are not accepted the non-teaching staff member shall have the right to appeal the Registrar, being the sole Arbitrator under the Indian Arbitration Act of 1940 whose decision shall be final and binding on both the parties.

8. The working hours of the Ministerial staff shall be 7 (seven) hours with half-an-hour's interval for lunch.

9. (a) The Ministerial and other non-teaching staff will be entitled to leave as under but no one shall claim it as a matter of right: Casual Leave (i) With service up to 10 years 10 days in a year (ii) With Service between 10 to 20 years 15 days in a year 22 Code of Conduct (iii) Exceeding 20 years 20 days in a year (iv) Special casual leave to 3 months in a year may be granted to an employee of affiliated colleges and official who was an outstanding sportsman/woman for participating in national/international sports events.

Earned Leave

Earned Leave as applicable to Non-Vocational staff of Govt. employees as per Punjab Govt. CSR Vol. I Part I rule 8.116. Half Pay Leave 20 days half pay leave on medical certificate in respect of each completed year to service. Commuted Leave Commuted Leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate only subject to the following conditions: (i) Commuted leave during the entire service shall be limited to a maximum of 240 days; (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; (iii) The total duration of commuted leave may be granted in conjunction with earned leave and vacation provided the total duration does not exceed 240 days. Provided that no commuted leave may be granted under this rule unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

Note 1. The half-pay leave earned by a non-government college employee in respect of a 'completed year of service' can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

2. When commuted leave is granted to an employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced; but if the retirement is compulsorily thrust upon him by reason of ill-health incapacitating him for further service, no refund should be taken.

3. In case of any clarification regarding interpretation of leave rules contained in Chapter, the Punjab Govt. leave rules as given in Punjab Govt. C.S.R. Vol. I Part I will be final.

4. Existing employees have the option to be governed under Privilege Leave rules which existed before the introduction of Earned Leave for Non-teaching employees. Explanation (i) There is a provision of Privilege Leave for the Non-Teaching employees working in the Non-Govt. affiliated Colleges of Panjab University. The Privilege Leave does not entitle leave encashment in the Panjab University Calendar. Most of the Colleges are covered under 95% grant-in-aid scheme of Punjab Govt. It will be keeping in line with the rules of the Punjab Govt., which are amended from time to time. (ii) In the Service conduct rules of the Panjab University, the teaching employees of Non-Govt affiliated Colleges are entitled to Earned Leave as per Punjab Govt. C.S.R. Vol. I Part I. (iii) The existing employees may be allowed the option either to be governed by Privilege Leave rules as already existing in the Panjab University Calendar without Leave Encashment or they may be given option to be governed by the Earned Leaves rules proposed in the present amendment. This is required because Privilege Leaves are more than the Earned leaves admissible to Govt. employees. (b) They shall be allowed holidays as notified by the Principal but they shall not be entitled to Summer Vacation, Autumn and Winter Recess. (c) Women employees shall be entitled to Maternity leave according to the rules laid down for women teachers by the respective State Governments.

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA
CODE OF CONDUCT FOR STUDENTS

The code of conduct for the students is as follows:

- Ragging in any form is strictly prohibited within the premises of the college. Any student found indulging in ragging is liable to be expelled from the college.
- Students must maintain discipline in the college campus. A student is liable to be expelled on any of these grounds- misbehaviour, breach of discipline and disregard of college rules.
- No student shall use unbecoming language or indulge in violent behaviour.

- Students shall not resort to any kind of demonstration in the college campus.
- In case of any damage to the property of the college, the student has to compensate it.
- Use of mobile phones are not allowed in classrooms.
- Students must switch off fans and lights of classrooms & laboratories whenever not in use.
- The students must strive to keep the college campus clean and plastic and litter free. Littering inside the college compound and inside the classroom is strictly forbidden.
- The student found guilty of writing anything objectionable on the black boards /walls/furniture will be fined heavily.
- Plucking flowers is strictly prohibited.
- Students are not allowed to bring or invite outsiders to the college campus except their parents or authorised guardians.
- Students must carry ID cards to the college daily and must read Notice Board daily to keep abreast with daily activities and announcements. Ignorance shall not be accepted as an excuse for non- compliance.
- In case of change of address or phone number the student should immediately report the change to the college authorities.
- Mid Semester Examination is compulsory.
- Student must fulfil criteria to appear in University Examination-
 - Student is required to attend a minimum of 75% lectures in each theory subject as well as practicals .
 - A student is required to obtain a minimum of 25% marks in the aggregate of all subjects in the Mid Semester Test (MST).
 - The student who does not fulfil the eligibility condition laid down by the university will have to appear as a private candidate only.
- Application for medical leave shall be accompanied by valid medical certificates.
- Students must clear all college dues before appearing for the University Examination.
- The students must adhere to the rules of library-
 - Identity card is compulsory while visiting the library.
 - Complete silence must be observed in the library.
 - A student can get the book issued for 7 days.
 - The student will be fined Rs. 2/- per day if they fail to return the book on time.
 - No student is to underline or tear the pages from the book.

- Students are not allowed to park their four wheeler vehicles inside the college campus.
- The Principal's decision shall be final and binding.
- The content of the prospectus are subject to alteration by the Principal and alterations so made shall be binding on the students.

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA
CODE OF CONDUCT FOR HOSTELLERS

The code of conduct for the Hostel Students is as follows:

- The students are responsible for the cleanliness of their own rooms.
- In case of any damage to the property of the hostel, the student has to compensate it.
- Parents/Guardians of the students will submit the list of the names and addresses of their relatives who can see their wards in their absence.
- No student will be allowed to leave the hostel without the permission of the Principal/Warden.
- While leaving the Hostel, the student has to sign the register, mentioning date & time of her departure and arrival. This information should also be filled in the Leave Register.
- If a student does not reach the Hostel within stipulated time, action will be taken against her.
- Electrical appliances like heater and iron are not allowed in the hostel.
- No food will be served in the rooms.
- During college hours, the hostellers are supposed to leave the hostel before second period and are not permitted to enter the hostel till recess/sixth period.
- Day-scholars are not allowed in the rooms of the hostel.
- Evening roll call is compulsory.
- Students can be expelled due to misbehaviour or bad character.

- Students are not allowed to bring any valuables. They must take care of their cash. College will not be responsible for loss of cash or valuables.
- Fans and lights of rooms should be switched off whenever not in use.
- The study hours are from 9.00 pm to 11.30 pm. Girls must be in their rooms by 10.00 pm.

Violation of above mentioned rules will invite strict action.