



GURU NANAK COLLEGE (AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai - 42
Affiliated to the University of Madras
Re -Accredited @ 'A Grade' by NAAC
A Unit of Guru Nanak Educational Society®

Office : 2245 1746 / 2244 4621
Hostel : 2245 1273
Fax : (044) 2244 7373
Email : principal@gurunanakcollege.edu.in
Web : www.gurunanakcollege.edu.in

Sardar Rajinder Singh Bhasin
President

Sardar Manjit Singh Nayar
General Secretary & Correspondent

Dr. M.G. Ragunathan M.Sc.,M.Phil.,Ph.D.,PGDESD
Principal

CODE OF CONDUCT

GENERAL RULES & REGULATIONS

ADMISSION AND WITHDRAWAL

- Eligibility for Admission:** Candidates admitted to the first year of the UG programme should have passed the Higher Secondary Examinations (Academic or Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras. Students applying for the PG programme should have taken the UG Degree in the concerned subject from a recognized university as per the norms of the University of Madras.
- Duration of the Course:** The UG course is of three-year duration with six semesters and the PG course is of two-year duration with four semesters excluding MCA – two-year duration with four semesters. The odd semester includes the period from June to November and the even semester from December to April. There shall not be less than 90 working days for each semester.
- Students who are found to have obtained admission by false representations will be summarily dismissed with the forfeiture of all the fees.
- No student will be permitted to attend classes until all the fees due by him / her have been paid.
- A student admitted at any time in the College should pay the whole fee for the academic year. A student who wishes to leave the College will be issued a Transfer Certificate, after clearing all the dues. If a student leaves the College at the end of the academic year, he / she will receive an attendance certificate.
- Fees due to the College will not be adjusted against the award of a scholarship that is expected from any of the agencies. Late payment of fees will be with an additional fine. The College authorities reserve the right to cancel the admission of a student at any point of time without returning the fees, if there is any discrepancy between the certificates produced and the entries in the application or any suppression of facts is discovered.


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ATTENDANCE AND LEAVE

7. A student shall attend all classes regularly and punctually. If a student has to be absent for a valid reason, he should apply for leave beforehand. When the absence is due to an unforeseen cause, application for leave must be submitted as soon as possible and in no case, not later than the first day of his return to the College.
8. All leave applications must be countersigned by the parent or guardian. In the case of hostel students, the applications must be countersigned by the Deputy Warden. Attendance position of the students can be viewed through the student login in gncimtihaan.in. Students are advised to check their attendance particulars. Ignorance of any such notice will not be accepted as an excuse. Any discrepancy should be brought to the notice of the Principal in writing within a week for scrutiny.
9. The annual certificate of attendance and progress required for writing the End semester examination will in no case be granted unless (i) the Principal is satisfied with the student's progress and conduct and (ii) the student has attended not less than 75% of the total number of actual working days in every semester. Fee concessions and scholarships granted are liable to be withdrawn for lack of attendance.
10. Condonation for deficiency of attendance (that is, 65% to 74.9% of attendance) will not be granted as a matter of routine. The payment of Scholarship amount is dependent on maintenance of 75% of attendance.
11. Students who lose the attendance due to non-payment of fees will not regain the lost attendance on payment of fees. Such students whose names are removed from the rolls will however be re-admitted on paying the dues with fine, but will not regain their attendance lost in this regard.

END SEMESTER EXAMINATIONS (ESE)

12. Examinations will be conducted during each semester after the completion of a minimum of 90 working days. Examinations will be held for all papers of the course in Nov/Dec and April/May for all UG and PG courses.

Practical examinations will be conducted only during the end of the odd / even semester before, during or after the commencement of the theory exam. The schedule for ESE


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Practical's will be notified by the Controller of Examinations in consultation with the Dean (Academics).

A candidate will be permitted to appear for the End of Semester examinations for any semester if:

- a) He / She secures not less than 75% of attendance in the working days during the semester.
 - b) His / Her conduct has been satisfactory
 - c) He / She should have applied for the examination
 - d) He / She should have paid the requisite examination fee
13. Candidates who have earned only 50% to 65% of attendance will be withheld from taking the semester examination, but may be permitted to attend the next semester after paying the prescribed fees. Students with attendance below 50% will be detained as per University norms.
14. Science students should have 75% attendance in the practical classes. Unless they attend the practical classes and satisfactorily complete the practical as expected, their attendance will not be certified by the Head of the Departments concerned. In such cases they will not be permitted to take the University Examinations. The Head of the Department will submit to the Principal at the end of each term, a list of students who lack the necessary attendance. For extracurricular activities, practical attendance will not be granted.
15. Attendance will be granted to the students who participate in any welfare activity, sports, NCC, NSS, Competition etc., on production of necessary certificate within a week of participation. Such certificates should be routed to the office through the Head of the Department.
16. Organized absence from classes and soliciting absence from other students are serious breaches of discipline which may lead to expulsion of the student.
17. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the College premises.


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CODE OF CONDUCT FOR STUDENTS

18. Ragging is a criminal offence. It is punishable and strictly prohibited. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution. He/she will not be given certificates of good conduct. Fee concessions granted to such students are liable to be withdrawn.
19. Students should not post any of the deemed problems on the social media, such as Facebook or Instagram or inform the press without the knowledge of the Principal.
20. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
21. Students are not allowed to address any authority outside the College without the permission of the Principal
22. Students should cultivate the habit of reading notices displayed on the college notice-boards on campus. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with it.
23. Smoking in the premises of the college, spitting, putting up posters, scribbling on the tables and walls, throwing waste paper and rubbish, except in dustbins provided for the purpose, are prohibited.
24. Students are encouraged to maximize the use of bicycles. The bicycles, two wheelers, cars etc., must be parked only in the parking lots meant for the purpose.
25. Use of helmet is compulsory. Only riders wearing helmets will be permitted to enter the campus
26. Any lost property which is found on campus must be handed over to the Principal or Superintendent from whom the owner can reclaim it after establishing his/her ownership.
27. Under the Tamil Nadu Government Educational Rules, the Principal is empowered to impose fine, withhold attendance certificate and suspend or expel any student if considered necessary to do so.
28. No student shall be a member of any organization or association not connected with the college without the prior permission of the Principal. No student shall take part in any


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anti-social or subversive activities. No student shall be a member of any political party nor shall he / she take part in active politics. A student contravening these rules is liable to be suspended or summarily dismissed from the college. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.

29. Women students shall wear churidars / sarees only. Leggings are not allowed. Long hair should be braided by the girls. Men shall wear formal dress (tucked in shirt with pants) with shoes. Every student shall wear a clean, neat and formal dress. Casual attire such as T-Shirts, shorts and jeans must be avoided.
30. The college expects students of both sexes to foster a healthy relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
31. Each student of the college is required to possess an identity card which is issued by the College at the time of admission. This card will be valid for three years.
32. The Identity Card should be displayed prominently by the Students. Entry to the campus can be refused, if Identity Card is not displayed. Students should wear their identity cards inside the campus and also when they represent the college outside the campus.
33. Duplicate Copy of identity cards is normally not issued. Hence, students are advised to keep their identity card safe. The College will not be responsible for any misuse of the identity card by any one when it is lost or misplaced.
34. The academic year consists of two semesters. Tuition fees and other fees applicable are payable in full for both the semesters as per the instructions from the college office. It is a one-time payment made at the beginning of the academic year. If the fees are not paid before the last date with fine, then the defaulter's name will be removed from the rolls.
35. For re-admission, students will be required to pay a re-admission fee in addition to fees and fine due.
The student loses attendance from the date on which his name is removed from the rolls.
36. Breakage charges in the laboratory and loss of books in the library must be compensated as per the instructions of the Principal.
37. The College authorities reserve the right to increase the tuition fees and other fees as directed by the competent authorities. The Students leaving the College any time after the first term shall not claim refund of tuition fees for that year.


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38. All possible caution should be exercised while handling the laboratory equipment. Any breakage, damage or loss of equipment should be reported to the staff concerned immediately. If the student fails to report, he will be held responsible and fined.
39. Students should handle the furniture and other properties with care.
40. Visitors are not allowed to meet the students in the classrooms especially during class hours.
41. Bus passes will be arranged by the college students for the students who require the same. Students will apply with the proper forms filled and necessary payments made.
42. Students found indulging in violent behaviour inside or outside the class and in group violence inside the campus, will be severely dealt with. Disciplinary action will be initiated against all those involved in them, leading to expulsion from the College.


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