

Sri Nanak Jhira Saheb Foundation

GURU NANAK COLLEGE OF EDUCATION

Teachers Colony Manhalli Road Tq & Dist: Bidar-585 403

College Website: www.gurunanakbed.org

Email : Gurunanakbedcollege@gmail.com

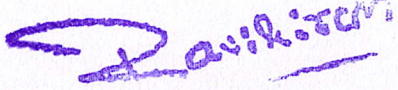
E-Mail IQAC: igacgnbedc@gmail.com

CODE OF CONDUCT

**For Students, Teachers, and Non-Teaching Staff (Compiled by
Internal Quality Assurance Cell)**

Content:

1. Introduction.
2. The Objectives and Core Values.
3. Code of Conduct for Students.
4. Code of Conduct for Teaching (& Other Academics) and Non-Teaching Staff
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5. Regulations for Medical Claims and Reimbursements.
6. Internal Complaint Committee Regulations.


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1. Introduction :

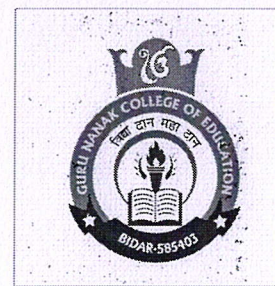
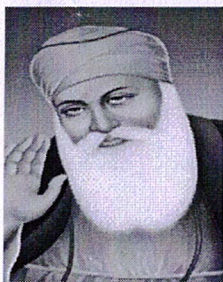
GURU NANAK COLLEGE OF EDUCATION Bidar has in place Code of Conduct for students, teachers, administrators and non-teaching staff. For these the Government of India CCS (Conduct) Rules 1964 and CCS (CCA) rules 1965 are applied. For students, GNCE has in place conducted and discipline rules, which are made available to all the stakeholders through its website. Notwithstanding this, the code of conduct for teachers, administrators and non-teaching staff, rules and Regulations pertaining to the discipline of the students are fundamental part of GURU NANAK COLLEGE OF EDUCATION Bidar which are available on College Website. (<https://gurunanakbed.org/Statutory-Documents/Act-statutes>).

The GNCE and Internal Quality Assurance Cell, for the purposes of ease of access to the Code of Conduct for all the stakeholders, compiled all the rules and regulations in this booklet, entitled GURU NANAK COLLEGE OF EDUCATION Bidar Code of Conduct.

All the rules and regulations gathered and compiled here are approved by different authorities of GNCE at different occasions, as and when there was necessity. Some of the regulations have been also improved, modified and revised. GNCE operates and implements its Code of Conduct through various authorities such as Management, Principal, and Heads of the Departments and by constituting various related committees. However, with regard to students, the academic and administrative units and offices of GNCE directly carry the responsibility of monitoring and implementing the Code of Conduct.

This booklet has provided in general the basic code, and cited the links for the complete code, rules & regulations and guidelines for all the stakeholders to refer to and read, if they desire.

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2. The Objectives of the Institution

The very purpose of establishment of institution is to provide the opportunity of higher education to the students of rural and backward area of the region.

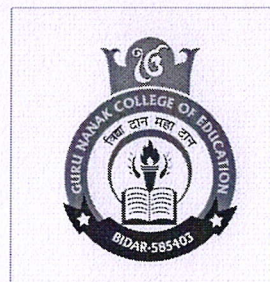
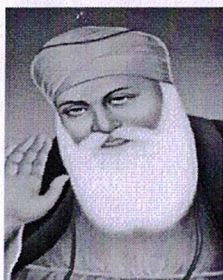
Vision:

To create an ethical, purposeful, enthusiasm and motivated educating community for the global requirements.

Mission:

- To stimulate interest in students towards effective teaching learning strategies by promoting a work culture with the commitment for a life time teaching profession as a passion rather than a job
- To create a committed teaching community to spread the light of education especially in the Hyderabad Karnataka (Kalyana Karnataka) region

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Objectives:

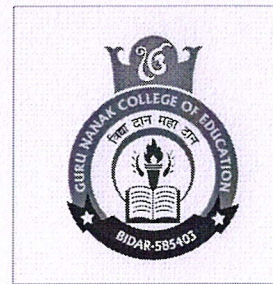
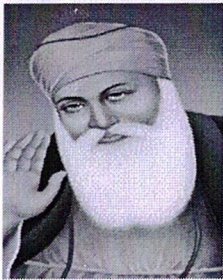
- The primary objective of the college is to provide committed teacher with best professional skills for present education scenario.
- Constant Endeavour to develop a work culture among students for research.
- The main concern of the teacher educator is to maximize the achievement of all students with the recognition to individual difference in ability.
- Empowering the disadvantage section of society by providing quality education and financial assistance. Importing education to all irrespective of caste, creed and race.
- To inculcate universal values of community service and national integration among the students to serve the nation.
- To adopt ICT enabled administrative process and for teaching learning and evaluation.
- To raise awareness promote programs on a forestation and ecological balance among the students.

Values:-

- To instill teachers academic values among students
- To inculcate universal values of community service and national integration among the students to serve the nation for its betterment.
- The vision, mission, objectives and values of the Institution are displayed on the College Website, prospectus, magazines and other important locations of the campus.

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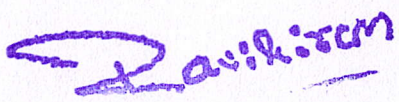
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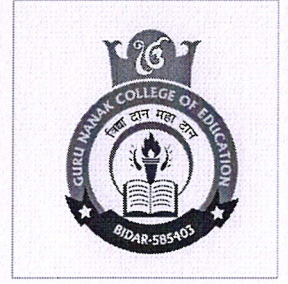
3. Code of Conduct for Students:

Guru Nanak. College provides all opportunities to its students not only to advance and materialize their higher educational aspirations, but also to improve themselves as honest, caring, considerate, responsible and magnanimous human beings and citizens. In this regard,

The expectation of GNCE from all those who enroll themselves in any study programme of it, is that they all strive to set and practice high standard of ethics. Some of the characteristics and expected behavior required from the students since enrolment in GNCE to the completion of the programme are:

- The students must be respectful towards all, irrespective of people's racial, regional, and religious identities.
- The students must be respectful towards their teachers and all the employees and stakeholders of the institution.
- The students, if capable, must help all who need or seek any help which is moral, ethical and legal, inside and outside the college campus.
- A student must treat all classmates, fellow students and colleagues with consideration and kindness. Humbleness must be the hallmark of every student.
- Preferring others' needs over theirs must be the attitude of all the students provided such attitude/act does not interfere with their studies.
- Every student must cultivate softness in their conduct and speech.
- Harshness must be avoided at all cost.


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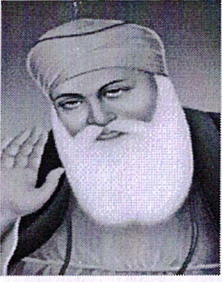
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Maintenance of discipline among students of the Institution:

Pertaining to the discipline and conduct of the students in the Institution. All powers relating to discipline and disciplinary action in relation to students of the Institution shall vest in the hands of the Principal.

1. The Principal may delegate all or any of his powers as he deems proper to a Proctor and to such other officers as he may specify in this behalf.
2. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Principal may, in exercise of his powers, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course of study in an Institution for stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the Gulbarga University, Kalburagi or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.
3. The Principal of Institutions and Heads of teaching Departments in the Institution shall have the authority to exercise all such disciplinary powers over the students in their respective powers.
4. Without prejudice to the powers of the Principal, and other persons specified in clause, detailed rules of discipline and proper conduct shall be made by the Institution. The principal of Institution and Heads of Teaching Departments in the Institution may also make the supplementary rules as they deem necessary for the aforesaid purposes.
5. Consequently, the Proctor Office maintains the overall discipline among the

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students of the Institution, in conjunction and collaboration with the Principal and Heads of the Institution. The Proctor Office webpage displays Conduct and Discipline Rules for the Students and information about On and Off Campus Disciplinary Committees which oversee the implementation of rules and actions.

GNCE Conduct and Discipline Rules are as follows:

Nature of Penalties

If the student is found involved directly or indirectly in any kind of in-disciplinary activity he/she will be awarded black dots. The black dots given to a student by disciplinary committee will be cumulative. The reward for the black dots can be one or more than one penalty listed below:

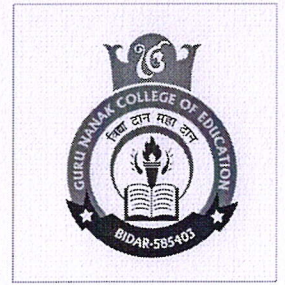
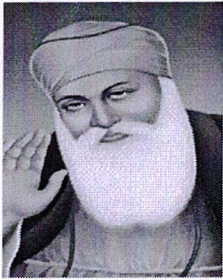
One Black Dot

- Warning and call to the parents within one week
- Fine up to Rs. 500/-
- Written warning and information to the guardian; and

Two Black Dots

- Expulsion from the Institution for a specified period.
- Suspension from Classes /Library or availing of any other facility.
- Suspension or cancellation of scholarship or any other financial assistance from any source and recommendation to that effect to the sanctioning [awarding] agency.
- Fine up to Rs. 2500/- .

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- Recovery of pecuniary loss caused to the Institution property; and Expulsion from the Classes/Library/Club Mathematics Club, Language Club etc.) for a specified period.

Three Black Dots

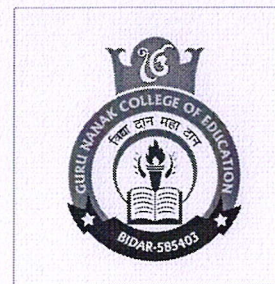
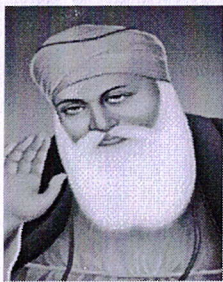
- Expulsion from the Examination
- Expulsion from the Institution for some period

Four Black Dots Expulsion from the Institution for one academic year

Five Black Dots

- Expulsion from the Institution permanently; and
- Disqualification from further studies, or prohibition of further admission or readmission. Note: If a student is given any number of black dots the same will be reflected in his/her character certificate. However, the number of black dots displayed in character certificate may be reduced or removed by the Proctor/Disciplinary Committee based on the student's progress, performance and behavior [report] given by the Head of the Department concerned. During the period of suspension the identity card and library card of the student shall be deposited in the Office of the Proctor. The student shall not be allowed to enter the College campus and participate in any kind of activity. However, they may be allowed for the examinations with prior permission of the Proctor/Disciplinary Committee. In case of any emergency such student(s) must take prior permission from the Proctor to enter the College campus. If such student is found in the College campus, without permission they shall be liable for further disciplinary action. Indiscipline and Misconduct Any act of misconduct committed by a

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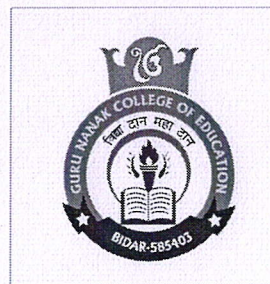
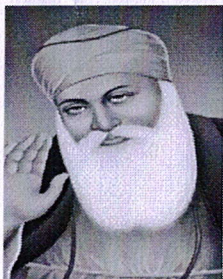
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student inside or outside the campus shall be an act of violation of the discipline of the Institution. Violations of the discipline include:

- i. Disruption of the teaching, student examination, research work, curricular or extra-curricular activity or residential life of the members of the Institution, including any attempt to prevent any member of the Institution or its staff from carrying on their work; or any act reasonable likely to cause such disruption (one black dot).
- ii. Damaging or defacing any property or the property of the members of the Institution or any other property inside or outside the College campus (one black dot).
- iii. Engaging in any attempt at wrongful confinement of teachers, officers, employees, students of the Institution or camping inside or creating nuisance inside the boundaries of the houses of teachers, officers and other members of the College (one black dot).
- iv. Use of abusive and derogatory slogans and intimidating language or incitement of hatred or violence and any other act calculated to further the same (one black dot).
- v. Verbal assault involving oral assault that results in an emotional, mental and or/psychological injury to the victim (one black dot).
- vi. Simple assault where in a weapon is not used and the resulting injuries caused to the victim are minor in nature (two black dots).
- vii. Physical attacks where in an individual or a group provokes and attacks a person physically, with or without the use of weapon or threatens to hurt that person resulting in:

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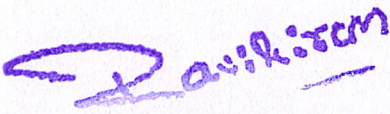
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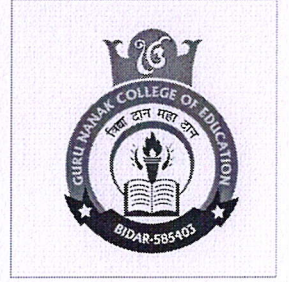
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- a) Provocations: insults, threats (one black dot).
- b) Intimidation: making a fist, pushing, stalking, stealing/throwing objects (two black dots).
- c) Brutality: attacks, struggles, fight (three black dots).
- d) Punches and injuries: bites, bruises, injuries, dislocations, fracture (four black dots).
- e) Assault with a weapon leading to minor injuries (four black dots).
- f) Assault with a weapon leading to major injuries (four black dots).
- g) Assault with or without a weapon leading to life threatening injuries (five black dots).
- h) Causing or colluding with the unauthorized entry of any person into the campus, or the unauthorized occupation of any portion of College premises, including hostels or halls of residence by any person (one black dot)
- i) Furnishing false certificate or false information to any officer under the control and jurisdiction of the College (two black dots)
- j) Consuming or possessing alcoholic drinks or dangerous drugs or other intoxicants in the
- k) College premises (one black dot)
- l) Indulging in the acts of gambling in the College premises (one black dot)
- m) Possessing or using any weapons such as knives, iron chains, iron rods, sticks, explosives, fire arms in the College premises (two black dots).
- n) Arousing communal, caste or regional feelings or creating disharmony among students (one black dot).
- o) Disobeying the instructions of teachers or the authorities (one black dot).


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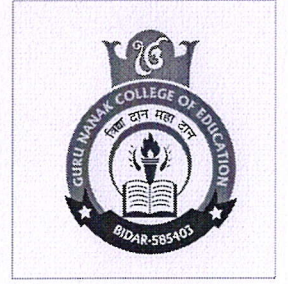
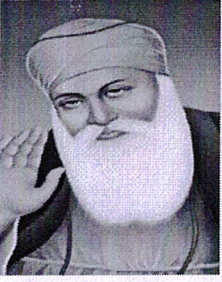
- p) Misconduct or misbehavior of any nature at the time of elections to the student bodies or at the meetings or during curricular or extra-curricular activities in the College (one black dot).
- q) Misconduct or misbehavior of any nature at the examination centre (one black dot).
- r) Giving publicity to misleading accounts or rumors among the students (one black dot).
- s) Not disclosing the identity when asked to do so by an employee or officer of the Institution who is authorized to ask for identity (one black dot). Students' Conduct in the Examination: Institution following Gulbarga University, Kalaburagi, Karnataka. Student's Behavior during the Examination

The students are not allowed to communicate in any way with any person other than the Invigilator during the examination. Any other communication will be deemed and treated 'breach of examination'. An Invigilator is empowered to exclude the student from taking the examination for the breach of code of exam. Note: Please read candidate(s) wherever student(s) appeared in the above examination rules for those who are taking entrance examination to seek admission in the Gulbarga University, Kalburagi, Karnataka for any study Programme, for the same rules are applicable to them as well.

Code of Conduct for Teaching, Non-Teaching Staff and Administrator:

GNCE expects from all its teaching, non-teaching/academic staff and Administrator the conduct which is exemplary, based on honesty, integrity, justice and respectful treatment of all its stakeholders, country men, and all humans irrespective of race, religion, region, caste, and color. "Employee" means any person appointed by the Management of the College and includes teachers and other staff of the Institution. "Teachers of the Institution" means Professors, Associate Professors, Assistant Professors

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and such other persons as may be appointed for imparting instructions or conducting research in the Institution or any in any institution maintained by the Institution and who are designated as teachers by the Ordinances. The terms and conditions of service and code of conduct of teachers, etc. are as follows: Statutes of the Institution

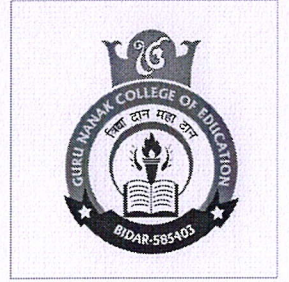
1. All the teachers and other academic staff of the Institution shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the notification of the Gulbarga University, Kalaburagi, Karnataka and as amended from time to time and also as specified in the Statutes, Ordinances and the Regulations of the Gulbarga University (UGC).
2. Every teacher and member of the academic staff of the Institution shall be appointed on a written copy, the form of which shall be prescribed by the Ordinances.
3. A copy of every employ referred with the Regulations of the NCTE, Government of Karnataka and Management of the Institution. The age of superannuation for all the persons who were holding teaching positions on regular employment extension in the service would be given according to Government of Karnataka Regulation. However, it will be open to the Institution to re-employ a superannuated teacher up to the age of 65 years with the regulation.

Terms and Conditions of Service and Code of Conduct of Other employees.

All the employees of the Institution, other than the teachers and other academic staff of the Institution, shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations. Code of Professional Ethics:

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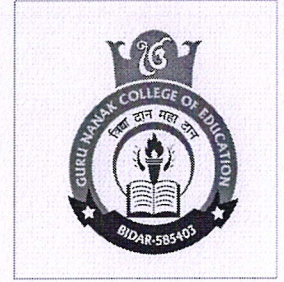
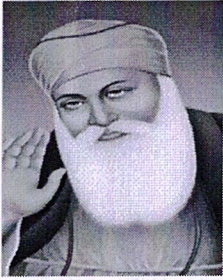
1. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of

education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;

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7. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
8. Abide by the Statute & Ordinance of the Institution and to respect its ideals, vision, mission, cultural practices and tradition;
9. Cooperate and assist in carrying out the functions relating to the educational responsibilities of the college, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students:

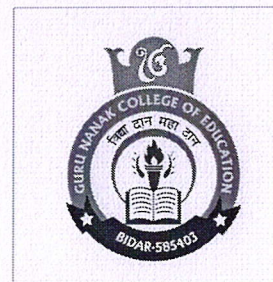
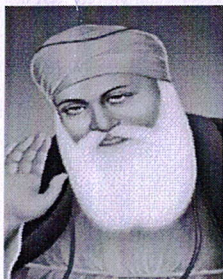
Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

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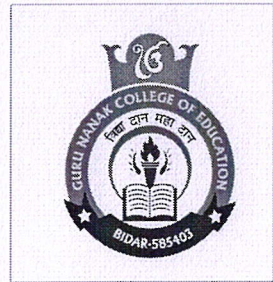
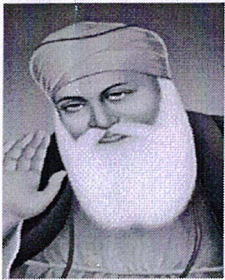
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals;
10. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
5. Sharing equal work load and co operating with the colleague

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BIDAR-585403



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Email : Gurunanakbedcollege@gmail.com

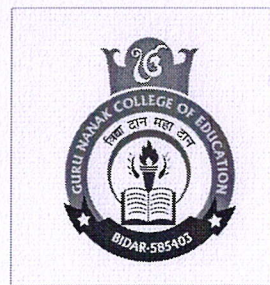
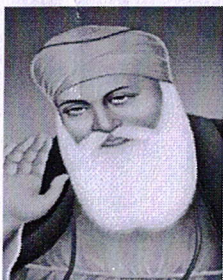
E-Mail IQAC: iqacgnbedc@gmail.com

IV. Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment & commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Adhere to the terms of contract;
7. Give and expect due notice before a change of position takes place;
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

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V. Teachers and Non-Teaching Staff:

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians:

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
2. Institution should conduct parent teacher meeting regularly so as teacher and parent interact with each other and share their views.

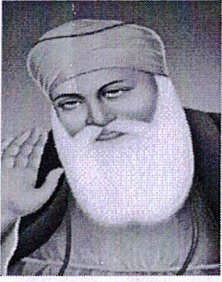
VII. Teachers and Society

Teachers should:

1. Recognize that education is a public service & strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

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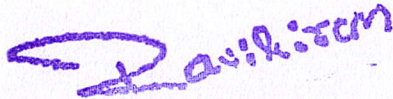
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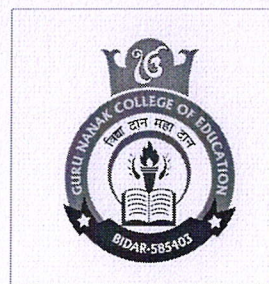
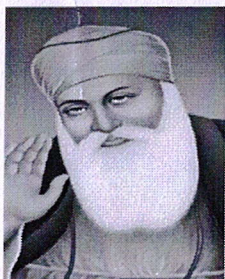
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4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

College Principal should:

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
3. Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
7. Manage their private affairs in a manner consistent with the dignity of the profession;
8. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;


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9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor. Disqualifications: A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the Institution:

If he/she is of unsound mind;

If he/she is an un-discharged insolvent;

If he/she has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.

Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct and details of the Monitoring Committee, Professional ethics programmes:

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