

## CODE OF CONDUCT FOR STUDENTS

The Government College for Women strives to integrate values of integrity, equality, freedom of inquiry and expression, The main objective is to impart knowledge and formal education to girls.

The Code of Conduct is a statement upholding values and all the ethical and professional standards which College endorses. It affirms the students' rights, responsibilities and restrictions on their conduct. All the students joining the College are expected to abide by the rules, regulations and policies laid out here.

### 1. General Standards of Discipline

- All students are required to conduct their work and responsibilities with the utmost honesty, accuracy and fairness.
- Students should maintain adequate silence in the College premises during class hours.
- Students should follow good etiquette, be appropriately dressed, and behave politely. They are expected to greet the teachers as part of general demeanor.
- Students are expected to keep the College campus clean and tidy and abstain from disfiguring the walls by sticking notices or scribbling.
- Students must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
- The students are responsible for protecting and preserving the precious heritage buildings and not intended to cause any kind of damage such as denting, destroying, removing, injuring, altering, defacing, or misusing. Any of these violations invite serious punishable offence.
- The resources of the College, including equipment, laboratories, networking services, library books and other common facilities are only meant for the use of the College staff and students as well.
- Every student must make it a part of her personal duty to attend classes on all working days very punctually. Students are expected to be in class at the first bell scheduled as per guidelines.
- After the first bell, at the end of each working period, an interval of 5 minutes will be allowed during which all the students must re-assemble for the next class.
- No student shall be allowed to leave the classroom without the oral or written permission seeks genuine matter to the teacher or until the class is dismissed based on the emergent situation.

### 2. Student Identification

- Soon after admission, students will be given an identity card which should be produced on demand at any time.
- All students should possess Identity Cards duly filled and signed by the concerned HOD and the Principal.
- Duplicate Identity Card will be issued on payment of Rs.30/- as per the Government norms.

### 3. Ethics and Conduct

- The College stands committed to the promotion of safe and egalitarian climate for all persons within the campus.
- Students are prohibited from engaging in behaviours that violate the general rules of discipline, infringe upon rights of other persons and/or behaviours that result in destruction of property within the College.
- Students are not allowed to use vehicles on the campus.
- Students are not allowed to use mobile phone on the campus. They can use them for academic purposes only with the permission of the teachers.

Students must refrain from engaging in any form of misconduct including:

- Engaging in any behaviour/activity that causes disruption either in the classroom nor the campus.
- Intentionally damaging or destroying the property of the College, or property of other persons.
- Engaging in discriminatory behaviours – including physical and verbal – based on race, colour, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, veteran status or any other characteristics protected by law of the land.
- Indulging in any form of harassment – including physical and verbal – based on race, colour, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, veteran status or any other characteristics protected by law law of the land.
- Indulging in unlawful behaviour/activities such as – possessing, distributing and/or using cigarettes, any kind of narcotics, alcohol or any such substances in the College campus, carrying or using any weapon or harmful chemicals, theft, violating parking rules of the College, rash driving in the College campus, engaging in indecent conduct, participating in a riot, causing disturbance/disruption in a common gathering/function organized in the College.
- Organizing or attending meetings, processions without the written permission of the Principal.
- Collecting money for any purpose without written permission of the Principal.
- Distributing/circulating any pamphlet without written permission of the Principal.
- The College enforces certain standards of behaviour/conduct with regard to instilling academic integrity among students.
  1. **Attendance** – Students are required to attend classes regularly. A minimum of 75% attendance is the requisite for appearing for the University examination.
  2. **Continuous Internal Assessment** – Timely submission of assignments, presentation of seminars and taking part in internal tests/examinations are requisites of the continuous internal assessment evaluation procedures directed by the University. Students are required to take part in these regular academic activities without fail.
  3. **Cheating during Examinations** – Cheating includes, and is not limited to, copying, facilitating copying and using unauthorized material in the examination hall for copying.
  4. **Ethical practice in Research** – Students undertaking research are required to uphold basic principles of academic integrity, following basic ethical guidelines of research at all stages of the work, appropriately acknowledging data sources, avoiding plagiarism, follow stipulated guidelines issued then and there while reporting research results.
- 4. **Standard Procedures to ensure Ethical Practices and Good Conduct**

The College has the following internal mechanisms in place to ensure the above-mentioned standards of behavior, conduct and to instill a sense of accountability among the students.

- At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that:
  1. She shall abide by the rules and regulations of the College
  2. She shall be regular in attending classes
  3. If a student is forced to discontinue studies for any legitimate reason, she may be relieved from the College subject to written explanation of the reasons behind

leaving. As a result of such relieving, the student shall be required to clear any pending dues

4. She shall not engage in any unlawful activity/behaviour – including harassing/bullying/ragging others, disrespecting or violating rights of other persons, destroying property of the College – and abide by the rules and regulations specified by the Code of Conduct of the College.

- The students' primary affiliation is with their respective academic departments. All Department Level Councils ( D. L. C.) function in ways to ensure good conduct among the students. In case there is a breach of code of conduct by a student, the D. L. C. first inquires the issue and brings it to the notice of the Principal who then directs the case to an appropriate College-level committee (C. L. C.). In cases where students have any grievance, they could approach the D. L. C., and express their concern. Based on the circumstances, the same will be forwarded to the Principal who would direct the issue to be sorted out in gentle manner and settle the matter in question very In cases where the violations are not severe, the student shall be warned at the Department level. In other instances, depending upon the gravity and veracity of the violation, necessary actions will be taken against the student by the Head of the institution, the College Principal.

### **College-level Committees**

#### **Discipline Committee –**

The Discipline Committee oversees overall discipline in the College premises during regular class days and during important functions/gatherings in the College Campus such as College Students' Election, College Day, Freshers' Day and other such functions. A senior teacher in the college is usually in-charge of the committee that has a team of ..... teachers from various departments. The College Principal is the Convener of the Committee. In the event of any breach of conduct by students, this will be brought to notice of the Discipline Committee. The committee shall ensure a speedy action to warn the student or take necessary action depending upon the circumstance.

#### **Grievance Redressal Committee –**

If a student is aggrieved by some experience within the campus, she can submit a written complaint forwarded through the respective Head of the Department, which would then be taken up by the Grievance Redressal Committee as directed by the Principal. A senior teacher and a team of other teachers comprise the committee that is convened by the College Principal. The Committee takes necessary steps to hear the student's grievance in detail and based on the sessions held by the Committee with the aggrieved and the other party (usually another student, or in some cases a teacher or a non-teaching staff), a detailed report is prepared and submitted to the Principal for necessary action.

The College also has the Anti-Ragging Cell and Prevention of Sexual Harassment Cell to curb any such misconduct within the College campus. The students who are aggrieved can approach these Committees for redressal.