

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



**CODE OF CONDUCT  
for  
Teachers,  
Non-Teaching Staff Students  
and Hosteller**

# Code of Conduct for Teachers

The teachers should follow the code of conduct laid down by the institution. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession. A definitive code for GTB Khalsa College of Education encompasses the following:

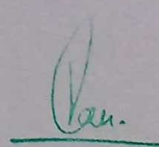
- Every teacher shall serve the institution efficiently, act in a disciplined manner, and maintain complete integrity and devotion to duty.
- Unless in any case it is expressly provided for the whole time of teacher shall be at the disposal of the college for all academic and allied activities and she/he 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.

## **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.

## **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



Principal

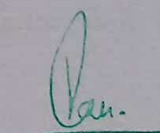
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student deteriorates in studies, remains irregular in attendance, or is found guilty of misbehavior.

- 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

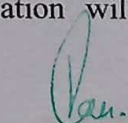
- The student on roll of the college is expected to be regular in attendance. The Principal is fully authorized to drop a student from the rolls of the College if he/ she is habitual irregular in attendance. Further the students are required to be punctual in attending every lecture and late comers will 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



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administered deterred 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 registered Medical Practitioner.
- Leave exceeding four days will be granted by the principal only.

➤ **Eligibility Rules for University Examinations**

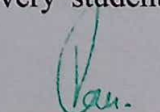
- In order to earn eligibility for appearing in the Semester Examination, the students are required to attend at least 75% of the total lectures delivered in each subject and practical as the case may be.
- The students must secure 20% marks in each subject and 25% in aggregate in the Mid-Semester Test 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**

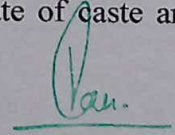
- All students must get their Identity Cards at the time of admission. Every student is



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 10<sup>th</sup> 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**

- 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.



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- 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.



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# 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

Accredited with NAAC with Grade 'B'

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