



Offi. : 01886-260323  
Fax : 01886-260940

ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ ॥

**KHALSA COLLEGE**

GARHDIWALA-144 207 (Distt. Hoshiarpur) (Punjab)

RE-ACCREDITED WITH 'A' GRADE BY NAAC

**ਖ਼ਾਲਸਾ ਕਾਲਜ**

ਗੜ੍ਹਦੀਵਾਲਾ-144 207 (ਜ਼ਿਲ੍ਹਾ ਹੁਸ਼ਿਆਰਪੁਰ) (ਪੰਜਾਬ)

Ref. No. ....

Dated .....

### CIRCULAR

The plastics waste has emerged as one of the main environmental concerns harming the soil, water and health of citizens at large. It is a challenging task to dispose off plastic waste material which we must adhere to whole heartedly. So, with reference to guidelines issued by the UGC to ban plastics in college campus it is hereby circulated to inform all the concerned that Khalsa College, Garhdiwala hereby decides to take the following steps to put ban on using plastic material in college campus:

1. To mandate all students/staff members to avoid bringing non-biodegradable plastic items.
2. To keep signboards at various places in campus to bring awareness on ban on the use of plastic items.
3. To ban the use of plastics in canteen, campus premises, hostel etc.
4. To motivate all students/staff members for using cloth bags, jute bags or paper bags.

  
Principal  
Khalsa College  
Garhdiwala (Hos)



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## Code of Conduct for Students

### BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES - DO'S AND DONT'S

- Students must be punctual and regular in attending classes, tutorials, class tests examinations, etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
- Student must be seated in their classrooms at the beginning of each period/lecture. They must not enter or leave the class-room without permission of the teacher.
- Impersonation during roll call is a punishable offence.
- Use of Mobile Phone during the lecture is prohibited and is liable for punishment.
- Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if the notices on the Notice Board are ignored.
- When a teacher is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.

*M. Singh*  
Principal  
Khalsa College,  
Garhdiwala (Hsp.)



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- Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the college. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- Students are expected to come to college dressed suitably maintaining decency.
- Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during college hours inside the campus.
- Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
- When assembled every class must consider itself responsible for the conduct of its members.
- Students are forbidden from inviting friends from other institutions and outsiders to the College.
- No posters are to be pasted or fixed with cellotape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
- **Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.**
- Students must refrain from mishandling and tampering with library books or college computer systems.
- The right to access Girl's Common Room is reserved to girls.
- A student shall not commit or cause breach of peace inside and around the college campus.
- Students are prohibited from indulging in games, even in small groups, anywhere in the college premises during lecture hours.

*M. Singh*  
Principal  
Khalsa College,  
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- Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule.
- Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fine imposing upon the whole class if the students responsible for such damage cannot be detected.
- Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.
- The use of cycle stand is reserved for the college students only for which they are charged annually. Any student parking his/her vehicle without the payment to the college will be fined.
- The students should behave decently in the college canteen. The boys cannot use the area reserved for the girl students during the college hours.
- No student can use the area reserved for the college staff in the canteen.
- Use of plastic is banned in the college campus. Any student found in violation to this will be fined.
- Students are supposed to throw the waste papers in the dustbins installed at various places in the campus.
- There are separate stairs reserved for the girl students near the Physics lab. Any boy using those stairs will be fined severely.
- Any student causing damage to the playgrounds and track will be fined.
- No vehicle can enter the college playgrounds. Anyone found violating this rule will lead to disciplinary action.
- No boy student can enter the girls hostel.

*Mam*  
Principal  
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- The college campus is under CCTV surveillance and recording. Students are supposed to behave decently in the college campus.
- There are separate lawns for boys and girls in the college campus. Any boy entering the girls' lawn will be fined and disciplinary action will be initiated against him.
- The students are supposed to switch off the fans and lights after their class is over.
- The students using computers in computer lab, library or in any department are supposed to switch off the computer/printers after the use. Leaving the computer/printer on can damage the equipment. Any student doing so will be fined.
- There is an e-waste collection center in the college computer lab. The students having any kind of e-waste at their residence or in the neighbourhood are encouraged not to throw it away in the garbage. They can bring the e-waste to the college and deposit it to the e-waste collection center where a register of the collected e-waste is maintained.
- There are various drinking points in the campus and each one of them is connected to the water filters. The students are supposed to turn off the taps after drinking water.
- Fee is charged by the college in instalments throughout the semesters to facilitate the economically poor and backward students. The students in turn are supposed to adhere to the deadlines of the instalment date given by the college.
- There is a separate parking area for the college staff. Any student parking his/her vehicle in that area will be fined severely.

  
Principal  
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## **POLICY DOCUMENT FOR RESTRICTED ENTRY OF AUTOMOBILES**

**OBJECTIVE:** The objective of the restricted entry of automobiles policy is to manage the traffic as efficiently and safely as possible within the college campus and providing guidelines to promote green initiatives of the college. The restricted entry guidelines aim to provide safety to the students, staff and other pedestrians in the campus.

### **General Instructions:**

- Students shall not be encouraged to enter the campus with four wheelers.
- Students' vehicles shall be allowed only up to the designated parking area.
- No student shall be permitted to park their motorbike near the reception parking area.
- Two-wheelers of any kind shall not be permitted inside campus, beyond the gate near the reception area, until a student has special permission in case of any physical disability or some accidental case where an individual/student is unable to walk to his/her classroom/lab. A wheelchair is available in the campus to help the person with disability/inability to move from class to class/lab.
- Students shall not be allowed to bring a two-wheeler above 350cc inside the campus.
- All visitors must stop their vehicles and register information regarding their name, purpose etc. at the entry gate.
- Students shall not be allowed to exceed the vehicle speed beyond 10 Km/hr. inside the campus.
- Students are strongly advised to use public transport/bicycles for commuting to college to promote the green initiatives of the college. They shall also disseminate the idea of





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- making use of public transport wherever possible to reduce pollution and sustain a Green Planet.
- The college playground/lawns are open for public use before and after the college hours but no individual is allowed to take the vehicle into the playground and lawns.
- Staff members commuting from far off places to the college are encouraged to pool in one vehicle so that there is a minimum influx of vehicles in the college campus.
- Use of diesel cars is generally discouraged by the members of the staff.
- The members of the staff are encouraged to get the pollution certificates of their vehicles updated in time.
- Any violation of these rules shall invite for strict action.

  
Principal

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### Policy for Differently-Abled Persons

1. **Purpose:** To provide an environment where differently abled students are not judged for their visible disability and to focus on abilities rather than disabilities.
2. **Scope:** All students, faculty members, staff and stakeholders come within the purview of this policy.
3. **Policy Statements:** The purpose of this Policy is:
  - a) To see the students beyond their disability.
  - b) To promote and foster an environment which encourages positive, informed and unprejudiced attitude towards students with a disability.
  - c) To implement procedures for any reasonable adjustments needed by students with a disability.
  - d) To ensure positive and practical steps to enable students with disabilities to seek employment.
  - e) To employ all reasonable and appropriate teaching strategies and methods to ensure effective transmission of knowledge.
  - f) To ensure smooth movement of students with a disability by aligning physical environment of grounds.
4. **Principles:** The College supports the principle of providing equal access to opportunities and space to all students, including those with a disability. The College strives to ensure that no student is disadvantaged in his/her participation in any aspect of college life as a result of a disability. The College commits to provide a study environment where differently abled students will get equal opportunities and face no discrimination or harassment. College ensures that people with disabilities have same rights as the rest of the community and promotes recognition and acceptance of these rights within the campus community.
5. **Procedure:**
  - a) Registration with the college by the student disclosing his/her disability.
  - b) Disclosure of nature and extent of disability by the student.





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c) Filing of request for reasonable adjustment of

i) A process/policy/procedure

ii) Exams adjustment

iii) Disability support workers

iv) Assistance technology such as equipment/physical aids

d) Students who have an illness or disability, who wish the College to adjust a process, policy or procedure or wish the College to provide reasonable adjustments including exam adjustments, disability support workers or assistive technology such as equipment or other physical aids, must first register with college and disclose the nature and extent of the illness or disability.

e) Assessment of the differently-abled students based on the provision of appropriate medical documentation and a detailed interview. Documents provided by students to support his/her disability must be dated and signed by the appropriate health authority.

f) The documentation provided should be specific and:

i) State the impairment, mental health and medical condition.

ii) Indicate whether the disability is permanent, temporary, or fluctuating.

iii) Outline its impact on the student.

iv) Recommend reasonable accommodations.

v) Clearly identify of the health professional and their credentials.

**6. Reasonable Adjustment for Students:** An adjustment is reasonable if it successfully balances the interests of all parties affected. Following principles should be taken into consideration:

**6.1 Infrastructure:** Reasonable adjustments for students are measures taken by the College to enable students to enjoy full access to the provision of all educational services on the same basis as students without a disability such as:



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- a) Admission and enrollment
- b) Participation in a course or programme
- c) Use of facilities and services
- d) The adjustment may take the form of an aid, a facility or a service that the student requires because of his or her disability.

List of Infrastructure under consideration:

- a) Ramps b) Wheel Chairs c) Washrooms

6.2 Examination adjustments for students with disabilities: The College will make adjustments in examinations for students with a Disability (including students with chronic medical conditions), to provide them with an equitable opportunity to demonstrate their knowledge and competency for assessment purposes. Alternate arrangements for examinations will be recommended after considering standard practices that redress the impact of a student's disability on their performance in examinations. These may include adjustments such as:

- a) Extension of time
- b) Arrangement of a writer
- c) A separate room

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