



Guru Nanak Vidyak Society's

GURU NANAK COLLEGE

of Arts, Science & Commerce

MANUAL OF POLICIES

***All the policies are hereby approved by the Governing Body –
Guru Nanak Vidyak Society.***



Guru Nanak Vidyak Society's

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ABOUT US

Guru Nanak College of Arts, Science and Commerce is one of the many educational institutions established by Guru Nanak Vidyak Society. Guided by the principles of purity, truth, charity and peace, the Sikh management established the college in 1989. It also opened a new chapter in the history of higher education in the state of Maharashtra. The aim of the Society in establishing this institution is to reach out to the educational needs of the people in the vicinity of the college and also to fulfill the needs of the ever growing population of the city. The Institution also aims at providing the students an opportunity to develop an integrated personality, to foster a spirit of free thinking and above all to inculcate love for humanity and love for truthful living. These indeed were the true teachings of Guru Nanak. The college provides all its students with a supportive study environment, high teaching standards, excellent facilities and support services to enrich learning and to make them confident to face the tough challenges of the ever changing global environment.

Affiliation

The College is permanently affiliated to the University of Mumbai and has received UGC recognition under 2(f) and 12(b).



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VISION

Guru Nanak College is a centre of excellence in teaching and research in Higher Education transforming students into a globally competent human resource, thus contributing to the creation of an inclusive and responsible society.

MISSION

- To create opportunities and facilities for holistic teaching-learning environment.
- To lay emphasis on developing and nurturing scientific temper amongst students and staff.
- To promote quality research.
- To provide opportunities of students to participate in co-curricular and extracurricular activities.
- To sensitize students towards global, social, cultural and religious diversities and to promote tolerance and respect for them.
- To provide equal opportunities to one and all so as to include weaker sections of society in the development process.
- To promote competencies necessary in the globalised economic environment.



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PRINCIPAL's MESSAGE

We have achieved numerous milestones in the last three decades and have emerged among the leading higher education institutions of Mumbai.

Guru Nanak Vidyak Society which was established at the dawn of an Independent India in 1947, started the Guru Nanak College in 1989, to provide opportunities in higher education to the young first generation learners in Central Mumbai.

Highly qualified, dedicated faculty strives to infuse quality in the “teaching-learning” process in the streams of humanities, Commerce and Basic Sciences along with applied courses like Information Technology, Management Studies, Accounting & Finance, Banking & Insurance, Financial Management and Mass Media. While this process forms the core of the academic programs, a number of value added courses supplement and enrich learning.

Our superior infrastructure, modernised laboratories and updated digital tools support and enrich research and student centered teaching pedagogies. State of the art Seminar rooms, a playground and an auditorium are among the rare facilities that any college in Mumbai can boast of.

Emphasis is also laid on inter-disciplinary learning which is promoted through various seminars conferences and workshops. Due to its conscientious efforts towards building environment sensitivity, the college has received accolades from external agencies and NGOs.

Co-curricular and extra-curricular activities are blended with academics to instill vibrancy in the college environment and to hone the potential of each student. Encouragement is given to students to don the mantle of leadership when they organize



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events and interact with eminent guests who are experts in their respective fields.

The spirit of GNC is reflected through the values that are imparted by way of stimulating a synergetic interaction among its various stakeholders. A vibrant community of our Alumni and our collaborators contribute to the fulfilment of the vision of the college.

The mission to provide a learning environment aimed at creating a skilled and competent human resource is clearly stated and the Management and staff are committed towards its fulfillment.

Dr. Pushpinder G. Bhatia
(Principal)



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Admission Policy

Rationale: Admissions to the UG, PG and Doctoral Programs are fair, transparent, ethical and timely thus providing access to students irrespective of their social, financial, class and backgrounds.

Guru Nanak College of Arts, Science and Commerce was established in 1989 as a grant-in-aid linguistic minority (Punjabi) college to cater to the educational needs of Punjabi speaking community settled in GTB Nagar, Mumbai after partition. The college offers graduation programs in B.A (Hindi / History / Economics / Political Science / Psychology / Mass Media and Communication), B.Sc (Chemistry / Physics / Botany / Mathematics / IT), B.Com, BBI, BFM, BAF and BMS; post-graduate programs in M.A (Hindi), M.Sc (Chemistry) and M.Com; and doctoral programs in Ph.D (Hindi / Physics / Chemistry / Commerce).

All admissions are as per guidelines issued by University of Mumbai and Government of Maharashtra.

- As per government rules, 50% reservation is offered to the Punjabi speaking linguistic minority students.
- Remaining 50% seats and vacant seats in the linguistic minority quota are offered to Open category students.
- Rules of reservations for SC, ST and OBC students are followed as per the Government of Maharashtra notifications.
- Students with special talents in sports and arts are given due credit in admissions.



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- All fees taken is as prescribed by the University Authorities.

An admission committee comprising the teaching and admin staff oversee the admission schedule. The entire admission process is online and executed through the college portal i. e www.gurunanakcollegeasc.ac.in. It is powered by an ERP and conducted through cashless transfer of fees.

The college invites application forms online from the XIIth pass students who are registered on the University of Mumbai portal. The applications are scrutinized on the basis of results and the category wise (Minority / Open / SC / ST / OBC) merit lists is prepared. Students from other Boards besides the State Board of Maharashtra are considered after due verification process. All the students are admitted strictly on merit basis.

Various scholarships and freeships are offered to the deserving and eligible students. Management supports the financially weak students in the form of partial or total freeships and instalment facility in fee payment.

Once the admission process is completed, class-wise roll numbers and subject groups are allotted to the students. In case of choice of electives, the students are expected to write a statement of purpose.



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Administration Policy

Rationale: The decision making process and its execution are clearly defined and displayed.

The college establishes policies in areas of human resource, infrastructure, accounts and finance, academics and students' affairs, information management, safety and security, public relations and communications.

The management, principal, staff, students and alumni are the major stakeholders. The College Development Committee (CDC) is constituted as per university / government guidelines consisting of teaching and non – teaching staff, principal, management members, industry and education experts, students and alumni. Policy development and its review is undertaken by the CDC. Department plan and budget are discussed upon and approved in the CDC meetings.

All appointments of the teaching and non-teaching staff are made as per the university and government guidelines for the minority institutions and the work profiles also adhere to the university rules. A harmonious and respectful workplace environment is assured.

Staff welfare policies are put in place by the management to promote academic development, physical and mental wellbeing. Adequate infrastructure support is provided for the same. The management sanctions incentives to the staff members.



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The college promotes cashless transactions and accounts department is fully digitalized. An Accounts Officer and his team manage all the income and expenditure. The grants and aid received from the government and other donors are utilized in accordance with the guidelines. All purchases are made through the Purchase Committee after review of quotations. Internal and external audits are conducted on a regular basis.

The college website (www.gurunanakcollegeasc.ac.in) regularly displays and disseminates information. The website is managed by the senior faculty and technical staff.

The computer systems are equipped with checks to mitigate virus attacks, compromise of network systems and legal issues. College Domain email ids are provided to all the students and staff for official use. All staff members are bound by an agreement for safe use of computer hardware and software. The college has its own LMS (G - Suite) for conduct of assessment and evaluation.

Code of conduct strictly prohibits the use of alcohol, tobacco and weapons in the college premises. The premises are under electronic surveillance and security personnel monitors the situation regularly.

The college community comprising staff, students and management follow a protocol for communicating with governing body, other external organizations and media. All communication is routed through the Principal. Interaction with media and general public is only through the official college platforms on Facebook, Instagram, Twitter and YouTube.



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Anti Ragging and Discipline Policy

Rationale: Encouraging students to display good and responsible behaviour and implement zero tolerance policy towards ragging and sexual harassment.

The college has a Zero Tolerance Policy towards ragging. Ragging is strictly prohibited in the college premises and the offenders are meted out with severe punishments as per the "Maharashtra Prohibition of Ragging Act, 1999" and UGC's "Curbing the Menace of Ragging in Higher Educational Institutions (Third Amendment) Regulations, 2016". All the students and their parents are notified during admissions. The college has constituted a Discipline Committee which looks into cases of ragging, harassment and indiscipline. The names of members of the Discipline Committee are displayed on the Notice Board and the website. The representatives of Student Council report to the Discipline Committee any breach of code of conduct by the students. An aggrieved student can also approach the Discipline Committee / Student Grievance Cell / any teaching staff and seek redressal. An email id grievance@gncasc.org is created to receive complaints related to indiscipline and harassment.

According to the law, Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.



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- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.



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- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

The Discipline Committee may, depending on the nature and gravity of the guilt established after giving the opportunity of being heard, award, to those found guilty, one or more of the following punishments, namely;

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Cancellation of admission.
7. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
8. Transfer case to Counselling Cell on the campus.



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On receipt of any information concerning any reported incident of ragging by the student concerned or representative of Student council, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals 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 intimidation;



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- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Threat 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”



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Attendance Policy

Rationale: Maintaining and monitoring regularity of students for overall development.

The college has a mechanism to record attendance electronically through the ERP software. Every student is expected to attend 100% lectures, practicals and tutorials conducted for every subject in each Semester.

As per the guidelines of University of Mumbai, every student shall ordinarily be allowed to keep terms for the given Semester in a programme of his/her enrolment, only if he or she fulfills at least 75% attendance as an average of total number of lectures etc. For practicals and tutorials, 100% attendance is mandatory for the students.

To monitor the daily attendance of the students, an Attendance Committee is constituted which publishes the class-wise monthly Defaulters Lists. The parents / guardians of the defaulter students are called for the Parents-Teachers Meeting. Condonation on medical grounds is granted only with prior permission. Some concession in attendance is given to students participating in sports activities.

If no valid reason for absenteeism is found, the concerned student is suspended or debarred from appearing in exams / tests. If needed, counselling is also given.

Attendance rules are clearly stated in the prospectus and every student gives an undertaking on regularity during admissions.



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Audit Policy

Rationale: Monitoring the financial accounts of the institution and ensuring transparency in transactions.

Audits are in place to check the financial transactions and ensure government compliances are made.

a) Statutory Audit

A statutory audit is conducted by the external auditor. The audit related queries are resolved by the Accounts department in the admin office under the guidance of Principal. The audit report is finalized after the discussions between the Auditor and the Managing Committee.

1. Bills and vouchers of the revenue expenditure are checked.
2. Capital expenditures are physically checked and verified.
3. Fees collection and Scholarships received from Government Department are reconciled.
4. UGC grants utilization certificates are prepared.
5. All purchases are checked as to authorization by Purchase Committee, Quotations, Purchase Orders, Bills, Vouchers and Payments thereof.
6. Salary Grants are checked on Receipts and Payments basis.
7. The draft audit report is discussed by the auditors with Hon. Chairman, General Secretary and Treasurer before finalization.



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b) Internal Audit

The Internal Auditor CA NH Raathod is appointed to periodically check the financial transactions at requisite level and suggest corrections as and when required. The Internal Audit process is as follows:

1. The Receipts and Payments are meticulously audited regularly.
2. The daily receipts of the fees collections are checked by the Auditor.
3. The Bank deposits and withdrawals are monitored by the Internal Auditor.
4. The purchase bills are recorded in the tally system.
5. Payment vouchers are generated in Tally System and authorized by Office Superintendent and Principal.
6. Audit Report is presented to the Management for perusal.
7. Management incorporates the suggestions after meeting with the Accounts staff.

c) Government Audit

The accounts of the salary grant are inspected by the Auditor appointed by Joint Director of Higher Education, Government of Maharashtra from time to time.

d) Audit of Research Grants

Research grants are received by the college from government organizations such as UGC, ICPR, DBT. The utilisation of these grants is audited and a report is submitted to the respective institutions by the co-ordinators of the respective programmes.



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Career Guidance and Placement Policy

Rationale: The programme and course outcomes must ensure dignified means of livelihood.

The college provides placement support to the students on completion of their programmes. A Career Guidance and Placement Cell is constituted with a full time Placement Officer who liasons with reputed companies to visit the campus.

Students are given pre-placement training pertaining to resume writing, interview skills, group discussions before the actual interview. The collaborating companies through their Corporate Social Responsibility Initiatives also conduct a number of workshops regarding aptitude testing, skill development and personality development.

A feedback is obtained from these companies from time to time to ascertain the gap between college curricula and industry requirements thereby to upgrade the students' training to make them industry-ready.



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Co and Extra-curricular Engagement Activities Policy

Rationale: Providing platforms and avenues of engagement to students to promote and hone their talents and skills. These activities also develop a sense of pride in “Indianness” and develop self - confidence.

India has a rich cultural heritage in terms of literary, performing and fine arts. To promote these cultural activities through co-curricular and extra-curricular engagement in the college, three separate committees viz. Literary Arts Circle, Performing Arts Circle and Fine Arts Circle are constituted.

The Literary Arts Circle conducts workshops and competitions in the domains of essay writing, story writing, poetry writing, hand writing and calligraphy, elocution, debate, quiz and storytelling etc.

The Performing Arts Circle organizes the events of dance, music (vocal and instrumental) and drama.

The Fine Arts Circle encourages various activities pertaining to drawing, painting, rangoli, make-up, flower arrangement, idol making etc. through competitions and workshops.

The themes of these activities are aimed at developing and instilling love for Indian values and traditions. Students are encouraged to participate in the co-curricular and extra-curricular activities and competitions at intra and inter-collegiate levels.



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Free coaching in football, cricket, taekwondo is imparted. Expert choreographers and trainers provide training to students in cultural performances like folk dance, folk singing and folk art.

Sports equipment and musical instruments and props are provided for by the management.

All the activities are organised by student volunteer groups under the guiding eye of the Teachers in charge.



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Disabled Friendly, Barrier Free Environment Policy

The college is sensitive towards differently abled students. The campus has facilities for making the environment comfortable and friendly for them.

The following facilities are available:

- Special quota is allotted for disabled students as per the rules of the University.
- Ramp is provided at the entry point on the ground floor.
- The college has two lifts operated by liftman.
- Railings are provided on the staircase.
- Wheel chair is available in the campus.
- Wash rooms and rest rooms for the differently abled is available in the campus.
- Extra time and writer facility is provided to students during examinations as per the rules of the University.
- Braille books and audio books are available in the library for the visually-challenged students.



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Endowment and Scholarship Policy

Rationale: Providing equal opportunity and access to higher education.

The management and the college mobilizes the resources to help needy and deserving students in meeting the expenses for obtaining higher education degrees. Donations from well - wishers have ensured that more students use this opportunity due to lack of means.

Government sponsored scholarships for students from SC/ST/OBC categories are facilitated by the college and a number of students have availed of these freeships / scholarships. Students who need financial support either as an instalment facility or as a freeship submit a written application endorsed by parents through the teacher in charge. After scrutiny of the application by the committee comprising of teacher in charge, admission coordinator and principal, an interaction is conducted with the parent. Fee waiver is granted to deserving students.

Endowment Funds for awarding high achievers, academic performers and talented students have been created through personal donations by well - wishers.

The management supports an "Earn and Learn Scheme" through which a student can support his educational expenses by contributing to the college work either in the office or the library after college hours.



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E-Governance Policy

Rationale: Ensuring efficiency and effectiveness through e-governance in all areas of college functioning.

One of the core values of NAAC is promotion of use of technology. The college uses an ERP for streamlining admission, evaluation, accounts and student support.

Technology is upgraded and augmented from time to time. Emphasis is laid on training of staff in the use of e – tools and software. Recruitments of a technically sound and qualified staff is done on a preferential basis. Financial allocations are made for acquiring hardware and software to support e – governance.



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Environment Policy

Mankind's most urgent task is to preserve nature for our future generations. There has been immense impact of man on his environment since man has failed to realize that any new factor upsets the balance of the ecosystem and the environment. The active cooperation of every individual is needed for issues concerning environment which can be achieved through public awareness and environmental education.

Keeping in mind the Institutional Social Responsibility and making a humble endeavour towards promoting a cleaner and greener environment, Guru Nanak College aims to initiate, implement and promote eco-friendly practices to make the college a Green Campus.

Objectives:

- To focus on environmental issues.
- To protect and conserve resources.
- To work with students and community to raise awareness about environmental issues.
- To take actions for improvement of environment.
- To make the campus eco-friendly.

The primary focus will be to sensitize the youth and through them the community towards environmental issues and recognizing their role in reducing these problems.

The policy document proposes to achieve by focusing on areas of Waste Management, Water Conservation, Energy Conservation and Clean and



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Green Initiatives.

WASTE MANAGEMENT

1. To adopt segregation of different types of dry and wet waste.
2. To convert wet waste viz. food waste generated in canteen to manure by composting process.
3. Collect dry waste viz. paper waste and send it for recycling by collaborating with recycling Company.
4. Conduct E-waste collection drive and send it for recycling by collaborating with recycling company.
5. Conduct plastic collection drive and send it to recycling company.
6. Ban use of single use plastic in the campus.
7. To encourage use of cloth bags or paper bags instead of plastic bags.
8. Conduct awareness lectures, activities to sensitize students about waste management.
9. Display boards in the college campus to create awareness regarding the use of policy of Reduce, Reuse and Recycle.

WATER CONSERVATION

1. Conduct regular checks for leakage of taps.
2. Display boards near washroom and watercoolers to create awareness about water conservation.
3. Conduct lectures, activities to create awareness about water conservation.



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4. Install rain water harvesting system in the college

ENERGY CONSERVATION

1. Display boards at prominent locations to sensitize students regarding energy conservation.
2. Install solar panel to promote use of alternative energy source.
3. Reduce energy consumption by switching off electrical appliances when not in use.
4. Replace the high energy consuming lights with LED lights.
5. Maintain air conditioners at 25°C.
6. Regular servicing of electrical equipments.
7. To conduct Green Audit, Energy Audit of the College Campus.
8. To conduct programmes to sensitize students about energy conservation.

CLEAN AND GREEN INITIATIVES

1. To conduct tree plantation in and outside college.
2. To promote beautification of college campus by doing landscaping and vertical gardening.
3. To conduct lectures, workshops and competitions for students to popularize eco-friendly initiatives.
4. To conduct lectures and activities outside college campus in order to sensitize the community regarding use of green initiatives.



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Examination Policy

Rationale: To ensure a free and fair evaluation process for the satisfaction of students.

Guru Nanak College, affiliated to University of Mumbai, follows all the rules and regulations of Internal and External examinations for UG and PG programmes as laid down by the University. In the current Choice Based Credit System, the College has Three-Year Graduation Programmes (BA / BAMMC / BSc. (Chem.) / BSc. (Physics) / BSc. (Maths) / BSc. (IT) / BCom / BAF / BBI / BMS / BFMg.) divided into six semesters and a total of forty courses, and two year Post-Graduation programmes, MA (Hindi) / MSc (Chem.-Organic, Analytical & By Research) / MSc. (Physics By Research) / MSc (IT) / M.Com (Accountancy) divided into four semesters and sixteen courses, along with Ph.D in Commerce (Accountancy) / Ph.D – Chemistry / Ph.D – Physics / Ph.D – Hindi.

All Internal examinations of UG and PG, all External semester examinations of Semester I, II, III and IV of FY and SY level of UG exams are conducted by the College on behalf of the University. The college has fully automated MIS with ERP for managing the examination including result processing. The semester V and VI exams of UG and all semester exams of PG are directly managed by the University.



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Guidelines:-

- 1) The Exam committee shall make an Examination Calendar in the beginning of every academic year and same be circulated to all stakeholders.
- 2) Notices regarding the Registration for Exams, Schedule of Exams, Revaluation and Photocopy of answer books and malpractices dealing mechanism for Regular, Additional (NCC, NSS, DLLE, Sports or Medical grounds) and ATKT exams shall be made by the Exam Committee and displayed in the College Website and also circulated to all stakeholders well in advance.
- 3) Multiple sets of question Papers for all courses shall be prepared by the teachers and verified by HODs / In-charges, and submitted to Exam Committee Chairperson with the use of official Email ids.
- 4) Question paper for the exams shall be selected by the Examination Dept. and also coded by them to maintain confidentiality.
- 5) Question papers shall be printed under tight security in the Exam Room with due verification by a Senior Teacher.
- 6) On the Exam day, distribution of Question papers shall be done by the senior supervisors before the commencement of Exams.
- 7) The seating arrangement along with the supervision chart shall be prepared by Exam Dept. and issued to all stakeholders in advance.
- 8) The assessment shall start immediately after the exam of a particular Course is over, and the instructions for assessment shall be given to teachers sufficiently in advance.



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- 9) The answer books shall be moderated by external evaluators, where the number of students is more than 100, according to university guidelines.
- 10) The processing of results including application of gracing (NCC, NSS, DLLE, Sports or Medical grounds) is done by the Exam department.
- 11) Declaration of Results shall be done within 45 days from the last date of examination and the results shall be published in the College website. The students shall get the results in the Students App managed by the College.
- 12) Printing of Grade cards and the distribution of the same shall be the responsibility of Examination Dept.
- 13) Students shall apply for Revaluation and/ photocopies of answer books within a week time from the day of declaration of result. The revaluation and the issue of photocopy shall be completed within a week. The students taking only photocopies of answer books if not satisfied with original assessment, shall be given a week's time for application of revaluation. The declaration of revaluation results shall be done with another week's time by the Examination Dept.
- 14) The Unfair Means Enquiry committee shall conduct proper inquiry immediately after the examinations, and submit its report with recommendations within a week to the Principal.
- 15) The disposal of results of unfair means cases shall be done within a week after the submission of recommendation report.



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Gender Sensitization Policy

Rationale: The College is committed to creating an egalitarian learning environment for all its stakeholders.

Guru Nanak College of Arts, Science and Commerce is a co-education institution providing equal opportunity to learners coming from various sections of the society.

All students possess the freedom of wearing an attire of their choice keeping in mind the decency of the dress code.

The college follows zero tolerance policy towards sexual harassment.

Internal Complaints' Committee looks into the grievances of teachers and students caused due to gender bias and strict action is taken against the offenders.

The college also offers an amicable environment suited to the needs of the third gender. Gender Sensitization Cell regularly conducts activities to create awareness among students and sensitize to the requirements of all gender. Some students are appointed as Gender Champions to monitor and report cases of harassment if any.

A GNVS Girls' Scholarship for economically disadvantaged girl-students supports education of needy and dearing girl students. A Gender Audit is conducted.



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Information Communication Technology (ICT) Policy

Rationale: Providing ICT infrastructure for effective teaching-learning process and student development.

The college aims at providing state-of-the-art IT infrastructure equipped with the latest computer hardware and software for enhancing teaching-learning process and research.

An IT technical team comprising a computer technician and an external IT expert assesses the gaps in existing systems and suggest the upgradation and augmentation of the infrastructure. It is further discussed and approved by the College Development Committee.

The hardware, software and peripherals are augmented and upgraded at regular intervals and staff is trained to use these optimally. All communication within the institution is done through emails and the online mode. The office administration and the student management are done using ERP (Enterprise Resource Planning) of the college. Uninterrupted internet connectivity is provided in the college premises to all the stakeholders.

The students are given access to computers and technology to enhance their learning. Blended learning offers many options for pedagogy and delivery of the curricula. With the rapid changes in the world of digital media and information, all ICT facilities are reviewed periodically.



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During the COVID-19 pandemic of 2020, a Learning Management System from Google (G-Suite) has been utilized.

The college actively promotes computer ethics among both staff and students to provide a safe and healthy online learning environment.



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Infrastructure Policy

Rationale: Providing necessary physical infrastructure for the effective teaching-learning process and welfare and support of students and staff.

The administration of Guru Nanak College of Arts, Science and Commerce aims to develop, offer and sustain essential infrastructure for the all-round development of the students. The infrastructure includes physical infrastructure such as office, classrooms, washrooms, laboratories, library, seminar hall, conference room, auditorium, gymkhana and playground along with the necessary equipment.

The Office Superintendent receives demands for all types of required materials such as books, stationery, chemicals, laboratory equipment, printers, projectors, cupboards etc. from all the departments in the form of requisition applications. Once the need is assessed, the Purchase Committee invites tenders from the suppliers and purchases the best materials at optimum price.

An **Infrastructure Committee** is constituted with a senior teacher, technical and support staff to look into the maintenance of all infrastructure. The management appoints an Infrastructure Manager, an electrician, a plumber and a carpenter for the proper upkeep of physical infrastructure and an IT engineer on annual contract basis to maintain IT infrastructure. Wherever possible, repairs are preferred to new purchases.



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All committees and departments maintain their stock registers and look after the daily upkeep of their paraphernalia through their support staff. The demand for repair and maintenance work is registered through written complaint to the Office representative who then facilitates further action. All the equipments are covered under Annual Maintenance Contracts. At the end of each academic year, stock verification and inspection are carried out by the respective committees and departments. Outdated and unrepairable equipment are routinely discarded and a Register of condemned articles to be maintained. Considerations of environment conservation also govern the purchases and maintenance of physical infrastructure.

An expert from IT industry guides the purchase committee whenever IT equipment is procured / upgraded.

Further, the management supports to create suitable infrastructure facilities and provide equitable treatment to the physically challenged students.



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Library Policy

Library Vision: To provide physical and virtual environment that support college programmes & enhance learning opportunities for students.

Library Mission: Library is committed to providing quality service and an excellent collection of materials to support the educational and research needs of students, staff and administration. The mission of Library is to achieve excellence in the provision and promotion of information services to meet the teaching and learning needs of the College, to acquire and provide a well-balanced, up-to-date collection of print, non-print and electronic resources.

Objectives:

- To develop the habit of self-learning and lifelong learning.
- To serve the clientele of GNC irrespective of caste, creed and religion.

Library Collection Development Policy

Our Collection Development Policy aims at making available the right Books (Print / Non Print / Journals, etc) to the right reader at the right time through proper selection & acquisition process. The principles of Book Selection as enunciated by **Dr.S.R.Ranganathan-Father of Library Science in India**, on the basis of his five Laws of Library Science are taken into consideration.



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- **Books are for use:** Only those Books are selected which are extensively useful to our users and a review is taken whether they are being used or not.
- **Every Reader his/her book:** User's needs are the prime consideration in the Books selection.
- **Every Book its reader:** Some Books are never used by the users. It becomes a static condition. In order to give justice to such Reading material, they are exhibited frequently in the library to get potential Readers.
- **Save the time of the Reader:** Anticipating the demand of the Readers, Books are selected, acquired, processed & sent to the shelves in order to save the time of the readers.
- **Library is a growing organism:** Our library always takes care of weeding out obsolete and out of syllabus Books, etc to accommodate latest collection of books, etc.

Library Weeding out Policy

Old, out of syllabus Text books & Magazines are withdrawn from the existing Library Collection after retaining two copies of Text books for future reference. A Notice regarding the same is circulated amongst the Head/In charge of all Departments well in advance. After taking consent regarding the withdrawal of the same in writing, the reading material is written off and their respective entries are done in the Library



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Management Software. The condemned material goes in the recycling project of the College.

Library Usage Policy

General Library Rules

- Library Orientation Session is compulsory for the new entrants (FY/M.A/M.Sc & M.Com Part I) of the College which is arranged in the Reference Library-6th floor during July/August every year.
- Every Student must have his/her valid identity card for taking reading material, i.e., books, magazines, newspapers, question paper sets, etc. and also for entering and sitting in the Library. Every student entering in the Library should have a valid College Identity Card. It should be produced as and when demanded by any of the Library Staff.
- Only one textbook will be issued to FY and SY Students and two textbooks to TY Students for Eight days only. However, books in demand will be issued for four days only. Students should submit the books on or before the due date. If a book is submitted after the due date, a fine of Rs. Two only (Rs. 2/) per day of default will be charged to the student. While charging fine, holidays will not be considered. Absence from the College will not be allowed as an excuse for the delay in the submission of books.
- When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Library Staff before leaving the Counter. On returning



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the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.

- Students have to prepare their Library Card within one month from the date of their admission otherwise **Rs. Fifty only (Rs.50/)** will be charged to him/her as Library Card processing charges.
- Students should note that the Library Cards remain in the possession of the Library and not given to the students.
- The holder of the Library Card will be responsible for misuse of the same.
- While taking or submitting books, magazines, newspaper, etc., students should stand in a queue.
- If the book is lost, either the current market price of the book in rupees should be paid by the defaulter to the Librarian or a new edition of such a book should be replaced by him/her along with the fine if any.
- Students should note that if they have taken books, magazines, question paper set, etc. for reading in the Library against their identity cards on a particular day, they must submit them before 5.00 pm on the same day itself. Otherwise stern action will be taken against him/her.
- Students should not have group discussions among themselves in the library.



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- Complete silence is to be maintained in the Library and in the adjacent corridor. If any student misbehaves in the Library, strict action will be taken against him/her.
- Audio-Visual devices, Mobile phones & their use is strictly prohibited. If any student is found using mobile phone in the library, his/her phone will be confiscated by the library staff & the matter will be forwarded to the Discipline Committee for further action.
- Eatables are not allowed in the Library.
- Library staff will not be responsible for things left in the library.
- Students should keep the Library clean.
- Outsiders are strictly prohibited. However, if any outsider or Alumni wants to use Library for further studies, they are permitted to use Library services including Internet Service after taking permission from the Principal in writing. They are charged Rs.100/- per month as Library Usage Charges.
- Internet: Free internet facility is available to students in the Reference Library and Reading Room.
- Departmental Library: Departmental Library is functional in the Department of Chemistry, Physics, Botany, Hindi and Commerce.
- Institutional Membership: The College is a life member of NAB-M.P.Shah All India Talking Book Centre, Mumbai
- Library Requisition Form: The Library gives freedom to all its users (staff & students) to recommend reading material (books/CDs, etc.) for the library. The library procures the books and other reading



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material recommended by staff & students through Library Requisition Form or Email.

- Journal TOC Service: Academic Journals are the source of current information in various subjects. Selected Academic Journal's content pages are scanned and sent to the respective users (staff as well as students) by email as per their profile. This saves their time in searching the relevant current information from Journals.
- Newspaper Clipping Service: Newspaper Clipping on Higher Education, Current affairs, Environmental Issues, Career Guidance, MPSC/UPSC Examination, etc. are preserved for the users.
- Reprography Service/Scanning Service/Printing Service: These facilities are provided to the faculty and students.
- Reading List/Bibliography Compilation: Reading List/Bibliographies are prepared as per the requisitions received from the faculty and students.
- Current Awareness Service: Newspaper Clippings on current events are displayed in the library for the users. The faculty & students are updated about the new facilities and acquisitions of the library through email and regular notices which are displayed on the Notice Boards from time to time.
- Library Orientation & Information Literacy Programme: Library Orientation is given to all FY/MA Part I/MCom Part I/MCom Part I students and newly appointed staff members. Training is given to the staff & students in accessing e-resources provided through UGC N-List Programme.



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- Library Blog: The Library has its official blog which shares the activities of the Library with its readers.
- Library Website: <https://gnclibrary.co.in>

Library Internet Usage Policy

Downloading or printing of the entire book or journal is strictly prohibited, the library follows the Internet Usage Policy of the college. Use of VPN, Proxy servers and private firewalls, tunnelling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in the library and Reading Room.

Strict disciplinary action will be taken against the defaulters.



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Research and Development Policy

Rationale: Creating an ambience to encourage research and development in academic and extension activities.

New research and innovation are like spirit and soul of education. For this purpose, the College has a Research Promotion Cell that aims to:

- Create an encouraging environment for promotion of research and innovation activities.
- Ensure smooth functioning and effective management of research activities in various departments.
- Establish an integrated and inter-departmental research environment to nurture research culture.
- Facilitate collaborative research projects and activities with national and international institutions, industries and other professional bodies.
- Assist various departments and committees in organising conferences, seminars, workshops and lectures by experts related to research and development.
- Develop training modules for students related to research and development.
- Encourage research at M.Phil., Ph.D. and Post - Doctoral levels through provisions of research awards and rewards.



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- Motivate faculty and students to publish and to present research papers / articles at various national and international conferences and seminars by providing appropriate financial grants and monetary awards.
- Facilitate the process of proposal submissions for availing funding from various funding agencies.
- Create industry – academia interface.



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Skill Development Policy

Rationale: Fostering global competencies and values among students through skill acquisition initiatives in the college.

The college offers number of add on, certificate, value added courses to train students in skill and attributes needed to contribute to self growth and progress of society.

Many platforms and avenues are provided to students for acquiring skills of communication, leadership, teamwork, logic, thus developing confidence.

The government vision of Skill India is pursued through collaborations and partnerships with industry.



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Sports Policy

Rationale: Promoting physical and mental fitness of the students.

A healthy mind resides in a healthy body. To promote physical and mental fitness of the students, the college promotes various indoor and outdoor sports activities.

The college provides all the necessary funds, infrastructure and free coaching to promote sports as an integral part of college engagement. The college has its own sports ground, gymnasium and gymkhana where free coaching facility is provided for various sports.

Annual Sports Events are planned to encourage students to participate in a number of field events, both individual and team sports thereby developing sportsmanship, team spirit and leadership skills. Such holistic development of our students helps them to get representation at various university, state and national level sports events.

Free coaching is given to students in sports disciplines such as Football, Cricket and Taekwondo.



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Staff Welfare Policy

Rationale: Human Resource is the most valuable asset in an organization and its well – being must be ensured by the organization.

Welfare measures are undertaken to promote good physical and mental health. Financial security of the staff is assured through a mediclaim insurance policy. Institutional support for development programmes and training is provided to the staff.

The management resolves to offer relief to staff and their kith and kin in case of critical health conditions.



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Student Welfare Policy

Rationale: Providing facilities and opportunities for the physical and mental well-being of the students and their academic development.

The College vision focusses not only on the academic development of the students but also on the holistic development by providing a wide range of opportunities to participate in co-curricular, extra-curricular and skill enhancement activities. These activities are deeply rooted in the basic values of the Indian tradition and culture.

For stable mental health of students, a counsellor is available in the college. A doctor visits the college regularly to ensure that minor health issues of staff and students are addressed.

A tie up with a local hospital in close vicinity helps to address medical emergencies on campus.

Deserving and underprivileged students are provided with financial support in the form of fee concessions, freeships and scholarships.



Teaching Learning Policy

Rationale: Facilitating effective teaching-learning process to fulfill the vision of the institute.

The five steps of the learning cycle are as follows.

1. Step 1: Prior Knowledge.
2. Step 2: Presenting new material.
3. Step 3: Challenge.
4. Step 4: Feedback.
5. Step 5 Repetition.



The College is affiliated to the University of Mumbai. The Program Outcomes and the Course Outcomes are clearly defined in the curriculum prescribed by the University of Mumbai for all the affiliated colleges.

In accordance with the five steps of learning cycle, capacity of the learners is ascertained through a pre-assessment test which is conducted in the first week of commencement of a programme. It is done by the teachers through interaction with the students and written evaluation is done in departments.



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To bridge the gaps between the expected domain knowledge and the actual knowledge, learners could be provided with bridge course(s) in the concerned topic(s).

Similarly, through the Mentoring Program, Slow Learners and Advanced Learners must be identified and offered special guidance to cater to their differing needs. Each class is assigned a teacher-in-charge who acts as a mentor for the students. The mentor guides the students to gain the requisite skills and confidence in achievement of their full potential.

For the regular classes, elaborate lesson plans to be prepared adhering to the Bloom's Taxonomy. Various types of teaching aids such as pictures, videos, etc are used to deliver content. The formative and summative assessments provide the comprehensive feedback regarding learning process. Remedial coaching is in place to assist learners.



Unfair Means Policy

The following unfair means guidelines are followed for all the examinations:

1. During examination time having in possession or access to
 - a. Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.
 - b. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
 - c. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
 - d. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc which may have relevance to the syllabus of the examination paper concerned.
 - e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.



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4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair Means Committee. The committee after consideration of the case as referred to it by instructor/invigilator can award punishment. The punishment awarded by this committee will be in addition to the punishment that may have been already awarded by the course coordinator with one or more of the following:

1. Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
2. Cancellation of the examination of the semester examination for which he was a candidate and/or debarring from examination for future semester(s).
3. Any other punishment deemed suitable by the committee.

The following norms for punishment are laid down:

1. If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,



- a. The punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow.
 - b. However, if the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination.
2. If a candidate is found to have copied from or used the material caught,
 - a. The punishment will be the cancellation of the present semester examination and he/she shall be awarded F grade in all the papers of that semester with all the consequences to follow.
3. If the candidate is found talking to another candidate or to any unauthorized Person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled and F grade will be awarded in that paper with all the consequences to follow.
4. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in veranda, urinal etc his/her examination in that particular paper or his whole semester examination depending on the gravity of the offence shall be cancelled.
5. If candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours, his/her



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examination in that particular paper will be cancelled and F grade will be awarded in that paper with all the consequences to follow.

6. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.



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Quality Policy

Rationale: Setting high standards in the realm of Higher Education and ensuring Quality sustenance and benchmarking.

The Internal Quality Assurance Cell (IQAC) is a core body that plans and executes measures to standardize and sustain quality in all areas of college functioning. Further robust audits for maintaining sustainability are in place.



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Code of Conduct

PRINCIPAL

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
3. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
7. Manage their private affairs in a manner consistent with the dignity of the profession.
8. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research.



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9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavour.



TEACHERS, OFFICIAL AND SUPPORT STAFF

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, a teacher should inform the Director in writing, through the concerned Head of the Department, or the Director directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.



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5. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
9. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
10. No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him / her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the



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higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.

12. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. A teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
14. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
15. All the teachers shall handover their original certificates like SSC, Intermediate, Diploma, MCA, MBA, MBM, M. Sc, PhD etc. to the Director at the time of joining duty.
16. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
17. Internal assessment is part of the evaluation. Please check the marks displayed on the notice board.



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18. The institute takes note of serious misbehaviour, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
19. Be on time for your lectures and practical. Be punctual.
20. Respect the organization goals and help to achieve them.
21. Staff members shall follow the directions and instructions properly given by Director and HODs.
22. Lunch break only one hour.
23. Establish a politeness policy for basic manners.
24. Teach students the importance of thinking of others; write thank-you notes.
25. Respect your fellow workers.
26. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
27. Learn to own your mistakes.
28. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
29. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
30. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.



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CODE OF PROFESSIONAL ETHICS

Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. Teacher should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;



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7. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students:

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;



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5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.



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Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing Rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such Rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Adhere to the terms of contract;
7. Give and expect due notice before a change of position takes place; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



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Teachers and Non-Teaching Staff Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

Teachers and Guardians:

Teachers should: Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society:

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;



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5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



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STUDENTS

1. Reach college on time and attend all lectures/Practicals/tutorials.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the college premises, and present it for inspection on demand.
3. Ragging is banned on the campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
4. The college prohibits political activities on the campus and forbids students from arranging and participating in any political meeting on the campus.
5. Students must be dressed in decent and formal attire.
6. Strict silence must be observed in the library and the reading room.
7. Students are expected to spend their free time in the library. Loitering in the corridors/staircase is prohibited.
8. If attendance and /or the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
9. Food and beverages are not permitted in computer labs or classrooms. These must be consumed in designated areas only.



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10. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
11. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
12. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
13. Be polite and respectful towards all.
14. No Society or Association shall be formed and no person will be invited to address a meeting without the HOD's or Principal's prior permission.
15. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Director.
16. No student shall communicate any information or write about matters dealing with the college administration to the Press.
17. Students are expected to take proper care of college property and help the college authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
18. Students should not leave their books, valuables and other belongings in the classroom and college is not responsible for lost property.
19. Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should contact the college office.



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20. Insubordination and foul language or misconduct on the part of a student will invite suspension disciplinary action.
21. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the college and University Examinations.
22. Students using unfair means at examinations will not be readmitted to the Institute. Action will be initiated against such students as per the norms and procedure prescribed by the University.
23. Every student has to participate in at least two of the co-curricular activities and one skill development programme offered in the college in the Academic year.
24. It is the responsibility of the students to read the notice boards regularly for important announcements made by the college office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
25. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited.
26. Students joining the college are bound by the rules and regulations of the Institute.
27. The Principal is the ultimate disciplinary authority in the institute.



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Recruitment Policy

Rationale: To adopt process and procedures for appointing quality faculty and staff.

The College adheres to Mumbai University guidelines for recruitment. Transparent recruitment processes based on qualifications, experience, and competency ensure that the right individuals are appointed to key positions. The flowchart of recruitment is as such;

1. Notification: The College releases a recruitment notification indicating the vacancies, qualifications required and other relevant details. This notification is usually published in prominent newspapers and on the college website.
2. Application Submission: Interested candidates need to submit their applications as per the instructions provided in the notification.
3. Screening and Shortlisting: A screening committee reviews the applications and shortlists candidates based on their qualifications and experience. Shortlisted candidates are usually called for the next stage of the selection process.
4. Interview: Shortlisted candidates are invited for an interview. The selection process often includes multiple stages such as a written test, presentation or teaching demonstration.
5. Final Selection: After the interview and other assessment stages, the selection committee recommends the final candidates for appointment. The decision is usually based on the candidate's performance throughout the selection process.



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6. Approval and Appointment: The recommendations are forwarded to the Mumbai university's governing body. Once approved, the selected candidates are offered formal appointment letters.
7. Probation and Confirmation: Newly appointed faculty members often go through a probationary period during which their performance is evaluated. Upon successful completion of the probationary period and meeting the required criteria, they are confirmed as permanent faculty members.



Appraisal Policy

Rationale: To outline the criteria, process, and procedures for evaluating and assessing the performance of teachers.

1. The goal of a policy is to ensure that teachers are meeting their professional responsibilities and contributing effectively to the learning and development of their students.
2. IQAC collects confidential report and performance based appraisal forms(as prescribed by UGC and University of Mumbai guidelines) which are submitted by the teaching and non-teaching staff at the end of academic/calendar year.
3. The Principal scrutinizes these reports and makes suitable interventions with the concerned staff on one to one basis.

Regular feedback is taken from the students to gauge teaching effectiveness.



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Social Media Policy

Standard Operating Practices to be followed for various Social Media platforms of Guru Nanak College.

Instagram and Facebook

Type	Ratio
Story Post	16:19
Post	1:1 or 3:4 (description in minimum 30 words)
Reel	16:19 (15 or 30 seconds, and description in minimum 30 words)
IG Video	1:1 or 3:4 (description in minimum 30 words)

YouTube:

Type	Description
Video	Full HD or HD
Poster	30 words in the Title and 100 words in the description

Twitter (X)

Type	Description
Characters (including tags and hashtags)	280
Photos and Videos	High Resolution (preferably)



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Post Event:

- 8-10 images of the event in the ratio of 1:1 or 3:4
- 100 words report of the event
- Profiles to be tagged
- Please note that only non-geotagged images are to be uploaded on social media

All images are to be mailed to the following email ids immediately post-event:

hodmassmedia@gncasc.org

rajeshwariv@gncasc.org