

**GURU TEG BAHADUR KHALSA
COLLEGE OF EDUCATION,
DASUYA**



**CODE OF CONDUCT
for
Governing Body
Principal, Teachers,
Non-Teaching Staff
Students and
Hostellers**

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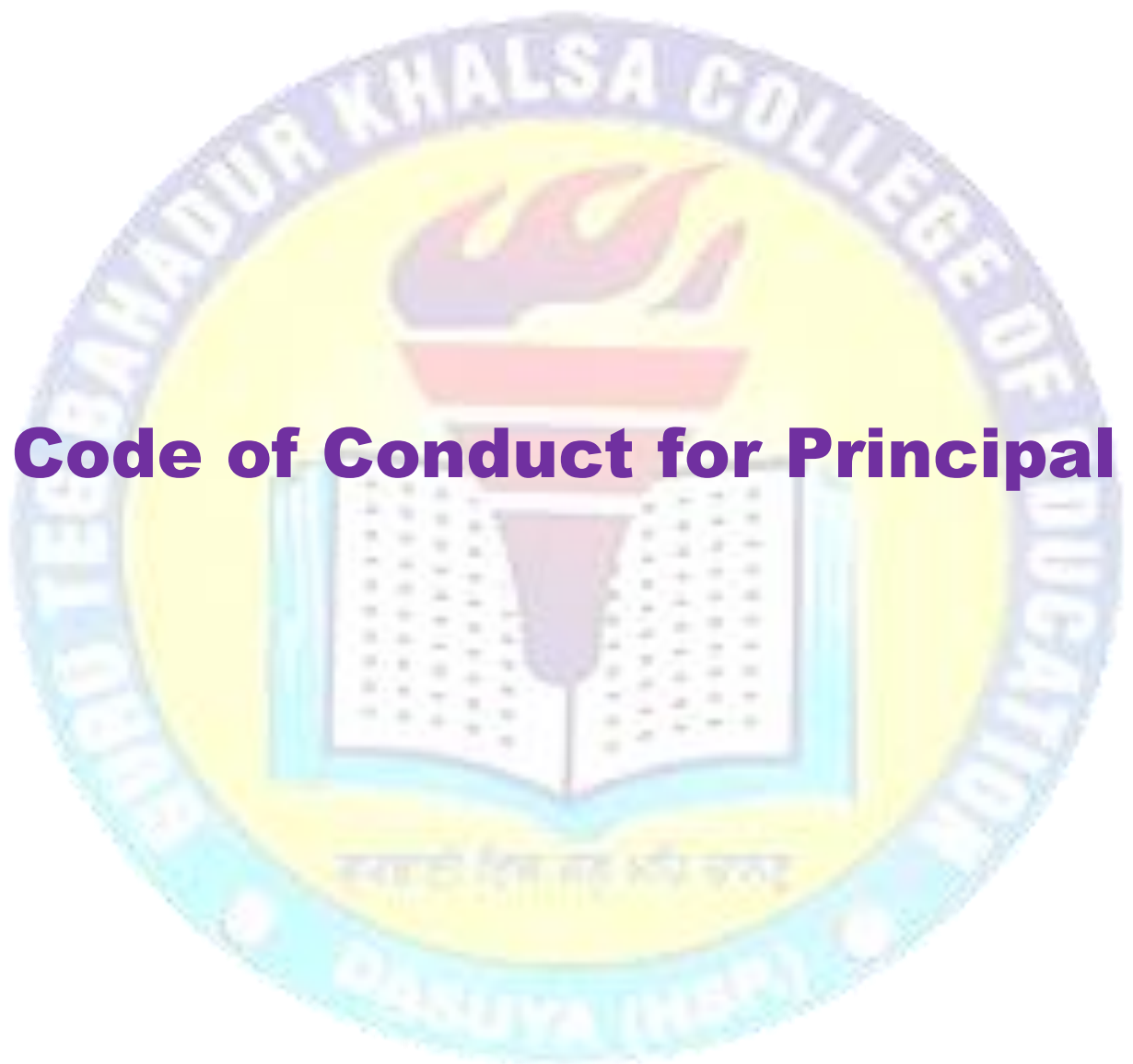
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Code of Conduct for Governing Body

Code of Conduct for Governing Body

- To ensure that the institute is well run, meet the needs for which it has been set up.
- To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate.
- To attend meetings of the governing body regularly and the committees on which they serve, and acquire appropriate knowledge to contribute effectively in decision making.
- Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
- Establish departments, colleges, schools, institutes of higher learning, research and specialized studies and hostels.
- Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
- Provide infrastructure, premises, furniture, apparatus and other means needed for smooth conduct of the work of the institute.
- Consider the perspective plan for the academic development of the institute.
- Take overall responsibility for students welfare.



Code of Conduct for Principal

Code of Conduct for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal.

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the staff and students are aware of the rules, policies and procedures laid down by the college and enforce them properly.
- Recommend and forward communication to the authorities.
- Execute any other qualitative and quantitative work for welfare of the institution.
- Listen to the students' ideas and set a supportive tone.
- Be fair in his/her actions for all the members of the faculty, non-teaching staff and students.
- Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and everyone can perform freely and give their highest for the institution building.
- To nourish and enforce meeting equal treatment to all the stakeholders in the college so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the college.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the college so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholders of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately

eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition, and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)

- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly within the college and hence to built mutual confidence among them.
- To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for the academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- To endeavour for the upkeep of tranquility of the region surrounding the college so that academic practices come to gradual prevalence and only prevail, eventually.
- To promote and maintain harmonious relationships of the college with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavour and strive for maintaining vibrancy of attitudes of all stakeholders of the institution and thus to nourish and enhance their capabilities.



Code of Conduct for Teachers

Code of Conduct for Teachers

- Every teacher shall serve the institution efficiently, act in a disciplined manner, and maintain complete integrity and devotion to duty.
- Unless in any case it is expressly provided for the whole time of teacher shall be at the disposal of the college for all academic and allied activities and she/he shall serve the college in such capacity and at such places as she may from time to time be directed by the principal.
- Whenever a teacher wants to apply for an outside post or scholarship, she shall do so with the prior sanction of the college authorities.
- Save in exceptional circumstances, no teacher shall absent herself from her duties without prior permission of the competent authority.
- No teacher shall take part in subscribe to any or assist in any movement which tends to promote feeling of hatred or enmity between different classes or subjects of the Indian Union, or disturb public peace.
- No teacher shall except with the previous sanction of the competent authority, own wholly or in part, conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper/periodical.
- A teacher shall avoid habitual indebtedness or bankruptcy. A teacher who becomes the subject of legal proceedings for bankruptcy shall forthwith report the facts to the competent authority.
- No teacher 'shall', in any manner, criticize adversely in public the administrative actions of the college authorities.
- No teacher shall except in accordance with any general or special order of the college authorities or in 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 authorized to communicate such document or information.
- No teacher shall, except with the previous sanction of the college authorities engage directly or indirectly in any trade, occupation or business or undertake any employment or any private tuition work.
- No teacher shall appear in any examination without seeking prior permission of the college authorities provided that a teacher may, without such sanction, 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 to not thereby suffer, but she shall not undertake or shall discontinue such work as directed by the college authorities and in case of the principal, if so directed by the Managing Committee.
 - No teacher shall write a help book or cheap notes.

- The following lapses, if established after the enquiry shall constitute improper conduct on the part of the college teacher :-
 - Failure to perform her academic duties including class lecture, demonstration, assessment, guidance, invigilation and such other acts or actions, which reflect on her stature as a teacher and the dignity of her profession.
 - Gross partiality in assessment of students, deliberately over marking / under-marking or attempts at victimization.
 - Raising question of caste, creed, religion, race and sex in her dealings within the institution is prohibited.
 - Refusal to carry out the decision of appropriate administrative and academic bodies and or functionaries of the college. But this will not inhibit her right to express meaningful and responsible differences with their policies or decisions. A militant approach is to be totally eschewed.

Conditions of Service and Conduct of Teachers in Non-Government Affiliated Colleges as per Chapter VIII (E), Panjab University Calendar Vol. – I *Available at - <http://puchd.ac.in/includes/documents/vol1/ chap6to11.pdf> page no. 171-176

- In these regulations –
 - ‘College’ means a college under private management affiliated to this University.

CONDUCT RULES

- 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.
- No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.
- 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.
- No teacher shall in any manner criticize adversely in public the administrative actions of the Governing Body of his / her college.
- 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 authorized to communicate such document or information.

- 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.
- No teacher shall appear in an examination without the prior permission of the Principal.
- 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.
- 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.
- 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.
- A teacher may become a member, representative or office bearer of any association representing or supporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal, hold its meeting

on the premises of the college, provided such association satisfies the following conditions:

- 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.
- It is not in any way connected with any political party or organisation or does not engage in any political activity.

GENERAL

- Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
- 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.
- 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.
- 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.
- 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 Working in Non-Govt. Colleges Affiliated to Panjab University as per

Chapter X, Panjab University Calender Vol – III (2019)

Available at:

<http://puchd.ac.in/includes/documents/calendar-2016/calender-vol-3-2019.pdfpages> 264-268 **General**

- Leave cannot 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.

- 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.
- No teacher may leave his headquarters during Sundays or holidays or any kind of leave without the written permission of the principal of the college.
- 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.
- 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.
- 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.
- 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.

Casual leave in a year

- 10 days to those teachers whose length of service is not more than 10 years. (Applicable to other than women employees).
- 15 days to those teachers whose length of service is more than 10 years and less than 20 years.
- 20 days to those teachers whose length of service is more than 20 years .
- The women employees may be granted 20 days casual leave every year irrespective of the number of the years of service in the college.
- In the case of adhoc 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.

- 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

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.

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.

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 driblets.

Duty leave for attending

- Meeting of the University organised by the University.
- Educational seminars organised by the University.
- Educational seminars organised by the University Grants Commission; the State Government and the Government of India.
- Educational seminars organized by any other University in India.

- University festivals of the Panjab University at the Regional level in the capacity of principal of a participating college or escort of the participants.
- For delivering extension lectures organised by the University/ Convocation Address at an affiliated college.

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.

Half Pay Leave

- 20 days leave for one completed year of service.
- 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 :—
 - Commuted leave during the entire service shall be limited to maximum of 240 days;
 - When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
 - The total duration of earned leave, and commuted leave taken in conjunction shall not exceed 240 days;
 - 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.

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.

Extraordinary Leave

Extraordinary leave can be granted to a teacher in special circumstances only viz.

- When no other leave is admissible; or
- 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.

The authority empowered to grant leave may commute retrospectively –

- Period of absence of without leave into extraordinary leave;
- 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.

Special Disability Leave

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

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.

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 :-

- Exigencies of the service to undergo a course in or out of India;
- 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:-

- 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);
- Minimum of 5 years service is completed;
- 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.

Maternity Leave

The competent authority 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 (3) This rule does not include the grant of maternity leave in continuation of leave of any kind.

Note (4) 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.



Code of Conduct for Non-Teaching Staff

Code of Conduct for Non-Teaching Staff

- Every employee at all times shall serve efficiently, act in a disciplined manner, and maintain complete integrity and devotion to duty.
- As a full-time employee of the college, he/she is expected to carry out the instructions of the officers diligently and devote his/her whole time to the services of the office in which employed.
- Save in exceptional circumstances, no employee shall absent himself/ herself from his /her duties without prior permission of the competent authority.
- In the matters of leave and general conditions of service, an employee will be governed by the rules of the G.T.B. Educational Trust, Dasuya.
- No employee shall take part in, subscribe to any or assist in any movement which tends to promote feeling of hatred or enmity between the different classes or subject of the Indian Union, or to disturb public peace.
- The employee should not engage in any private trade or take up additional work which is likely to interfere with the discharge of his/her normal duties without the permission of the Manager, G.T.B. Educational Trust, Dasuya.
- An employee shall avoid habitual indebtedness or insolvency.
- No employee shall in any manner criticize adversely in public the administrative actions of the college authorities.
- During the period of an employee's employment in this office, if any employee's wants to apply for a post elsewhere, he/she must get his/her application forwarded by the principal.
- No employee shall except in accordance with any general or special order of the college authorities or in 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 authorized to communicate such document or information.
- No employee shall, except with the previous sanction of the college authorities engage, directly or indirectly, in any trade, occupation or business or undertake any employment.

- Raising question of caste, creed, religion, race or sex in his 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:
[http://puchd.ac.in/ includes/documents/calendar-2016/calender-vol-3-2019.pdf](http://puchd.ac.in/includes/documents/calendar-2016/calender-vol-3-2019.pdf) page no 250**

- Non-Teaching staff in Non-Government affiliated colleges shall be divided under the following categories :
 - Ministerial Staff.
 - Laboratory Technician and Library Staff.
 - Peons, Daftries, Chowkidars, Attendants, etc.
- 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.
- The appointment and punishment of all other categories of non-teaching staff not covered above shall rest with the principal of the college.
- The following penalties may, for a good and sufficient reason be imposed upon an employee.
 - A. Minor Penalties:
 - Censure.
 - Withholding of increments or Promotion.
 - Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
 - **Major Penalties:**
 - Reduction to a lower post or time scale or to a lower stage in the time scale.
 - Removal from service of the college which does not disqualify from future appointment.
 - Dismissal from service of the college.

- 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:

- Participation in strike, abetting, instigating or acting in furtherance of the same.
- Disobedience of any order, non-compliance of rule, or habitual neglect of work.
- Theft, Fraud or dishonesty in connection with college property.
- Willful damage to the college property.
- Willful absence from duty without proper permission.
- Willful absence from duty after the expiry of leave.
- Refusal to accept charge-sheet, order or other communication.
- Conviction on a criminal charge.
- Misbehaviour, use of abusive language or insolence, and
- An Act involving 'Moral Turpitude':

“The expression `Moral Turpitude` generally implies on 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.”

- 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.

- 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.
- 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:
 - Nominee of the aggrieved non-teaching staff member.
 - Nominee of the Principal or the Principal himself.
 - 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.
- The working hours of the Ministerial staff shall be 7 (seven) hours with half-an-hour's interval for lunch.
- 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
 - With service up to 10 years 10 days in a year
 - With Service between 10 to 20 years 15 days in a year
 - Exceeding 20 years 20 days in a year
 - 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:
 - Commuted leave during the entire service shall be limited to a maximum of 240 days;
 - When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
 - 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.
- When commuted leave is granted to an employee under this rule and he intends to retire subsequently, the commuted leave should be converted into halfpay 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.

- 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.
- 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

- 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.
- 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.
- 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 the 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.
- They shall be allowed holidays as notified by the Principal but they shall not be entitled to Summer Vacation, Autumn and Winter Recess.
- Women employees shall be entitled to maternity leave according to the rules laid down for women teachers by the respective State Governments.

Code of Conduct for Students



Code of Conduct for Students

The Code of Conduct for the students is as follows:

- Ragging is strictly prohibited and will be treated as a serious crime. In case any incident of ragging comes to the notice of authorities, the defaulter student is liable to be expelled from the college.
- Subject combinations must be checked carefully to avoid subject clashes.
- Lectures shall be counted from the date of commencement of the academic session/course.
- Students must maintain discipline and decorum in the campus.
- Students are expected to be kind and helpful to their fellow students and courteous to the teaching and non-teaching faculty of the college.
- Mobile phones must be used only in the designated areas.
- The students should resist from damaging the property of the college.
- The student must strictly follow the rules and regulations of the college.
- The students must strive to keep the college campus clean and plastic/litter free.
- Fans and lights of classrooms & laboratories should be switched off whenever not in use.
- Mid semester Examinations are compulsory.
- Students without I-Cards will not be allowed to enter the college campus.

Admission Rule

- All admissions are provisional and subject to approval of Panjab University, Chandigarh.
- Students coming from other University/ Board/ Council/ Bodies must submit their original migration certificates,
- Admission Forms must be duly filled and signed by the Candidate and parents.
- Twelve Passport size photographs are required.
- Attested photocopies of Detailed Marks Card of the all the Examinations should be attached with the admission form.
- Character certificate from the institution last attended is compulsory.
- SC/BC/OBC certificate issued by the competent authority should be attached (if applicable).

- Proof of Date of Birth is mandatory.
- Xerox of UIN Number and Pan Card are obligatory.
- College Uniform is compulsory on Tuesday and Wednesday.

➤ **Fee Concession/ Student Aid**

- The application for fee concession should be made on a printed form available from the College Office.
- The applicant if necessary may be interviewed by the Staff Committee appointed by the Principal.
- No fee –concession will be given to the one of the real brother/ sisters studying in the college as matter of claim. Each case will be considered on its own merits.
- Concessions, stipends and scholarships of all categories are liable to be withdrawn if a student deteriorates in studies, remains irregular in attendance, or is found guilty of misbehavior.
- In case of scholar enjoying any concession before appearing in the semester examination, he/ she will be required to surrender the entire amount paid to him/ her by way of concession or stipend with retrospective effect.

➤ **Attendance**

- The student on roll of the college is expected to be regular in attendance. The Principal is fully authorized to drop a student from the rolls of the College if he/ she is habitual irregular in attendance. Further the students are required to be punctual in attending every lecture and late comers will be marked absent, although they may be permitted to enter the class by the concerned teacher at his/ her discretion.
- According the University Rules, students are required to attend at least 85% of lectures delivers in each subject and practices were applicable. If a student's shortage is beyond the limit stated above, he/ she will be detained. The name of such students as remain absent without leave from their classes for five consecutive days will be struck off the rolls of the college.
- 2% weightage is given to the students' attendance in their final results. Students are therefore, advised to be regular in their attendance.

- The indication of shortage in attendance in the Principal in accordance with University Rules will be considered in respect of those students whose reports about studies and conduct are absolute.
- The students who wish to withdraw from the college must do on a prescribed form and his/ her application should be countersigned by his/ her father or guardian. Such application must be presented before the college dues have been cleared up- to- date.
- If a students, whose name is struck off the rolls of the college after his/ her admission form for the University examination has been sent up for non- payment of dues or any other reason, his/ her admission form will be withdrawn by the Principal and no notice to this effect will be given to the student or his/ her guardian.
- The names of all such students as fail to clear their dues may be removed or struck off the rolls of the college. No concession in this regard will be shown to players or top- scholars.
- The name of a student is liable to be removed or struck off the college, if
 - ❖ He/ She remains absent for five consecutive days.
 - ❖ He/ She fail to clear the dues in time.
 - ❖ He/ She withdraw from the college.
 - The student whose name is removed from the rolls of the college on account of any reason is advised to take Re- admission at the earliest. Otherwise he/she likely to fall shortage of lectures.
 - It is desired from the students that they should not roam or wander in the corridors during their vacant lecture. They should sit either into Common Room or avail the library facility.
 - Misuse of furniture, fans electricity, and writing on walls/ benches is totally avoided. Exemplary punishment will be given to the defaulters.
 - Any student found indulging in ragging will be awarded exemplary punishment which may include expulsion from the college.
- **Mid -Semester Test**
 - In order to assess the progress of the students, Mid- Semester examinations will be held according to the Schedule.
 - Students are expected to prepare fully for the examination and show excellent results as it would assist them greatly in ensuring success.

- Students are required to appear to take all tests and they must obtain 20% marks in each subject and 25% in aggregate in order to become eligible for appearing in the University examination.
- A total of 5 % weightage is carried by Mid- Semester Test which is added to the final result of the student. Students are therefore, advised to take the Mid Semester Test seriously. 3% weightage is given to Assignments/Seminars/ Projects and 2% on the basis of attendance. All these add to 10% weightage in the final result of the students.
- It is compulsory for all the students to appear in the Mid- Semester Test. The absentees will be fined according to the rules.
- Leave from Mid- Semester test on account of illness or any other equally urgent reason must be secured personally from the Principal well in time.
- Absence from the examination for whatever reason means nil result.
- Any student found guilty of using unfair means during the examination will be administered deterrent punishment which may even mean expulsion from the college.

➤ **Leave Rules**

- Leave form is available in the Administrative Office.
- A student should apply for leave only when it is absolutely necessary.
- Leave should be secured personally before it is availed of. In case of serious illness, leave application should be submitted immediately on return to the college.
- Leave application must be signed by the father or guardian and tutor of the student.
- All applications for leave on account of illness should be accompanied by a medical certificate issued by a register Medical Practitioner.
- Leave exceeding four days will be granted by the principal only.

➤ **Eligibility Rules for University Examinations**

- In order to earn eligibility for appearing in the Semester Examination, the students are required to attend at least 75% of the total lectures delivered in each subject and practical as

the case may be.

- The students must secure 20% marks in each subject and 25% in aggregate in the Mid-Semester Test in order to become eligible for appearing in the University examination.
- In case a student fails to fulfill the eligibility conditions of Mid- Semester Test and requisite attendance, he/she will be detained to appear in the semester examination of the University, as the case may be. However, the filling of the Examination Form for appearing in the semester examination and payment of examination fee do not entitle the students to appear in the examination.

➤ **Post Merit Scholarship**

- Students who belong to reserved categories secure their scholarships accordingly by the State Government.

➤ **Identity Card**

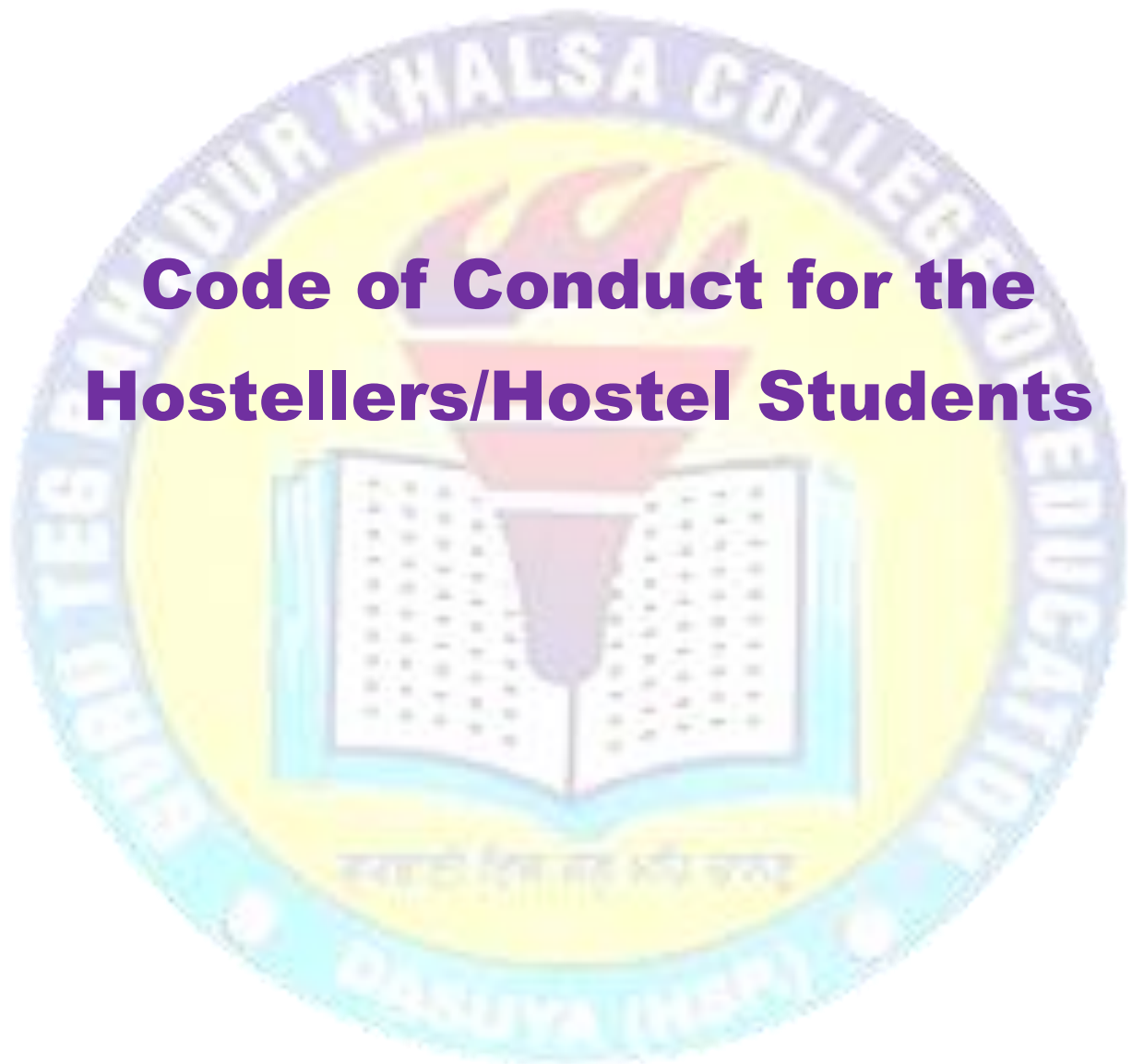
- All students must get their Identity Cards at the time of admission. Every student is required to keep their Identity card with them while in the college. If any student is found without the Identity card he/ she will be fined.

➤ **College Dues**

- Every candidate will have to make the full payment of dues at the time of admission, i.e. on the same day the form is signed by the Principal. No part payment of the dues will be ordinarily accepted.
- Fees once paid shall not be refundable.
- If a student leaves the college during any of the terms of session, he/she will have to pay the fee for the whole period of that term except in case of migration.
- Extension in date for the payment of dues may be granted by the principal in exceptional cases and application for the same must be submitted.
- Name of the defaulters will be struck off the college rolls on the 10th day of the following

month as penalty and in the meantime the late payment fine of Rs. 5/- per day will be charged up to the last day of the month and Rs.10/- per day after up to the day of re-admission.

- A student whose name is struck off on account of non- payment of dues may be re- admitted on payment of late payment fine up-to date along with re-admission fee is Rs. 150/-.
- When the name of a student is struck off on account of non - payment of dues, this may be in the form of penalty, but the name actually continues in the rolls for other purposes and it can be removed only if the guardian of the student makes written application for the same. The lectures, if attended during this period, will not be counted.
- If a student is absent is or on leave from the college, he/she must arrange to pay his /her fee on due date.
- If a student does not get his/her name removed from the rolls of the college by giving an application to the principal, he/she will be treated as on rolls of the college for the purpose of realization of dues even for the period of absence.
- Students who do not pay their dues will not be permitted to appear in mid-Semester Test.
- Schedule caste/backward Class students are required to submit certificate of caste and income on the prescribed form duly attested by concerned authority.
- All fee concessions to Sc/St students would be given as per Punjab Government/ Panjab University rules.



Code of Conduct for the Hostellers/Hostel Students

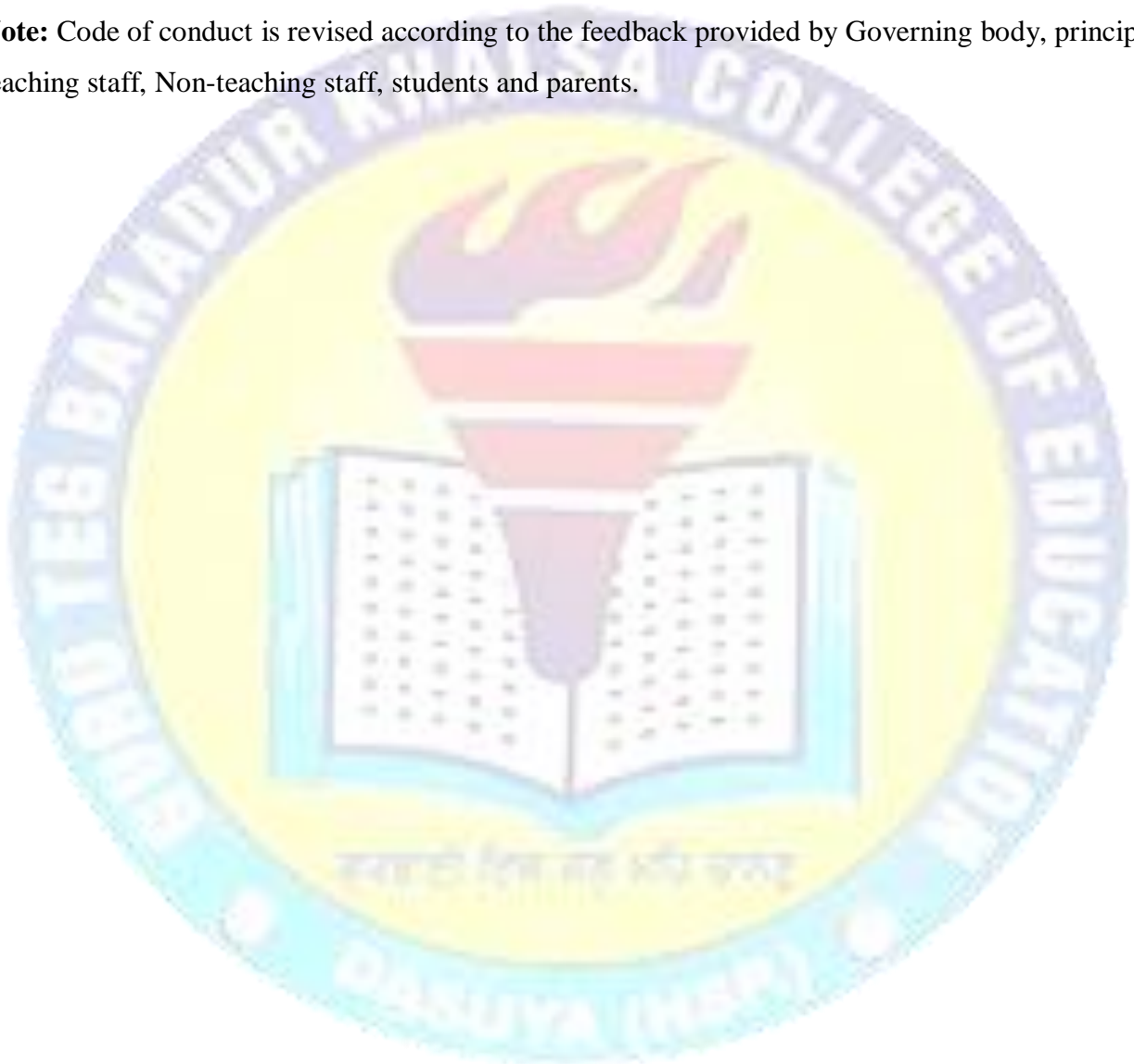
Code of Conduct for the Hostellers/Hostel Students

- Ragging is strictly prohibited and will be treated as a serious crime. In case any incident of ragging comes to the notice of the authorities, the defaulting student is liable to be expelled from the Hostel and the College.
- Students must maintain at least 75 % attendance on monthly basis in the college as well as the hostel.
- Mid Semester exams are compulsory for all students.
- The study hours are from 9:00 pm to 11:30 pm. Girls must be in their rooms by 10:00 pm.
- Identity card should be carried by the resident during college hours and outing hours.
- It is compulsory to attend evening assembly otherwise the resident will be marked as absent.
- It is compulsory to show Parent's & Local Guardian's visiting card provided by the college at the main gate.
- The residents are expected to be decently dressed in the dining, hostel premises and while leaving for the outing.
- Residents are warned not to entertain any Day Scholars to visit or stay in the hostel without the written permission of the Principal.
- The hostel residents should not paint or paste posters on the walls, doors and windows of their rooms/corridors.
- Meals and eatables are not allowed to be taken to the rooms and Common Rooms.
- Use of electrical appliances is not allowed in the rooms.
- The residents will be held responsible for any breakage or damage to the furniture and other hostel property including electrical switches, window glass and window panes etc. Repair charges will have to be paid by the resident concerned.
- Fans and Lights of rooms & basement should be switched off whenever not in use. Glass windows should be closed before leaving the rooms or at the time of a wind storm.
- Mobiles must be switched off during hostel study hours & hostel attendance time.

- Rooms and blocks can be changed anytime by the concerned Authority in case of misbehaviour/indiscipline.

Violation of above mentioned rules will invite strict action.

Note: Code of conduct is revised according to the feedback provided by Governing body, principal, teaching staff, Non-teaching staff, students and parents.



CODE OF CONDUCT



Guru Teg Bahadur Khalsa College of Education Dasuya

Recognized under Section 2 (f) and 12(B) of the UGC Act, 1956
Recognized by N.C.T.E. Jaipur | Permanent affiliated to Panjab University
Chandigarh

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Tel: 01883-287967 | Fax: 01883287967

E-mail: gtdkcedasuya2005@gmail.com | Website: www.gtdkce.com