

GURU NANAK NATIONAL COLLEGE,
DORAHA

(Affiliated to Panjab University, Chandigarh)



Code of Conduct for the Students

Discipline, which is of paramount importance for success in life, is a way of life for all the students of the college. When a student joins the college, he or she is expected to follow the rules, regulations, policies, discipline and the total code of conduct of the institution in order to develop himself/herself into a better and responsible human being. The college believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, be aware of their rights and duties, be sincere to this institution and be cautious to the safety of others.

The college has framed the following policy document for the overall code of conduct to be followed in the institution by the students.

General Admission Rules

1. Admission to the college is done without any religious, caste or racial discrimination.
2. All admissions are provisional and subject to the approval of Panjab University, Chandigarh. The college will not be responsible if at any stage, a candidate is declared ineligible for admission to any particular class. Claims for refund of fees on this account will not be entertained. The candidates are therefore advised in their own interest to confirm eligibility from the university and not to make any wrong or incomplete statement/declaration, neither hide some necessary facts nor attach false or incomplete documents.
3. The reservation of seats shall be governed by Panjab University/Punjab Govt. regulations.
4. Failed and compartment cases of this or any other college will be admitted only after special approval by the admission committee and the Principal.
5. Students disqualified by any board or university will not be admitted.
6. Students having not appeared in the university/board exam during the last session may not be admitted.
7. Migration is not allowed without any legitimate reason.
8. Principal has the right to refuse admission to any student on the basis of indiscipline.
9. Admission on the basis of wrong information and false certificates shall be cancelled
10. In case of cancellation of admission by the Principal, or a student leaving the college on his own, no funds or fee will be refunded.

Compartment cases in 10+2 will be admitted provisionally (where permitted) to the next class. At least 20% marks are required in the subject of Compartment (theory and practical taken together where ever Applicable). But if the candidate fails to clear compartment/ reappear in the next two consecutive Chances, his/her admission will be cancelled.

1. If a candidate placed under compartment in +2 with less than 20% marks clears his/her compartment Examination by appearing in the Supplementary Examination of the board before the last date of Admissions, he/she shall be considered for admission to the next higher class, provided he/she is eligible and subject to availability of seats.
2. Compartment and reappear cases of boards and universities other than Panjab University / Boards in Punjab, Haryana, Chandigarh & Himachal Pradesh will not be admitted to any class in the college.
3. As soon as the compartment result is declared the students are required to submit their pass certificates in the office.

Admission in Case of Late Declaration of Results

1. In the case of Panjab University, student who has already appeared in any of its examinations and the result is declared late, admissions to the next class/course may be allowed within 10 working days from the date of declaration of the result, without charging any late fee.
2. The Vice-Chancellor may sanction admission of candidate whose re-evaluation result is declared after 31st December with subsequent ratification by the Syndicate.

Procedure for Online Admission

General Instructions regarding submission of Online Application Form

1. To apply for admission in all classes students need to visit the institute website <http://www.gnncdoraha.edu.in> or <http://www.gnncdorahalibrary.wordpress.com> or <http://www.jsrsolutions.com/gnnc> and click on “Online Admission”. No other means/mode of application will be accepted.
2. Facility to fill online form is available in the college also.
3. For Registration the candidate needs a valid mobile number in active mode. The candidates should provide their parents’ and/or their own numbers.

4. Candidates are advised to complete the formalities well in time to avoid last date rush on web server.
5. After finalizing the online application, the candidate is required to print the form.
6. Submit the signed hard copy of the application form along with the supporting documents to the office before the last date of admission.
7. Error/discrepancy if any may be got corrected in the office of the college.
8. In case of any difficulty in online registration students can call at the college helpline numbers provided in the prospectus.

Additional Seats

In addition to the normal number of seats in each course Panjab University, Chandigarh has allowed additional seats for some special categories of students as given below:

1. Two additional seats per unit per course subject to a maximum limit of four are created for single girl child/one girl out of the only two girl children of a couple, who are otherwise eligible from all angles. An affidavit on a stamp paper worth Rs. 20/ duly attested by 1st class Magistrate, to be obtained from the parents of the girl children declaring therein that the benefit of this scheme is being claimed for only one girl child out of the two girl children and the parent shall not claim the same for the 2nd girl child elsewhere in future.
2. Dependent children of Leprosy affected persons will be granted seat over and above the allocated strength of the course without considering any merit.
3. For Wards of Kashmiri Migrants/Displaced Persons:
 - i. 5% weightage to be given and merit be determined accordingly, provided he/she fulfills the minimum prescribed qualifications including Entrance Test.
 - ii. 5% increase in intake subject to a maximum of 3 seats to be treated as additional seats) per course at entry point.
 - a. Under no circumstances the requirement of Entrance Test, wherever applicable shall be relaxed.
 - b. Production/submission of a certificate to the effect that the applicant is a ward of Kashmiri displaced person issued by an authorised Govt. officer.

- c. It may be scrutinized whether the person is a really Kashmiri (permanent resident of Kashmir) migrated to other states or he/she is a temporary resident of Kashmir but not actually a Kashmiri who shifted to other states.
4. One additional seats each for the student who suffers from Cancer. AIDS and Thalassemia for admission in each course under each of these categories if otherwise eligible from all angles.
5. Two additional Seats for Rural Area Students :

Only those candidates will be considered in this category who have passed their Matriculation and +2 examinations from those rural schools that do not fall in the area of municipal corporations/ Municipal committee / Small Town/Notified Area. Further the candidates should have been studying in such school for at least five years before passing the last examination. A candidate claiming such benefit will have to produce a certificate from the DEO/Principal of the concerned institution of the area certifying that the school from where the candidate has passed the Matriculation and 2 examination falls within the aforesaid rural area.

6. One Additional Seat for Border Area Students:

The border area students shall mean those candidates who have passed their matriculation and +2 examinations from the border area schools situated within 20 kilometers from the international border A candidate claiming such benefit will have to produce a certificate from the Tehsildar or the Principal/Headmaster/Head of the school certifying that the school from where the candidate as passed the matriculation or 10-2 examinations, falls within the aforesaid border area.

Rules for change of Faculty/Subjects

1. Change of faculty or subject may be allowed strictly in accordance with the University rules, subject to the availability of seats.
2. The permission of the Principal in this regard is mandatory.
3. A student will have to pay a fee of Rs. 200 for the Change of subject and Rs. 500 for change of faculty.
4. A prescribed form has to be filled for this purpose.

5. The students of UG Part II and Part III shall have to study the same subjects opted by them in Part I.

Code of Conduct

Students are expected to be disciplined and well behaved so that a congenial academic atmosphere prevails in the institution. It is mandatory for students to observe the following rules:

1. It is compulsory for the students to carry their I-Card which will have to be produced when demanded by any member of the staff.
2. No student is allowed to use Mobile Phone in the teaching area.
3. It is compulsory for the student to be present in the classes, functions, parades and playgrounds.
4. The students must have proper respect and regard for the teachers, fellow students and other employees of the college.
5. Before entering the office, the students should consult the concerned official through the service window.
6. Use of any type of intoxicant and smoking on the campus is strictly prohibited.
7. Every student is expected to read the notice boards daily.
8. Perfect silence should be maintained in the classrooms, library and the corridors of the college.
9. All the students are expected to conduct themselves with dignity, modesty and simplicity. The students should wear sober dresses.
10. Students should inculcate high moral values of life such as truth, honesty and devotion to duty.
11. Students must make the best use of time and spend it in creative and constructive activities for their own betterment and that of the nation, rather than wasting it by hanging out casually in the college or Indulging in futile activities.
12. Students should be punctual in attending their classes and functions.
13. Students should observe proper decorum in and outside the classroom and during the functions organized in the college.
14. Students should endeavour to keep the campus of the college neat and clean, use dustbins and avoid littering.

15. Quarrels and disputes should be avoided. In the event of a dispute, a written complaint should be made to the Principal immediately. No one is allowed to take the law in his/her own hands.
16. Students should understand that the college property is a national asset and its upkeep is as much their responsibility as that of the administration. Therefore, no one should disfigure the furniture or deface the walls.
17. Students should utilize their free periods in reading books, magazines and newspapers available in the Library,
18. If a student indulges in any act of indiscipline or disobeys the rules he/she may be fined, suspended, expelled, rusticated or the Principal may impose any other penalty he deems fit.

Leave Rules

1. Leave for three days may be sanctioned by the tutor and upto six days by the senior tutor. Sanction of the Principal is required for a leave of more than six days.
2. It is mandatory to submit a medical certificate from a qualified doctor for sick leave for more than one week. The medical certificate should be submitted within a week of joining the college after medical leave otherwise no benefit of attendance will be given.
3. Fine for absence will not be remitted.

Procedure for Leaving the College

1. A student who wishes to leave the college should submit an application to the Principal of the college duly signed by the parent/guardian. The college leaving certificate will be issued only after all the dues are paid if the student leaves the college without informing, he/she will have to pay the fine and the balance fee. Character certificate will be issued only within one year of leaving the College.

Anti Ragging Rules

Ragging of any kind is completely banned in the Campus

1. 'Ragging' means the following

- a) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing treating or handling with rudeness any other student, indulging in rowdy or undisciplined activity which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

2. Punishable ingredients of ragging

Abetment to ragging; Criminal conspiracy to rag; Unlawful assembly and rioting while ragging; Public nuisance created during ragging; Violation of decency and morality through ragging; Injury to body, causing hurt or grievous hurt; Wrongful restraint; Wrongful confinement; Use of criminal force; Assault as well as sexual offences or unnatural offences; Extortion; Criminal trespass; Offences against property; Criminal intimidations; Attempts to commit any or all of the above mentioned offences against the victim(s); Physical or psychological humiliation: All other offences following from the definition of 'Ragging'.

3. Punishments

At the institution level: Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the institution. The possible punishments for those found guilty of ragging at the institution level, shall be any one or any combination of the following:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/withdrawing scholarship fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any Regional National or International Meet, Tournament. Youth Festival etc.
- vi. Cancellation of admission.
- vii. Rustication from the institution and consequent debarring from admission to any other institution for a specified period.
- viii. Fine ranging between Rs. 25,000 to Rs.1 lakh.

- ix. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.
- x. It is mandatory for all the students to fill Anti Ragging proforma available on the links <http://www.antiragging.in> or <http://www.amanmovement.org>. Proforma must be duly signed by the student as well as Parent/Guardian and submitted to the office within one week of admission.