



1. CODE OF ETHICS & CONDUCT

G.H.G. KHALSA COLLEGE

Gurusar Sadhar, Ludhiana [Punjab] - 141104
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1. (a) CODE OF ETHICS & CONDUCT

In furtherance of maintaining and promoting GHG Khalsa College reputation for excellence and integrity, the governing body has promulgated this code of Ethical Conduct, which sets for the general Principles to which we subscribe and to which we expect every member of the college, faculty member administrators to adhere.

Adherence to the Highest Ethical Standards

Every member of the College shall, at all times, conduct his or her activities in accordance with the highest professional and community ethical standards.

Respect for and Compliance with the Law

Every member of the College is expected to become familiar with those laws, regulations, and the rules which are applicable to his or her position and duties, and to comply with both their letter and spirit.

Compliance with all Contractual and Grant terms and Conditions

Every member of the College is expected to maintain access to and to comply strictly with the terms and conditions of each grant and contract on which he or she is working.

Support of the College's goals and avoidance of Conflicts of Interest

GHG Khalsa College is a not-for-profit institution which is dedicated to teaching and learning. Every member of the College is expected to faithfully carry out his or her professional duties in furtherance of the mission and vision of the College. Every member has a duty to avoid conflicts between his or her personal interests and official responsibilities and to comply with College and applicable School codes and guidelines for reporting and reviewing actual and potential conflicts of interest and conflicts of commitment.

Maintenance of the Highest Standards of Academic Integrity

Every member of the College involved in teaching and research activities is expected to conform to the highest standards of honesty and integrity. Activities such as plagiarism, misrepresentation, and falsification of data are expressly prohibited.

Respect for the Rights and Dignity of others

GHG Khalsa College is committed to a policy of equal treatment, opportunity, and respect in its relations with its faculty, administrators, staff, students, and others who come into contact with the Institute. Every

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member of the College is prohibited from discriminating on the basis of race, color, sexual orientation and religion. The teaching faculty is expected to help in promoting the well-being of the non-teaching partners.

The College is also committed to provide free education to the students from orphanages.

- The teacher should respect the rights and dignity of the students in expressing his/her opinion and deal impartially with students regardless of their religion, caste, sex etc.
- A teacher should encourage the students to improve their attainments and develop their personalities by recognizing the difference in aptitude and capabilities among students.
- A teacher is expected to be affectionate to students not to behave in vindictive manner and pay attention to only the attainment of the students in the assessment of merit.
- A teacher should inculcate a scientific outlook and respect for physical labour among students.
- The teacher should also aid students to develop and understanding of national heritage and culture.
- The teacher should treat non-teaching staff as colleagues and equal partners by helping in the function of joint staff council covering both teaching and non-teaching staff.

Code of Conduct for Teachers, Governing Body and Administration

- The college Management follows the UGC/DPI/PU norms in all administrative affairs viz. appointment of teachers, grant of various type of leave, promotions etc.
- The college Management holds regular meeting for addressing the various issues such as annual budget, promotions of teachers, and for reviewing teacher's performance in view of the probation period etc.

All employees regardless of employment agreement or rank must follow this code of conduct as detailed below:

- **Mutual Respect at Work**

All colleagues must be respected. The institution doesn't allow any kind of discriminatory behavior or harassment of any employee.

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Equal opportunity policy is strictly observed vis- a- vis work, recruitment and performance evaluation

- **Proper Care and Protection of Institution's Property**

All employees should treat the Institution's property, whether material or intangible, with respect and care

- **Employees are expected to:**

- a. Refrain from misusing equipment belonging to the Institution
- b. Show respect to all kinds of incorporeal property including copyright and other property (information, reports etc.). These must be used only to complete the job assigned to them.
- c. Protect facilities and material property (e.g. Institution cars) from damage and vandalism

- **Job duties and authority**

Job duties must be fulfilled with integrity and respect toward stakeholders in particular and the community in general. Team members are expected to follow supervisor's, Principal, HOD's guidelines for timely and effective task- completion.

- **Punctuality**

The institution expects employees to be punctual, both when coming to and leaving from work. Schedules must be strictly adhered to.

- **Conflict of interest**

Employees must avoid any personal, financial or other interests to hinder their capability or willingness to perform their job duties.

- **Communication**

All employees are expected to be open to communication with their colleagues, seniors and juniors.

- **Compliance to Law**

All employees are expected to be ethical and responsible when dealing with the Institution's finances, products, partnerships and public image. Further, they should comply with environmental safety and fair dealing laws.

- **Professionalism**

Integrity and professionalism in the workplace is a must.

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- **Personal appearance**

Personal appearance guidelines must be adhered to.

- **Leave Rules**

It is mandatory for the staff to seek prior permission from the Principal office in case of short leave. In case of emergency they can telephonically inform to the office. Prior sanctioning from the management through proper channel is necessary in case of long leave.

- Teacher should be a friend, philosopher and guide to the students but at the same time should keep reasonable distance from the students for the maintenance of discipline.

Code of Conduct and Discipline for Students:

The College does not aim at merely stuffing the minds of the scholars with facts and figures. Its objective, on the other hand is to mould them into fine and disciplined citizens of the motherland. Therefore the college lays exceptional emphasis in the maintenance of discipline. The students are advised to make it a habit to lead a life of discipline in the college and at the home; this will ensure the success and distinction in their future career.

1. The students should be courteous in their dealing with one another and with the employees of the college. Let your love, thought and action embrace fellow beings. They should use dignified language while talking or addressing others.
2. The students should attend the college classes regularly and be punctual on all college functions. Punctuality is to success what roots are to a tree.
3. Students reaching the college earlier should not gather in front of the class rooms or in verandas. They should avoid making noise near the classroom or college office.
4. Movements from one class to another should invariably be orderly, disciplined and dignified. At the end of a period the students going to a class room should stand quietly in queue on the side of the entrance till the students already occupying the room completely vacate it.
5. In vacant periods, the students should go to the reading room or library and utilize their time in the study of magazines, periodicals and

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newspapers. They should not stand near the class room or in the verandas and create unnecessary noise. It disturbs the teaching work in nearby class rooms.

6. Inside the classes perfect discipline and order must be maintained and the instructions of the teacher should be strictly carried out, for he is your superior and well-wisher. Any misbehavior in the class room is tantamount to misconduct and the students must maintain the sanctity and decorum expected of good scholars.
7. The students should show proper respect to the Principal and the teachers in and outside the classrooms and should carry out their instructions with sincerity.
8. The student shall get off from their cycles/ scooters at the main gate and place the cycle scooters properly with the caretaker.
9. The students should not blow scooter/ motorcycle horns in the college campus.
10. Smoking/playing cards/drinking alcohol and use of any other intoxicant is not permitted on the college campus.
11. The student should cultivate the queue habit while they go to see the principal, or to pay dues in account office, to get the books issued from the library, etc.
12. The college property should in no way be tampered with or disfigured as this property belongs to you. The defacing of walls with pencil marks or ink is strictly prohibited. Theft, forgery, vandalism, or damage of any type of college property shall not be permitted under any circumstances and the student involved shall be severely punished.
13. Quarrels and disputes with fellow students are to be avoided. In case of a dispute, the students should not take the law in their own hands but they should report it to the principal/tutor immediately.
14. The students are expected to come to college dressed in simple clothes. Tight clothes, sleeveless shirts, ornaments or use of cosmetics are not permitted. A student is liable to disciplinary action if he/she is having hippie, mushroom haircuts, trimming beards, ear rings and any other ornaments and is not participating in celebration

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of social religious functions.

15. The student found guilty of infringement of the above rules and misconduct shall be punished in the form of heavy fines or even expulsion from the college depending on the nature of the guilt. All concessions and stipends granted to such defaulters shall be withdrawn automatically.
16. The students are not allowed to collect money from their fellow student/staff for any purpose what so ever. They are also not allowed to hold any meeting/function of any kind without the prior permission from the principal. Any violation to this effect will lead to immediate expulsion from the college and other drastic action.
17. All the students are advised not to travel by Truck/Tractor-Trolley and other unauthorized vehicles. It may be dangerous for life.
18. Use of mobile phone for non-academic activities is strictly prohibited in the campus.
19. Listening music / watching videos & movies / using whatsapp and facebook / taking selfies / doing photography etc. are strictly prohibited in college campus during college working hours.
20. Roaming / wandering aimlessly in the corridors / departments are also prohibited.
21. Entry in the college campus without identity card is restricted.

Hostel Rules For students

1. Only regular student of GHG Khalsa College may avail hostel facilities.
2. To avail the hostel facility, the boarders has to fill up the prescribed form, Aadhar card & residential proof are compulsory. Actual/permanent contact number of the parents must be provided.
3. Accommodation will be provided on sharing basis.
4. The boarders have to keep their room neat and clean. Due care should be given to the cleanliness of the corridors, common rooms and lawns. Putting photographs/posters on the walls of the rooms is strictly prohibited. Garbage should be dumped in dustbin before 9:00 am. Strict action shall be taken against violators.
5. The boarders are advised not to keep any valuable, ornaments or cash in their room. In case of theft the boarders will be responsible.

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- Additional cash can be deposited in the bank by opening an account.
6. The food will be served in the dining hall on appointed hours. Food is not allowed in rooms. In case of illness, food can be provided in room with prior permission of the hostel supdt.
 7. Except for dining hours, the boarders are not allowed to roam in the dining hall. Entry to hotel kitchen is restricted.
 8. During the college hours, students are not allowed to stay back in rooms. Strict action shall be taken against violators.
 9. There is study period from 9:00 pm to 11:00 pm. The students are instructed to study in their respective rooms during this period.
 10. No student is allowed to sleep in other student's room at night.
 11. The student should not create disturbance or noise.
 12. Electric iron, heater, stove, electric kettle etc. are not allowed.
 13. Students are not allowed to celebrate any day i.e. birthday/ anniversary or organize a function/assembly without the permission of the hostel supdt.
 14. Online attendance is taken daily at 9:00 pm, through hostel ERP-System. Absence without permission calls for strict action.
 15. The attendance of all hostlers is mandatory in all college and hostel functions.
 16. To avail leave, written permission is a must from hostel supdt. Absence without permission will be dealt severely. After the expiry of leave, its extension should be intimated to the hostel supdt. within two days.
 17. For entry & exit of hostel the boarders have to follow check in or check out procedure on ERP-System. The parents are also informed of their movements through SMS generated by ERP.
 18. Holiday in college does not mean holiday in hostel.
 19. No guest is allowed to stay in hostel. Prior permission of the supdt. is required.
 20. In case of illness, intimation to the hostel supdt. should be immediate.
 21. The boarders must put on simple appropriate dress.
 22. To take care of hostel property is the duty of every hosteller. Any damage to hostel property will be severely punished.

23. Ragging in any form is not allowed in the hostel.
24. Indiscipline, quarrels and misbehavior with the hotel staff is fined heavily and may lead to rustication from hostel.
25. Playing cards/gambling using cigarette, alcohol drugs etc. are strictly prohibited. In case of any violations there will be immediate rustication from hostel and college.
26. The main gate of hostel is closed at 9:00 pm. The students remaining outside will be strictly penalized.
27. If a student suffers from some chronic diseases he should give information about that at entry time.
28. The rules of hostel should be strictly observed and violator will not be spared on any ground.

For the security point of view of the girl students there are certain rules to be followed as:

1. Only parents or any two members nominated by the parents and having an ID card duly signed by parents and prescribed by the college will be allowed to meet the girl students. Even for this prescribed identity card of such two persons is mandatory. Anybody without this card is not allowed to meet the boarders. No argument regarding this will be entertained.
2. Meeting with the boarder is allowed only once a week on prescribed visiting hours only.
3. Visiting hours: Saturday : 12:00 noon to 3:00 pm.
Sunday : 9:00 am to 3:00 pm.
4. The parents/guardians are required to accompany the girl to take her home or to drop in the hostel personally. The girl, herself, can go and come alone only with the prior written permission of the parents.
5. The college shall not be responsible for the girl who has taken leave from the college and the hostel.
6. Any type of matrimonial activity is strictly banned in the college campus.

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www.ghgcollegesadhar.org

2. AMENDED RULES AND REGULATIONS
(Effective from 18th April 2019)
OF THE
GOVERNING COUNCIL
G.H.G. KHALSA COLLEGE
GURUSAR SADHAR (LUDHIANA)

**GOVERNING COUNCIL GHG KHALSA COLLEGE
GURUSAR SADHAR
(LUDHIANA)**

**AMENDED RULES AND REGULATIONS
OF THE**

**'GOVERNING COUNCIL G.H.G. KHALSA COLLEGE'
GURUSAR SADHAR (LUDHIANA)
(Effective from 18th April 2019)**

**These Rules and Regulations have been framed by the Governing
Council GHG Khalsa College Gurusar Sadhar (Ludhiana)**

**These Rules and Regulations are to be read in conjunction with
and in addition to
the Rules and Regulations and all those aspects which have either
not been included
or not elaborated adequately in the initial or subsequently revised
Rules and
Regulations.**

**These Rules and Regulations supersede the existing Rules and
Regulations and
come into force with effect from 18th April 2019**

1. Name:

The name of the society shall be called the Governing Council G.H.G. Khalsa College, Gurusar Sadhar (Ludhiana) with its head office at Gurusar Sadhar (Ludhiana).

2. Aims and Objectives:

The objectives of the Governing Council shall be to run the G.H.G. Khalsa College, Gurusar Sadhar (Ludhiana) and its other allied Institutions with a view to cater to the educational, cultural, social, moral and spiritual needs of the youth of rural area in particular and the public in general and to inspire them with the right spirit of service and sacrifice as taught and practised by the Sikh Gurus and thus to make them intelligent and useful citizens of the world with a universal outlook and with this end in view, to do all or any one or more of the following things globally :

- (a) To establish, promote, maintain and manage educational institutions.
- (b) To establish, promote, maintain and manage or otherwise support and finance Medical, Engineering, Mechanical, Aviation, Aeronautic, Agricultural, Law, Nursing, Technical, Financial, Commerce, Vocational, Scientific and Industrial, Arts, Sports, Centres, Schools, Colleges, Academies, Institutions,

- worker training programmes.
- (c) To establish Libraries, e library, reading rooms, mobile centres at suitable places where ever deemed necessary.
 - (d) To cater to the educational and cultural needs, social awakening development and welfare, as well as rural regeneration activities aimed at improving socio economic conditions of the poor people in general.
 - (e) To encourage the development of sports, games and other physical activities and establishment of Centres of Excellence for sports.
 - (f) To help mitigate distress of farmers in debt, due to crop failure or by way of natural calamities, work for any cause which will uplift rural masses.
 - (g) To organise coaching classes to prepare for various competitive exams for Central and State services, UGC (NET), Civil Services, Railway Exams, Banking, Insurance, IELTS, TOFEL, Medical, Non-Medical, Nursing, Defence Services Exams and other allied services leading to greater job opportunities.
 - (h) To establish Medical Colleges and Hospitals, Old Age Care Homes and skill / training Centres, organise medical and health care centres, mobile dispensaries, acquire health care modern equipment, free medical checkup camps and free medicine distribution camps for poor and destitute patients.
 - (i) To organise general awareness and medical camps to educate as well as caution people against the ill effects of substance / drug abuse and set up rehabilitation centres.
 - (j) To work towards the right to education and equal opportunity, facilities and facilitation of differently able / disabled, set up rehabilitation centres and empower / assist in employment of disabled.
 - (k) To help people suffering from physical disability by making them aware and educating them of their rights, equal employment opportunities, address accessibility issues, generate sensitivity and awareness, provide them artificial limbs, mobility options, and other medical facilities.
 - (l) To eradicate illiteracy, promote adult education and community service.
 - (m) To promote gender equality, empowering women, ensuring equal opportunities for them in a male dominated society.
 - (n) To work towards enhanced self esteem for women by establishing opportunities and facilities for distressed women, facing domestic / workplace abuse, as well address increasing issues of

NRI abandoned wives, establish and maintain safe board and lodging facilities for women.

- (o) To reduce child mortality and improving maternal health through education.
- (p) To ensure environmental sustainability, establish renewable energy sector education, skill and training centres and facilities.
- (q) To generate employment by enhancing vocational skills through all type of multi-skill training and social business projects.
- (r) To establish research facilities.
- (s) To contribute to Prime Minister Relief Fund or any other Fund set up by the Central Government or State Government for socio economic development.
- (t) To receive as well as contribute towards relief efforts and funds for the welfare of the under privileged schedule castes, schedule tribes, other backward castes, and minorities.
- (u) To supplement funds of the G.H.G. Khalsa College and its allied institutions, the Council will have the power to raise funds by borrowing the amount from any quarter, obtain CSR funding, and may, for this purpose, delegate this power to the President Governing Council or any other person authorised by him, who will have the authority to enter into contract and to sign all documents necessary for the purpose.
- (v) To do all other things deemed necessary, proper or beneficial for the advancement and achievement of the aims and objects of the society.
- (w) To receive as well as give globally grants, donations, gifts, money, monetary instruments, equipment, books, properties both movable and immovable, or receive any bequests for any one or more objects of the society.
- (x) To invest, lay aside, deposit in banks or otherwise deal with money or funds of the Society not immediately required for the objects of the Society.
- (y) To tie up, have an exchange program, establish dual degree courses / programs, sign MOU, associate, collaborate, join, extend, enter joint venture, franchise, represent, affiliate and manage and support likeminded Institutions having similar objects as those of the society, and any other work / project undertaken for the betterment of humanity anywhere globally.

3. (A) Membership:

There shall be no limit to the number of members of the Governing Council. However, no new member (Ordinary or Life member) shall be added without prior approval by Three Fourth majority of the members

present in person in the General meeting of the Governing Council called and held for the purpose. After being duly approved as such the Secretary shall accept the membership fee with the consent of the President. The Council shall consist of:-

- (a) Life Members: Any Sikh (Amritdhari or Sahajdhari) on payment of Rs. 15,00,000/- or more or on making a free gift of land to the extent of at least 1 Acre shall be the Life Member of the Council.
- (b) Ordinary Member: Any Sikh (Amritdhari or Sahajdhari) on payment of Rs. 10,000/- as admission fee and Rs. 300/- as the Annual Subscription in advance to the Council shall become an Ordinary Member.
- (c) Patrons: Any person giving a one time donation of Rs. 25,00,000 (Rupees Twenty Five Lakhs) or more shall have the privilege of becoming patron and shall be represented by one of his nominee.
- (d) The Principals of all the Colleges and Heads of other allied institutions shall be the ex-officio members of the Governing Council and the Managing Committee but they are not entitled to vote in the matter of elections and appointment of employees.
- (e) Any village which in its collective capacity makes free gift of land to the college on a legally sound basis will be entitled to representation of one member per three acres of land for five years and the President shall nominate such representatives out of the said village.

NOTE:

1. All the members shall have to conform to the conditions laid down in Article No. (4).
2. Election in all cases shall be conducted by the Secretary or his nominee according to the election rules which may be framed by the Managing Committee from time to time.

(B) Advisor:

Any person other than a Sikh, may be associated with the Institutions on paying rupees One Thousand or more to the college funds shall be treated as an advisor and who shall have the privilege of attending and advising the College in the General and Executive meetings. Although not a member, the process and the procedure for this shall be the same as enrolling a member, with prior approval by a Three Fourth majority of the members present in person in the General meeting of the Governing Council called and held for the purpose. After being duly approved as such, the Secretary shall accept the fee with the consent of the President.

4. Qualifications of Membership:

The following are the necessary qualifications for the members under Article 3(a) to (g):

- (a) Every member must be Amritdhari or Sahajdhari Sikh and will have to fill up the declaration form as given in the appendix.
- (b) The age of the member of the Council must not be less than 21 years.
- (c) Every member must regularly pay his subscription as laid down in Article 3. He must regularly pay his arrears within a month of the date of expiry of his subscription.

5. Termination of Membership:

The office of a member shall fall vacant under any of the following conditions:

- a) Death
- b) Change of Religion
- c) Resignation
- d) Insanity
- e) Failure to pay the subscription in accordance with the rules framed for the purpose.
- f) Any Resolution of the Governing Council directing the removal of a member whose behaviour is considered to be detrimental to the general interest of the society provided that such a resolution is carried out in the Meeting of the Governing Council (by the majority vote of all the present members of the Governing Council). The member in this clause does not mean and include the President.
- g) By accepting any service for remuneration under the Council.

NOTE:

- i) An Executive member who ceases to be general member goes automatically out of office.
- ii) A newly enlisted member of the Governing Council must have at least six months standing at the time of exercising his right of vote in person.

6. Powers of the Governing Council:

- a) To elect the President as laid down in Article 6 (A) who will constitute the Managing Committee as provided under Rule 16.
- b) To exercise the general control over the Managing Committee and to pass the Annual Budget submitted to it by the said committee.
- c) All the movable and immovable property of the Society shall vest in the Governing Council. The Governing Council shall be the

full owner of all such property. Subject to the provisions of the Constitutions of the Society the Council shall have all the rights, powers, duties and liabilities of the owner with respect to all its property and management thereof with right to borrow and mortgage or pledge property of the Council for payment thereof. The Council shall also have the right to acquire property movable or immovable and sell, transfer, exchange and otherwise mortgage the same. Subject to the Constitution of the society, the council shall have all the powers for the establishment, maintenance, management, control and supervision of the college and its allied institutions and works including their staff and other employees and all other powers, duties, rights and liabilities necessary or proper for or incidental to the achievement and execution of the objects of this society. The Governing Council shall also have the power by a majority vote to make over the institutions to any trust registered for the purpose or any Govt. (State or Federal) if it so desires and subsequently dissolve itself.

Article 6 (A)

In recognition of the highly distinguishable social service rendered by S. Manjit Singh Gill, the present Life President of the Governing Council, it is laid down that he shall be entitled to nominate a life President out of the existing members at the time to succeed him.

7. Term of the Council:

The council shall be permanent body. In the case of office of an office-bearer or a member of the Managing Committee falling vacant under any of the conditions laid down in Article (5), the President has the power to fill up the said vacancy.

8. Meeting of the Council:

- a) An ordinary meeting of the Council shall be held annually in the month of April.
- b) The Secretary, with the consent of the President, may call at any time an emergency meeting of the Council at five days notice.
- c) The notice for an ordinary or special meeting of the Governing Council shall be fifteen clear days.
- d) Fifteen members shall form the quorum in an ordinary meeting of the Council. The quorum is however not necessary in the adjourned meetings except as provided under Article 13.

9. Office - Bearers of the Council and the Managing committee.

The following shall be the Office - Bearers of the Council and the Managing Committee:-

- a) President
- b) Vice-President
- c) Secretary
- d) Joint - Secretary
- e) Cashier

NOTE:

All the Office-Bearers shall be nominated by the President immediately after his election and shall hold their offices for five years. There shall be two staff representatives on the Managing Committee whose tenure will be three years.

10. (A) Powers of the President :

- i) The President of the Council shall constitute the Managing Committee, may reshuffle it and preside over the meetings of the Council and the Managing Committee. He shall see that the resolutions passed in such meetings are carried out and shall have a casting vote in the case of a tie.
- ii) To suspend an employee of the college and its allied institution on account of any breach of service rules and discipline.
- iii) The President shall have the powers to nominate members out of the donors of land of a respective village.
- iv) May co-opt at the most 10 honorary members on the Governing Council for efficient running of its affairs. They will be equivalent to other members.
- v) The President shall have the power to constitute the Managing Committee of Dashmesh Khalsa High/Sen. Sec. School, Heran (Ludhiana) and other schools under the control of Governing Council according to D.P.I (Schools) Punjab's instructions as under :-

- 1. President
- 2. Vice-President
- 3. Manager
- 4. Secretary
- 5. Treasurer
- 6. Member
- 7. Member
- 8. Member
- 9. Member
- 10. Headmaster/Principal of the School
- 11. Staff Representative
- 12. Staff Representative
- 13. Educationist nominated by Managing Committee.
- 14. Chairman of Parent Teacher Association.
- 15. One educationist (out of panel of three)

10. The Managing Committee so constituted by the Education Department issued from time to time.

vi) The President shall have the powers to constitute the Managing Committee of G.H.G. Khalsa College of Pharmacy Gurusar Sadhar (District Ludhiana) and other Technical Institutions under the control of Governing Council according to guidelines of All India Council for Technical Education for the constitution of Board of Governors for autonomous technical institutions imparting training and teaching for Degree and Diploma courses in Technical Education as under :

1. Chairman
2. Vice-President
3. Secretary
4. Member
5. Member
6. Member
7. Member
8. Member
9. Principal / Director / Dean of the Institution – (Ex-Officio)
10. Staff Representative
11. Staff Representative

Other nominees from Central Government / AICTE / State Government

12. Nominee of Central Government / Ministry / Department dealing with Technical Education - region Officer (Ex-Officio).
13. A non-official member Industrial/Technologist/Educationalist from the Region to be nominated by the concerned Regional Committee as nominee of AICTE.
14. Nominee of the Affiliating Body, University/State Board of Technical Education.
15. Nominee of the State Government-Director of Technical Education (Ex-Officio)
16. A non-official member Industrial / Technologist / Educationalist from the Region nominated by the state government.

vii) The President shall have the powers to constitute the Managing Committee of G.H.G. Khalsa College of Education Gurusar Sadhar (District Ludhiana) as under:

1. President
2. Vice-President
3. Secretary
4. Treasurer

5. Member
6. Member
7. Member
8. Member
9. Member
10. Member

Ex-Officio

1. Principal

Teachers' Rep

1. Staff Member
2. Staff Member

Article 10 (B) powers of the Vice-President:

In the absence of the President, the Vice-President shall act as President and shall carry out all the duties and functions of the President.

11. (A) Powers of Secretary:

- i) The Secretary in consultation with the President, shall call meetings of the Governing Council and the Managing Committees and keep a record of the proceedings of the Council and the Managing Committee and correspond on behalf of the college and other institutions.
- ii) The Secretary shall also supervise and maintain regular accounts of the various funds of the Council.
- iii) He shall keep the Cheque Book in his personal custody.

11. (B) Powers of Joint Secretary:

In the absence of the Secretary, the Joint - Secretary will act as Secretary and shall carry out the duties assigned to him by the Secretary from time to time in writing.

12. Powers of the Cashier:

- i) The Cashier shall be held responsible for all receipts and payments of the Council and the Managing Committee.
- ii) He shall see that all the cash and account books are kept properly and upto-date.
- iii) He shall have occasional surprise check on the cash in hand.

13. The President shall hold office during the pleasure of the Council. He shall have to submit resignation from his office in case a resolution expressing no confidence in him is passed by a majority of three-fourth of the members present in the meeting of the Governing Council called and held specifically for the purpose. Quorum for such a meeting shall be two-

third of the total number of members of the Governing Council and this quorum will continue even for an adjourned meeting.

14. Powers of the Managing Committee:

The control of college funds the appointment of Principal, Professors, Lectures, Teachers, and other employees of the institutions and their promotion and dismissal all rest entirely with the Managing Committee which shall also have the power to frame business rules for the smooth functioning running of the general routine of the college and other allied institutions.

15. Meeting of the Managing Committee:

- a) The notice for an ordinary meeting of the Managing Committee shall be of seven clear days and notice are to be issued by the Secretary with the consent of the President as provided for in the rules.
- b) The Secretary, with the consent of the President, may call an emergency meeting of the Managing Committee and for such an emergency a notice for seven days will not be necessary.
- c) The quorum for meeting of the Managing Committee shall be half of its members.

16. Terms of the Managing Committee:

The Managing Committee shall be constituted by the President immediately after his election and shall consist of all the office Bearers, Ex-Officio Members, and other members. The Managing Committee thus framed shall function for five years and shall take over charge from the outgoing committee.

17. The Managing Committee shall get its accounts duly audited every year and submit a detailed report of the income and expenditure to the Council for information. The Annual Budget shall be prepared by the Managing Committee and be placed in the annual meeting of the Governing Council to be held in the month of April.

18. The Society shall maintain Bank Account(s) with any of the Nationalized/Scheduled Bank, as may be approved by the Governing Body. The Bank Account(s) may be opened in the name of the Governing Council GHG Khalsa College, Gurusar Sadhar or in the name of any institution managed/run by it. The operation of the Bank Account will be decided by the Governing Body from time to time.

The Society can also, in case of need, raise loan/financial assistance from any Bank/Financial Institution for smooth running of society's activities.

19. Powers of the Principal

- a) Excepting so far as many be otherwise determined by the Managing Committee, the Principal shall have control over the college including admission, attendance, classification, teaching, punishment, suspension and expulsion of students.
- b) The Principal shall be Ex-Officio President of all association and committees within the institutions.
- c) The Principal shall have the right to control the internal administration of the institution. He shall not be entitled to take part in any election to be held.

20. Delegation of Powers:

The Governing Council and the Managing Committee can delegate their powers to anyone or more of its members.

21. Adjourned Meetings:

The President can adjourn a meeting for want of quorum or on any other reasonable grounds. The notice of such adjourned meetings shall be given by the President at the spot and the information thereof shall, as soon thereafter as possible, be sent to those who are absent.

22. Agenda:

- a) The notice shall always be accompanied by a list of business to be transacted at the coming meeting as ordered by the President or in the absence by the Vice-President or in the absence of both by the Secretary hereinafter called the agenda.
- b) The agenda shall include matter that any member may desire to put up before the meeting provided that a copy of the motion thereon signed by such a member and by any other member as a seconder, is delivered to the Secretary at the college office on at least three clear days before the date of the meeting.
- c) The President can issue a supplementary agenda in the case of proposals which may happen to come in after the agenda has been issued provided they reach the office well in time.

23. No employee of the Governing Council can take part in politics such as elections of Parliament, Assembly, S.G.P.C., L.G.P.Cs, Co-operative Societies, Municipal Bodies, Market Committees, Gram Panchayats and Block Samities etc. Any breach of this provision shall be punishable by dismissal of the defaulter.

24. No additions and alternations in the above fundamental rules can be effected by the Governing Body unless proposal of such additions and

alternations at the meeting and adopted by a clear majority of its members present in the meeting of Governing Council and held for the purpose.

25. Reservation of Seats:

Since the Institutions established and being maintained by the Governing council G.H.G. Khalsa College, Gurusar Sadhar (Ludhiana) have primarily a rural base and the people residing in rural areas are educationally, economically and socially backward and the educational atmosphere in the rural areas is generally weaker as compared to the urban areas, it is laid down that seventy percent seats are hereby reserved in all the existing courses / classes or to be started in future especially job-oriented / professional courses / classes for candidates hailing from rural areas of Punjab State provided they are otherwise eligible for admission and the total number of candidates seeking admission is more than the seats available, and so permitted by the University / Board / State and Central Government.

Rural Area Candidate:

A candidate shall be deemed to be a rural area candidate if and only if he/she received the whole or majority of education (Primary, Middle, Matriculation or University) from an institution situated in the rural area as indicated in the certificate issued by the concerned authority for school / University. A candidate hailing from rural area shall be measured and compared by the governing Council / Managing Committee in terms of one percent credit point for every year of education in a rural institution for Primary, Middle, Matriculation or University Examination.

Rural Area

A rural area is an area which is covered by a community development block as distinguished from the area covered by Municipal Corporation or a notified area committee.

26. Any matter for which there is no provision, decision of the President shall be final and binding.

27. Dissolution/Winding Up:

In the event of dissolution or winding up of the society, the assets of the society standing on the date of dissolution shall under no circumstances be distributed amongst the members of the society but the same shall be transferred to any other trust, society, association or institution whose objects are similar to the objects of this society.

Kc No. 6/ 1952-53

**OFFICE OF REGISTRAR OF FIRMS
AND SOCIETIES, PUNJAB.**

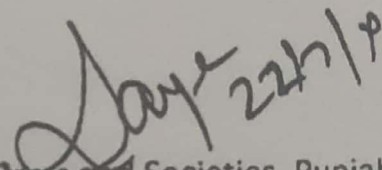
The Registrar of Firms and Societies, Punjab acknowledge the receipt of the under mentioned document (s) relating **GOVERNING COUNCIL G.H.G. KHALSA COLLEGE, GURUSAR SADHAR (LUDHIANA).**

Description of document (S)

1. Certified Copy of amended Memorandum, Rules & Regulations as per Resolution on 18.04.2019.

Station: Chandigarh.

Dated: No. 3900
22/7/19


Registrar, Firms and Societies, Punjab.