



Gujranwala Guru Nanak Khalsa College
Civil Lines, Ludhiana

CODE OF CONDUCT

for
Teaching Faculty
Non-Teaching Staff
and
Students



Code of Conduct for Teachers

as per

Gujranwala Khalsa Educational Council,

Ludhiana

The Faculty Members shall

- I.** Shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations and avoid all types of ethical violations;
- II.** Be expected to follow all the laws, norms, rules and regulations as laid down by the Panjab University, Chandigarh, Government of Punjab, DPI (C) Chandigarh, UGC, MHRD, and Gujranwala Khalsa Educational Council from time to time;
- III.** Be expected to lead by example and ensure that they are upholding vision and mission of college, striving to achieve the objectives of college and must uphold the good name of the college at all times;
- IV.** Always be punctual in attending to duties in the college and always teach the curriculum after making thorough preparation for the lessons to be taught;
- V.** Treat all students with love and affection and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth and guide the students in their physical, social, intellectual, emotional, moral and spiritual development;
- VI.** Refrain from accepting remuneration for coaching or tutoring his/her own students except for remedial teaching under an approved scheme and also refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions;

- VII.** Refrain from inciting students against other students, teachers or administration;
- VIII.** Set a standard of dress, speech and behavior worthy of example to the students;
- IX.** Respect basic human dignity of students while maintain discipline in the college;
- X.** Work actively to strengthen national integration and spirit to togetherness and oneness;
- XI.** Strive to develop the educational institution as a community and human resource development center providing knowledge and information and developing skills and attitudes needed for such development;
- XII.** Respect and be loyal to the college, community, state and nation and retrain from taking part in activities having potential to spread feeling of hatred or enmity among different communities, religious or linguistic groups;
- XIII.** Strives for his/her continuous professional development and creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders;
- XIV.** Takes pride in the teaching profession and treats other members of the profession with respect and dignity;
- XV.** Refrains from making unsubstantiated allegations against colleagues or higher authorities;
- XVI.** Avoids making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents. Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so;
- XVII.** Shall not take any membership in any political parties, unions, etc. without the prior permission of the competent authority.

Conditions of Service* and Conduct of Teachers in Non-Government Affiliated Colleges

as per

Chapter VIII (E), Panjab University Calendar Vol - I

^Available at -<http://puohd.ac.in/includes/documents/voll1/chap6to11.pdf> page no. 171-176

In these regulations - (i) 'college' means a college under private management affiliated to this University. (ii) 'teacher' shall include, Principal, Tutor, Demonstrator, Instructor and Librarian in the service of a non-Government college affiliated to this University.

(iii) CONDUCT RULES

- 16.1. No teacher shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union or to disturb public peace.
- 16.2. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.
17. No teacher shall, except with the previous permission of the Governing Body 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.
18. No teacher shall in any manner criticize adversely in public the administrative actions of the Governing Body of his / her college.
19. No teacher 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

- 20.1. No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by private tuition. Provided that a teacher may 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 undertake or shall discontinue such work, if so directed by the Principal, and in the case of the Principal, if so directed by the Governing Body. Provided further that no permission shall be necessary for examination work of this University or other Indian Universities/Deemed to be Universities/ Institutes of National importance including Public Service Commissions and other statutory bodies when the total emoluments accruing from such work do not exceed Rs.10,000/- per annum, and for all examination work for which additional emoluments are expected, the previous permission of the Principal or the Governing Body as the case may be, shall be necessary.
- 20.2. No teacher shall appear in an examination without the prior permission of the Principal.
- 20.3. No teacher in an affiliated college shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work
21. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his college.

22. No teacher 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.
23. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal, hold its meetings on the premises of the college, provided such association satisfies the following conditions:
- (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be.
 - (b) It is not in any way connected with any political party or organization or does not engage in any political activity.

(iv) GENERAL

- 24.1. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
- 24.2. Unless in any case it be expressly provided for, the whole time of a teacher 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.
- 24.3. No teacher 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 Managing 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.

- 24.4. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.
- 24.5. No teacher shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.

Leave Rules for Teachers Working in Non-Govt. Colleges Affiliated to Panjab University as per

Chapter X, Panjab University Calendar Vol - III (2019)

Available at: <http://puachd.ac.in/includes/documents/calendar-2016/calender-vol-3-2019.pdf> pages 264-268

General

1. Leave can not be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
2. The nature of leave due and applied for by a teacher cannot be altered at the option of the sanctioning authority. So, while it is open to the sanctioning authority to refuse or revoke leave due and applied under this rule it is not open to him to alter the nature of such leave.
3. No teacher may leave his headquarters during Sundays or holidays and/or any kind of leave without the written permission of the Principal of the college.
4. Sundays and other holidays may be prefixed or suffixed or both to leave subject to any limit of absence on leave

prescribed under each kind of leave.

5. The Principal shall have the authority to change the date of commencement of leave granted to a college teacher on his own or on request from him/her.
6. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave but not with casual leave.
7. The authority which grants leave to a college teacher can convert it retrospectively into leave of different kind which may be admissible as on the date on which the conversion is sought but the concerned college teacher cannot claim it as a matter of right.

Note:-Leave rules given in the Punjab C.S.R. Volume-I (Part-I) will be final in case some clarification is required.

8. A. *Casual leave in a year*
 - (i) 10 days to those teachers whose length of service is not more than 10 years. (Applicable to other than women employees).
 - (ii) 15 days to those teachers whose length of service is more than 10 years and less than 20 years.
 - (iii) 20 days to those teachers whose length of service is more than 20 years.
 - (iv) The women employees may be granted 20 days casual leave every year irrespective of the number of the years of service in the college.
 - (v) In the case of ad hoc teachers, one day's casual leave for each month's service after completing ad hoc service of one month i.e. one day's casual leave for service more than one month but less than two months, two days' casual leave for

service of more than 2 months but less than three months, so on.

- (vi) For anti-rabic treatment the provisions of Note (2) to Rule I in Appendix 17, Punjab C.S.R. Volume I, (Part-II) shall apply. 264 265

B. *Calculation of Casual Leave*

From the date on which an employee completes his 10th or 20th year of service, as the case may be, he will be entitled to casual leave in that year according to the next higher scale. Thus, if an employee completes 10 years service on the 30th April, 1986 he/she will be entitled to 15 days casual leave for the entire year 1986.

C. *Accounting of Casual Leave*

The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave account will be closed on the 31st December and new accounts opened on the 1st of January following irrespective of the fact that a teacher takes a spell of casual leave which includes the last few days of December, and the few days of January. Thus if a teacher takes leave from the 26th December, 1985 to 5th January, 1986 the period 26th December to 31st December will be debited to his leave account for the year 1985 and the period 1st January to the 5th January, 1986 will be debited to his leave account for the year 1986.

D. *Length of Casual Leave and Combination of Leave*

In taking casual leave within the limits admissible above a teacher may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will

not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of casual leave can be taken in driblets.

E. *Duty leave for attending*

- i. Meeting of the University organized by the University
- ii. Educational seminars organized by the University
- iii. Educational Seminars organized by the University Grants Commission; the State Government and the Government of India.
- iv. Educational Seminars organized by any other University in India.
- v. University Festivals of the Panjab University at the Regional level in the capacity of Principal of a participating college or escort of the participants; and
- vi. For delivering extension lectures organised by the University/ Convocation Address at an affiliated College.

9. *Earned Leave*

Provisions of the Punjab C.S.R. Volume I (Part I) for earned leave to vacation departments shall apply and be referred to wherever necessary.

10. *Half Pay Leave*

- i. 20 days leave for one completed year of service.
- ii. The half pay leave due to a teacher may be granted on medical ground or private affairs. Half pay leave can also be commuted on medical grounds

only subject to the conditions that :—

- i. Commuted leave during the entire service shall be limited to maximum of 240 days;
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- iii. The total duration of earned leave, and commuted leave taken in conjunction shall not exceed 240 days; and
- iv. Half pay leave up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study certified to be in the institutional interest by the leave sanctioning authority. Provided that no commuted leave may be granted unless the authority competent to sanction leave has reason to believe that the college teachers will return to duty on its expiry.

11. *Leave not due*

Leave not due may be granted to a teacher (both permanent and temporary) except leave preparatory to Retirement for a period not exceeding 360 days during the entire service of the employee concerned out of which not more than 90 days at a time and 180 days in all can be on the basis of other than medical certificate. In other words 'Leave not due' can be granted to an employee up to 180 days or more on medical ground but up to 180 days only on other grounds. Leave not due is debited against the half pay leave which the teacher may earn subsequently.

Leave not due should not be granted unless the competent authority is satisfied that there are reasonable prospects of

the teacher concerned for returning to duty on the expiry of the leave.

12. *Extraordinary Leave*

Extraordinary leave can be granted to a teacher in special circumstances only viz.

- i. When no other leave is admissible; or
- ii. When other leave is admissible, or, but teacher concerned applies in writing for the grant of extraordinary leave:

Extraordinary leave shall always be without pay and allowances. But the period of extraordinary leave for prosecuting higher studies, be counted towards the grant of annual increment/s.

- iii. The authority empowered to grant leave may commute retrospectively -
 - i. Period of absence of without leave into extraordinary leave;
 - ii. Extraordinary leave be converted into leave of a different kind if the latter type of leave was admissible at the time extraordinary leave was granted.

13. *Quarantine Leave/Hospital Leave*

Quarantine leave is a leave of absence from duty necessitating in consequence of the presence of infectious disease in the family or household of a teacher. This leave shall be granted in case a person has applied for grant of quarantine leave.

Provisions in the Punjab C.S.R. Volume I (Part I) shall also be applicable wherever necessary.

14. *Study Leave*

Normally the study leave is granted to undergo a study of scientific, technical or similar problems or to undergo special course of instructions. Such leave can be granted on terms prescribed by the general or special order by the competent authority. Such leave is not debited against the leave account. This leave is granted subject to :-

- (i) exigencies of the service to undergo a course in or out of India;
- (ii) the subject of study having a direct and close connection with the sphere of duty of the teacher concerned or the course may be of a definite advantage to the institutions from point of view or institutional interest. The study/ tour should be approved by the authority competent to sanction the leave. A full report on the work done during the study leave is to be submitted. The certificate of the examinations passed with necessary details is also to be submitted to the authorities granting the leave. It can also be granted for Course/Study which can widen the mind of the teacher concerned to improve his ability as a teacher etc. etc.

Provided that the study leave shall be subject to the following conditions: -

- (i) It is certified that the study is of definite advantage and in institutional interest; and that adequate facilities do not exist in India (In the case of study leave for outside India);
- (ii) Minimum of 5 years of service is completed;
- (iii) Study leave shall not be granted to a teacher who

is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.

Duration of Study Leave Study leave shall ordinarily be for twelve months unless there are exceptional reasons and 24 months in all during the entire service. The combination of study leave with other kind of leave is admissible but the total absence should not be more than 28 months (including the vacation period). Study leave allowance if granted will be for not more than 24 months for the period of the definite course of study and that of examination at the end of this study.

15. *Maternity Leave*

The Maternity leave shall be granted as per rule.



Code of Conduct for Non-Teaching Employees

- I.** Shall discharge his/her duties efficiently and diligently as per the rules and regulation laid by the Competent Authority;
- II.** Be expected to follow all the laws, norms, rules and regulations as laid down by the Panjab University, Chandigarh, Government of Punjab, DPI (C) Chandigarh, UGC, MHRD, and Gujranwala Khalsa Educational Council from time to time;
- III.** Should display the highest possible standards of professional behavior.
- IV.** Should be punctual and discipline towards their work;
- V.** Shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters;
- VI.** Should cooperate with students, colleagues & superiors;
- VII.** Loyalty to the College by punctual and reliable in all duties;
- VIII.** Integrity by being honest in words and actions;
- IX.** Creating and maintaining with strong relationships with proper interactions with students;
- X.** Maintaining professional boundaries with students and staffs;
- XI.** Treating students by care and kindness;
- XII.** Being supportive and cooperate with other staff members;
- XIII.** Responsibility by meeting the required standards for every assigned task;
- XIV.** Respect and maintain the hierarchy in the Administration;
- XV.** Adhere strictly to the official resumption/ closing time and must dress decently and appropriately;
- XVI.** Shall not take any membership in any political parties, unions, etc. without the prior permission of the competent authority.

Conduct Rules for Non-Teaching Staff of Non-Govt. Affiliated Colleges as per

Chapter IX, Panjab University Calendar Vol- III

Adopted from and Available in detail at: [http://puhd.ac.in/
includes/documents/calendar-2Q16/calender-vol-3-2Q19.pdf](http://puhd.ac.in/includes/documents/calendar-2Q16/calender-vol-3-2Q19.pdf)
page no 250

1. Non-Teaching staff in Non-Government affiliated Colleges shall be divided under the following categories :
 - (i) Ministerial Staff.
 - (ii) Laboratory Technician and Library Staff.*
 - (iii) Peons, Daftries, Chowkidars, Attendants, etc.
4. (a) The appointment and punishment of the Ministerial staff, Assistant Librarian, Lecture Assistant, Store-Keeper, Electrician/Mistry and Dispenser shall rest with the Governing Body of the College. A temporary appointment of staff in these categories for a period up to three months may be made by the Principal against a sanctioned post.
- (b) The appointment and punishment of all other categories of non-teaching staff not covered in 4 (a) above shall rest with the Principal of the college.
5. The following penalties may, for a good and sufficient reason be imposed upon an employee.
 - A. Minor Penalties:
 - (i) Censure.
 - (ii) Withholding of increments or Promotion.
 - (iii) Recovery from pay of the whole or part of any

pecuniary loss caused to the college by negligence or breach of orders.

B. Major Penalties:

- (iv) Reduction to a lower post or time scale or to a lower stage in the time scale.
 - (v) Removal from service of the college which does not disqualify from future appointment.
 - (vi) Dismissal from service of the college.
6. The Principal may suspend any non-teaching employee in case of serious misconduct.

The suspended employee shall be served with a charge-sheet and informed in writing of the grounds on which action is proposed to be taken against him.

During the period of suspension, the suspended employee shall be paid half-pay plus allowances, as subsistence allowance.

If ultimately the non-teaching staff member is removed from service on account of serious misconduct or moral turpitude notice for removal shall not be required nor will any salary be paid in lieu thereof.

Serious Misconduct:

Serious misconduct for this purpose shall include:

- (a) Participation in strike, abetting, instigating or acting in furtherance of the same.
- (b) Disobedience of any order, non-compliance of rule, or habitual neglect of work.
- (c) Theft, Fraud or dishonesty in connection with college property.
- (d) Willful damage to the college property.

- (e) Willful absence from duty without proper permission.
Willful absence from duty after the expiry of leave.
- (g) Refusal to accept charge-sheet, order or other communication.
- (h) Conviction on a criminal charge.
- (i) Misbehavior, use of abusive language or insolence, and
- (j) An Act involving 'Moral Turpitude':

“The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals.”

- 7. (a) The appointing authority shall not determine the engagement of a member of the Non-Teaching Staff (permanent or temporary) whether summarily or otherwise. Without informing him in writing of the grounds, on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to a final decision, the appointing authority shall duly consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the case of a staff member whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.
- (b) For termination of engagement in the case of a confirmed employee, at least, three months' notice

shall be necessary on either side and in the case of an employee who is on probation or is temporary; this period shall be one month.

- (c) The period of filing an appeal shall be 30 days from the date the order of punishment is served on the employee. The appeal shall lie to the authority next higher to the appointing authority but in the case of employee where the Governing Body is the Appointing Authority, the appeal against any of the Major Penalties shall be made to an appeal committee which shall be constituted as under:
- (i) Nominee of the aggrieved non-teaching staff member.
 - (ii) Nominee of the Principal or the Principal himself.
 - (iii) A Nominee of the College Governing Body.

The nominee for this purpose shall be from within the college itself and not from outside. The appeal committee shall make its recommendation to the Governing Body and if the same are not accepted the non-teaching staff member shall have the right to appeal the Registrar, being the sole Arbitrator under the Indian Arbitration Act of 1940 whose decision shall be final and binding on both the parties.

8. The working hours of the Ministerial staff shall be 7 (seven) hours with half-an-hour's interval for lunch.
9. (a) The Ministerial and other non-teaching staff will be entitled to leave as under but no one shall claim it as a matter of right:

Casual Leave

- (i) With service up to 10 years 10 days in a year
- (ii) With Service between 10 to 20 years 15 days in a year

- (iii) Exceeding 20 years 20 days in a year
- (iv) Special casual leave to 3 months in a year may be granted to an employee of affiliated colleges and official who was an outstanding sportsman/woman for participating in national/international sports events.

Earned Leave

Earned Leave as applicable to Non-Vocational staff of Govt. employees as per Punjab Govt. CSR Vol. I Part I rule 8.116.

Half Pay Leave

20 days half pay leave on medical certificate in respect of each completed year to service.

Commutated Leave

Commutated Leave not exceeding half the amount of half-pay leave due may be granted to an employee on medical certificate only subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
- (iii) The total duration of commuted leave may be granted in conjunction with earned leave and vacation provided the total duration does not exceed 240 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

Note 1. The half-pay leave earned by a non-government

college employee in respect of a 'completed year of service' can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

2. When commuted leave is granted to an employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case,
 - i. e. if the retirement is voluntary, refund should be enforced; but if the retirement is compulsorily thrust upon him by reason of ill-health incapacitating him for further service, no refund should be taken.
3. In case of any clarification regarding interpretation of leave rules contained in Chapter, the Punjab Govt. leave rules as given in Punjab Govt. C.S.R. Vol. I Part I will be final.
4. Existing employees have the option to be governed under Privilege Leave rules which existed before the introduction of Earned Leave for Non-teaching employees.

Explanation

- (i) There is a provision of Privilege Leave for the Non-Teaching employees working in the Non-Govt. affiliated Colleges of Panjab University. The Privilege Leave does not entitle leave encashment in the Panjab University Calendar. Most of the Colleges

are covered under 95% grant-in-aid scheme of Punjab Govt. It will be keeping in line with the rules of the Punjab Govt., which are amended from time to time.

- (ii) In the Service conduct rules of the Panjab University, the teaching employees of Non-Govt affiliated Colleges are entitled to Earned Leave as per Punjab Govt. C.S.R. Vol. I Part I.
- (iii) The existing employees may be allowed the option either to be governed by Privilege Leave rules as already existing in the Panjab University Calendar without Leave Encashment or they may be given option to the governed by the Earned Leaves rules proposed in the present amendment. This is required because Privilege Leaves are more than the Earned leaves admissible to Govt. employees.
 - (b) They shall be allowed holidays as notified by the Principal but they shall not be entitled to Summer Vacation, Autumn and Winter Recess.
 - (c) Women employees shall be entitled to Maternity leave according to the rules laid down for women teachers by the respective State Governments.

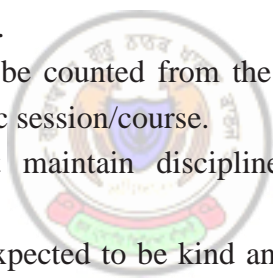
Gujranwala Guru Nanak Khalsa College

Civil Lines, Ludhiana

Code of Conduct for the Students

The Code of Conduct for the Students is as follows:

1. Ragging is strictly prohibited and will be treated as a serious crime. In case any incident of ragging comes to the notice of the authorities, the defaulting student is liable to be expelled from the College.
2. Subject combinations must be checked carefully to avoid subject clashes.
3. Lectures shall be counted from the date of commencement of the academic session/course.
4. Students must maintain discipline and decorum in the campus.
5. Students are expected to be kind and helpful to their fellow students and courteous to the teaching and non-teaching faculty of the College.
6. Mobile phones must be used only in the designated areas.
7. The students should desist from damaging the property of the College.
8. The student must strictly follow the rules and regulations of the College.
9. The students must strive to keep the College campus clean and plastic/litter free.
10. Fans and lights of classrooms & laboratories should be switched off whenever not in use.
11. House Exams are compulsory.



12. Students without I-Cards will not be allowed to enter the College campus.
13. Students are required to clear all college dues before appearing for the University Examination.
14. It is the personal responsibility of the student to inform the College office of any change in her address/phone number or that of her parents/guardians. The College is not responsible for any gap in communication in case personal information is not updated by the student.
15. Students must make it a point to read the Notice Board daily. Ignorance of orders/notices duly displayed on the Notice Board shall not be accepted as an excuse for non-compliance.
16. Parents are requested to keep in touch with the faculty members to keep track of their ward's academic performance and conduct as well as attend Parent Teacher Meeting which is held annually.
17. Rights of admission and entry to the College campus are reserved.
18. The students are not allowed to organize/participate in any academic / industrial visits / excursion trips without the permission of the authorities.

CODE OF CONDUCT



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