

# INFORMATION BROCHURE

(Session: 2022-2024)



Since 1966

**GURU NANAK COLLEGE OF EDUCATION FOR WOMEN  
KAPURTHALA**

Recognized by NCTE, Affiliated to Guru Nanak Dev University, Amritsar  
& Re-Accredited by NAAC with B++ Grade

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## **CODE OF CONDUCT**

This institution expects its scholars to observe the code of conduct laid down for college students and to inculcate a habit of discipline in them during their stay in the college. This will ultimately shape them into responsible citizens of India.

1. The college lays special emphasis on the maintenance of discipline and necessary decorum in and out-side the classrooms.
2. Students are expected to be courteous and polite in their dealing with one another and with employees of the college.
3. Proper respect should be shown to the teachers and their instructions should be carried out strictly.
4. Perfect silence should be maintained in the classes, in the library and in the verandas so that none is disturbed in studies and the atmosphere prevailing in the college remains academic. Students are not allowed to stand in verandas before and after their classes.
5. Movement from one class to another class should be orderly. At the end of a period, the coming students should wait outside till the classroom is totally vacated.
6. The students should understand that the college property is an asset of the nation and as such its maintenance is as much their duty as that of the administration. Therefore, let not any one disfigure or damage the furniture or deface the walls with pen, pencil or chalk marks.
7. Students should inculcate the queue habit while they go to see the principal, to pay dues in the office, to get books issued from the library etc.
8. During their stay in the college, student should dress up in a decent manner that is appropriate for academic environment.
9. The students found guilty of infringement to the above rules of conduct may not get concession and stipends or may be expelled from the college, depending on the seriousness of the offence.
10. Class representatives will be responsible for the discipline in the class and inform the timetable incharge concerned about the change in the period, if any.
11. No student will be allowed to enter the class when the teacher starts teaching.
12. Absentees in Unit Tests, House Examination and Lecture shortage will be deprived off from the office held.
13. Use of polythene bags is prohibited strictly in the college campus.
14. Use of mobile in the college campus is strictly prohibited. Defaulters will be severely dealt with.
15. All the students are instructed to tie their hair properly in the college campus.

## **GENERAL RULES OF THE COLLEGE**

1. The students should reach college at 8.50 a.m. First bell will ring at 8.55 a.m. and period will start at 9.00 a.m. All students should be punctual. Students who are coming from far off places should make their own arrangements for staying at Kapurthala. No excuse will be entertained for their coming late to the college.
2. All the students are required to attend at least 80% of lectures delivered in each of their subjects.
3. At any time during the course of field engagement programme with school & school internship, the principal may at her discretion remove the name of a student from the college rolls if the student has failed to make progress in studies or has been found guilty of misconduct.
4. A student who wishes to withdraw herself from the college must do so formally in writing and her application should be countersigned by her father/guardian.
5. Participation in curricular, co-curricular activities and games is compulsory for all the students.
6. No student is allowed to accept any kind of employment during the course of training.
7. Rules regarding the discipline, payment of fee, grant of leave and use of library must be strictly observed.
8. Principal has power and discretion to remit a fine.
9. During the training period, no student shall attend or take part in any anti-Government, anticollege or other subversive activities.
10. Political and unauthorised meetings, demonstrations of all kinds, sale and organised distribution of books, pamphlets, posters in the college premises are strictly prohibited.
11. Misconduct shall be severely dealt with and may result in rustication from the college if in the Principal's opinion her continued stay is not conducive to her well being and detrimental to the interest of the college.
12. Since college work is regulated mostly through notices put up on the notice boards, students must look up the notice boards at least two times, once on the commencement of the day and later before the departure from the college. Ignorance about a notice shall not be entertained as an excuse for non-compliance.
13. Applications for the refund of security must reach this office up to 31st December of every year after the clearance of all the dues and returning of all the library books. It will be refunded up to 31st March of every year.
14. Guardians and parents please note that visitors are not allowed to see the students during college hours.

## **LIBRARY RULES**

1. The library books may be retained by a student up to a period of 14 (fourteen) days after which these must be returned. A fine of Rs. 1/- per volume per day will be charged for the books kept for more than two weeks after the date of issue.
2. If a book at the time of return to library is found defaced or damaged in any way, the last borrower will be required to pay the price of damage.
3. Leave from the college does not imply exception from the return of the library books. The books may be returned to the library by post under registered cover, if necessary.
4. The students are expected to observe perfect silence in the library and not to disturb others in any way.
5. Non-transferable Library-cum-Identity cards are issued to all the students and books can be issued only on these cards. Students must get the identity cards within a month after paying their dues of admission, after which, books will be issued. One passport size photograph should be handed over to the librarian. Loss of the card should be immediately reported to the librarian who will issue a duplicate identity card on payment of Rs. 50/- only.
6. The number of books that can be borrowed at a time is six.
7. Students' responsibility will not be over until the books are shown as returned on the identity card. Students are advised to be very careful in getting the signatures of the librarian on their cards while returning the books.
8. Books borrowed from the library must be returned to the library and on no account be passed on to others.
9. Books reserved for the staff-members and reference books, text-books current periodicals will not be issued except for consultation within the library premises.
10. Borrowers shall return all books to the library at the time of annual stock checking.
11. All the books along with the borrower card must be returned to the librarian after the end of the final theory examination.
12. The library is for the use of all. If anybody is found guilty of removing any book, magazine or a portion of it from the library, she will be severely dealt with.
13. College library has a book-bank which provides text books to the poor and deserving students for the whole session.
14. In the vacant period, students are advised to utilize time in the study of magazines and newspapers in the library.

## **RAGGING REGULATIONS (FROM U.G.C.)**

The University Grants Commission, New Delhi has asked this office to print the following instructions to avoid ragging in the college. In case the student do not care for the same, punishment will be given as under :-

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding / withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
7. Suspension / expulsion from the hostel.
8. Rustication from the institution for a period varying from one semester to four semesters.
9. Expulsion from the institution and consequent debarring from admission any other institution.
10. Fine upto Rs. 25,000/-.
11. Rigorous imprisonment up to three years.

While the appropriate authority of the institution itself can award the first 10 types of punishments, the last punishment can be awarded by the court of law.

Students in distress due to ragging related incidents may be apprised that they may call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in). For any other information regarding ragging, please visit the UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) and contact UGC monitoring agency i.e. Centre for Youth on Mobile No. 98180-44577 (only in case of emergency).