



GANDHI MEMORIAL NATIONAL COLLEGE AMBALA CANTT – 133001

Phones: 0171-2640321, 2633151 (O), 2601281 (R)

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CONDUCT RULES FOR THE STUDENTS

1. Student must abide by all the rules and regulations of the college.
2. They must read the notices/ instructions put on the notice-board every day.
3. Smoking, spitting, gambling and usage of any kind of intoxicant is strictly prohibited.
4. Students are advised to contact their respective mentor for Redressal of their grievances.
5. They must keep the college campus neat and clean. Any damage to the college property is punishable.
6. Ragging in the college premises is strictly banned and punishable as per law.
7. Entry of outsiders is strictly prohibited and punishable.
8. A student found guilty of misconduct, making noise in the verandas, damaging/ disfiguring furniture, walls etc. shall be severely punished.
9. Usage of mobile phone is banned in the classrooms.
10. Students are directed to attend their classes regularly and fulfil the conditions laid down by Kurukshetra University, Kurukshetra to become eligible for university exams.
11. Students found guilty of non-complying with the code of conduct will be fined and punished.



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CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF

1. Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
2. Unless otherwise provided for, the whole-time employee 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.
3. No employee 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 Governing 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.
4. Save in exceptional circumstances, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the Leave Rules.
5. No employee shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the College.
6. No employee shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between classes or subjects of the Indian Union or to disturb public peace.
7. An employee may stand for election to the Parliament/ State Legislature/Local Bodies with the prior permission of the Governing Body of the College concerned.
8. No employee shall, 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. However, this will not apply to literary and academic journals.



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9. No employee shall in any manner criticize adversely in public the administrative actions of the Governing Body/ Principal of his College.
10. No employee 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.
11. No whole-time employee shall, except with the previous sanction of the Governing Body, engage directly, in any trade, occupation or business or undertake any employment. The permission of the Principal for undertaking private tuition work, which will not be for more than one hour a day, will be necessary. Provided that an employee 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 do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the Principal of his College and in case of the Principal if so directed by the Governing Body. Provided that no permission shall be necessary for examination work of this University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs.2,400/- per annum and for all examination work for which additional emoluments are accepted the previous permission of the Governing Body shall be necessary.



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12. No employee shall appear in an examination without the prior permission of the Principal.
13. No employee in a recognized/affiliated College shall write or guide a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.
14. An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
15. No employee 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.
16. An employee may become a member, representative or office bearer of any registered and recognized Association representing or purporting to represent his class of employees, 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 :
 - (a) Its membership is confined to a distinct class of employees and it is open to all such regular employees.



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CODE OF CONDUCT FOR GOVERNING BODY

1. Constitution of Governing Bodies/Boards of Governors:

(a) Every Non-Govt. Recognized College shall have a Governing Body consisting of not more than 21 members and not less than 11 members, as under:-

(i) President, Vice-President, Treasurer and General Secretary to be elected by the members of the parent Society/Trust which is running the College.

(ii) The Principal of the College shall be ex-officio Member-Secretary of the Governing Body.

(iii) One nominee of the University.

(iv) One nominee of the State Government.

(v) Two teacher representatives elected from among themselves by the whole time approved teachers of the College and one representative of the Non-teaching Staff to be elected also on the Governing Body.

(vi) Remaining members (upto a maximum of 11) to be nominated by the President.

(b) If the post of President of Governing Body falls vacant for any reason the Vice-President will work as Acting President for the remaining period of the term. In case the posts of President and Vice-President fall vacant, then the election will be held for both these posts for the remaining period, within 3 months. If the post of any of the remaining office bearers of the Governing Body falls vacant, the President, Governing body will have the power to give officiating charge of that post to any member of the Governing Body for the remaining period of the term.

Provided further that an elected staff member of the Governing Body who resigns his service or proceeds on leave for 6 months or more shall cease to be a member of the Governing Body and a substitute shall be elected for the remaining period. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be elected, where the membership is held in abeyance.

(c) (i) The tenure of the Governing Body shall be three years and election shall be held after every three years. The election shall be held under the supervision of the observer to be appointed by the University.



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- (ii) The voters list shall be verified by the Principal of the College being ex-officio Member Secretary of the Governing Body.
 - (iii) The Governing Body shall appoint Returning Officer for conduct of election if the elections are held during the tenure of the Governing Body.
 - (iv) The Principal of the College shall work as Returning Officer if the Governing Body does not exist due to any reason before expiry of tenure of Governing Body.
 - (v) The Principal of the College shall work as Returning Officer if the election are held after expiry of tenure of the Governing Body.
- (d) In case the election of the Governing Body is not held within the prescribed period of three years, the University shall be competent to arrange the election to constitute a new Governing Body, at the earliest possible. However, the Vice-Chancellor may appoint an Administrator for smooth & proper working of the College, during such period, if the circumstances so warrant.
- (e) The meeting of the Governing Body shall be held after reasonable intervals, i.e., at least one per term at the College Campus.
- (f) The consent of the University nominee on the Governing Body shall be obtained before fixing the meeting of the Governing Body. In case the University nominee after having given his consent does not attend the meeting of the Governing Body, the meeting may be held if the Quorum is complete and the decisions taken in the meeting shall be valid.
- (g) Notice for the meeting of the Governing Body along with Agenda will be supplied to all the members at least 15 days before the meeting. Simultaneously, a copy of the Agenda will also be supplied to the University. The proceedings of the meeting will be circulated to the members of the Governing Body and the University within 7 days after the meeting.
- (h) Three/fifth of the members shall form the quorum.
- (i) (a) Each person on the electoral roll shall have one vote.
- (b) After counting, the nominees shall be listed in descending order of number of votes secured.
- (c) From the list of precedence as at (b) above, the vacancies shall be filled by persons in the order of precedence in which they have been listed.
- (d) In case of ties for any material place in the order of precedence, the election shall be decided by a toss of the coin, having two distinctly distinguishable sides.



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1-A. The self-financing Professional Colleges including self-financing Colleges of Education will constitute their own Board of Governors, consisting of a Chairman and ten

members. Out of the ten members, at least five should be outside the Society/Trust with break-up as under:-

- | | |
|--|---|
| (a) Educationist members | 2 |
| (b) Industrialist member | 1 |
| (c) Corporate member | 1 |
| (d) Other member concerned
with social cause etc. | 1 |

All these members should be eminent/renowned in their field.

(e) One University Nominee may be appointed from Self-financing Technical Institutions /Colleges affiliated to this University on the request of the concerned Self-financing Institutions / Colleges.

Other rules regarding the functioning of the Boards of Governors in self-financing Colleges/Institutes will be the same as are in operation in respect of Governing Bodies of Non-Govt. affiliated Colleges.

7. In every college there shall be an Advisory Council consisting of 15% or 5 staff members, whichever is higher, nominated in order of seniority and in a manner that no faculty remains unrepresented on the Council. In addition to this, one more left out senior-most teacher will be nominated on the Council on rotation basis for a term of one year.

The following shall also be the members in the meeting of the Advisory Council, as per requirement of the agenda:

(i) Lecturer in Physical Education (ii) Teacher-in-Charge, Women Cell, (iii) Public Relations Officer, (iv) Teacher-in-Charge, N.C.C., (v) Teacher-in-Charge, Cultural Activities, (vi) Teacher-in-Charge, NSS, (vii) Teacher-in-Charge of any other activity.