

Ref.No.: DGC/N/171/2024

Date: 23/03/2024

The students of our institution are, hereby, informed to follow the following '**Code of conduct for students**' to ensure the peaceful atmosphere within the college campus.

CODE OF CONDUCT FOR STUDENTS

The '**code of conduct for students**' of Domkal Girls College includes (A) General Rule, (B) Attendance and Leave, (C) Laboratory Rules and (D) Library Rules

A. GENERAL RULES

1. The Rules and regulations of the college are framed by the Governing Body and the Principal in accordance with Government and University rules from time to time to ensure a peaceful campus atmosphere.
2. Students of Domkal Girls' College, Domkal shall try their best to uphold the honour and prestige of the institution by humility, fellow feeling and hard work. They should endeavour to create an atmosphere conducive to academic, cultural, and social progress.
3. Students must observe strict discipline in the campus. Every student shall behave with dignity and courtesy to the Principal, faculty members, administrative staff, visitors and fellow students.
4. Class hours are from 10:30 am to 4:30 pm. Be in time for classes.
5. **The students must enter in the college with RFID card which is to be used in attendance of the college in main gate. Entrance in the college is strictly prohibited without RFID card.**
6. Once students are admitted to the college, they are bound by the code of conduct laid down by the college through the college website and it is implicit that they should observe the code of conduct necessary for the proper administration and management of the institution.
7. **The college has an approved pattern of Uniform Dress which is binding on all students. Students should keep modesty in dressing by keeping away from using indecent dresses. Also, they are not allowed to cover their face while they are in the campus.**

8. Staff members/Discipline Committee shall have the powers to deny admission to students to classes/office/labs/library/meetings/cultural programs and other programs in the case of violation of the dress code of the college.
9. **Students shall always wear identity cards issued by the college with tag and show them as and when demanded by the Principal, teachers and office staff/security staff.**
10. Students shall not engage themselves in actions that are offensive and are disservice to succeeding generations of students of the college.
11. Political activities and the functioning of the student organizations are strictly banned in the campus. Unofficial meetings, strikes, demonstrations, agitations, and fund collection are strictly prohibited. Students who violate the above rules are liable to be dismissed from the college summarily.
12. No students shall bring in to the college campus any banner, flag, board, notice, pamphlet or other such materials for the purpose of any political activity of student organizations or other organizations.
13. The College Management and Principal have taken appropriate measures to isolate the college campus from political activism and external intervention to safe guard the interests of students, academic community, parents and the general public.
14. No meeting or entertainment shall be organized without consent of Principal. Any type of fund raising in the college campus is not allowed without the permission of Principal.
15. Students taking part in communal and anti-social activities will be severely dealt with strict disciplinary action.
16. Students should not go outside the college during class hours. In the event of unavoidable necessity, they should seek special permission of the Principal/Head of the Department.
17. No students shall use or keep in possession alcoholic drinks or narcotic, tobacco drugs. Using/keeping of these items will lead to immediate expulsion of the student from the college.
18. Strict silence needs to be observed in classrooms during working hours. Students should not make any noise while moving from class to class.
19. If classes are free during any period, engage yourself in meaningful co-curricular activities. Students should not remain in the classrooms during free hours as it might disturb other classes. They must go to the library for reading. **One our reading in the library is compulsory.** After that she must collect a coupon (Love Books) from the library and submit it in the main gate before leaving the college. **Without submission of Love Books Coupon in the main gate no student will be allowed to leave the college.**
20. Students are not expected to be present on campus after 4:30 pm.

21. When member of the staff or any distinguished visitor enter the class, the students shall raise in respect and remain standing till they are allowed to sit or the former has taken seat.
22. No students shall leave the class before the teacher leaves.
23. Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will involve severe disciplinary action.
24. While attending a meeting students shall show due respect to the president and the speakers and shall avoid leaving during the meeting or showing their approval, disapproval in a noisy manner.
25. Students should read the notices put up on the notice board and circulated in the WhatsApp group carefully every day and ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply with.
26. If the teacher is absent, the class representative should inform the concerned department for immediate alternative arrangement.
- 27. The use of mobile phones in the College campus is strictly prohibited. A punishment will be imposed on those who violate this rule. Mobile Phones will not be returned under any circumstances.**
28. Cinematic dance, DJ and Fashion show shall not be allowed inside the College Campus. Violating these rules will meet with disciplinary action.
29. Ragging is prohibited by law. Students shall not indulge in any such activities against a new junior of the college and it will be treated as Ragging and the accused will be made liable for punishment as per the Indian Penal Code.
30. Ragging of any form is a nonbailable offence and requires criminal procedure. If any incident of ragging comes to the notice of the authority, severe action will be taken against such students if they fail to give satisfactory explanation and the matter will be forwarded to the police for further action under criminal procedure.
31. Students can access the following 24 hours toll free telephone number or website of the UGC to register their complaints regarding ragging for which action will be taken within 24 hours, keeping the Intimation confidential. Helpline number: 1800-180-552, Website: helpline@antiragging.net
32. Students are not permitted to participate in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus.
33. For acts of misbehaviour the Principal may impose such punishment as cancellation of attendance, withholding certificates, forfeiture of educational concession and scholarship, suspension and expulsion.
34. The Principal or other duly constituted college authorities may frame and issue from time to time disciplinary rules of permanent or temporary character regulating the conduct of students within and outside the college premises with a view to maintain the credit and reputation of the college and the hostels.

35. Cleanliness in classrooms, verandahs, and premises is essential. Avoid leaning against walls and door-ways. Students shall abstain from disfiguring the class rooms, the furniture, compound walls and buildings or any part of the college campus by pasting posts, fixing nails or writing on them. They shall also desist from disfiguring the compound walls of building. In the event of such damage and destruction the cost of such products will be recovered from the concerned the student/students.
36. **Banners, flags, posters, etc. shall not be allowed inside the campus or at the gates or compound walls for purpose of any activity without the permission of the Principal.**
37. Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the prevention of **Damage to Public Property Act 1984.**
38. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
39. Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.
40. Students from other institution and outsiders disrupting any academic activity or functioning of the college office or any unit thereof shall be treated as infringing in the rights of college authorities to run the institution in a good manner for the public interest. All such deeds will be treated as infringement of the rights of students especially those belonging to orphan, SC/STs and other backward communities to have uninterrupted education. Legal actions including contempt of court will be initiated in all such cases.
41. Outsiders including police and media shall not enter the campus without the permission of Principal.
42. There shall not be any discrimination against any community or category of students of the college and immediate stringent action will be taken against the erring students/officials/faculty members.
43. Photography/video/audio recording and playing in the campus is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.
44. Except in emergency or office purpose Students and staff are not allowed to bring three-wheeler or four-wheeler vehicles into the campus. The two-wheeler of students and staff have to park at the allotted place at their own risk. Any type of vehicle is allowed to physically handicapped students and they have to park their vehicles at the area allotted.

45. The Security personnel/designated college staff are authorized to inspect the records of the vehicles entering the campus and register the details in the gate register.
46. The student Council and Parent-Teacher Association can advise Principal on internal matters of the college.
47. Complaints of students will be looked into if they are presented through the proper channel. Collective petitions however will not be allowed. Students and staff members can make use of the grievance redressal mechanism available in the college.
48. The college authorities reserve the rights to amend, repeal or modify any of the above rules.
49. The terms and conditions of admission and the code of conduct are binding on the student.
50. Any case of criminal activity or violation of law and order in the campus will be reported to the police and the police shall register case and initiate action against offenders.

B. ATTENDANCE AND LEAVE

1. If a student requires leave for personal reasons, she must get permission from the Principal or the HOD concerned.
2. Application for leave should be made at least two days in advance. When absence due to some unforeseen cause application should be submitted as early as possible.
3. The application for leave on account of illness should be supported by a medical certificate.
4. For undergraduate programme minimum requirement of attendance during a semester is 75% for each of their respective course. Students may also note that unless they promoted in the University Examination they will not be eligible for promotion to higher classes.
5. Students who want to participate in extra-curricular and co-curricular activities will not be granted grace attendance in lieu of such participation unless they get prior written permission from the Principal through applications forwarded by the teacher- in-charge.
6. Student who is absent for ten consecutive working days or two weeks without prior permission will be removed from the nominal roll.

C. LABORATORY RULES

The following are the General rules to be followed in the Computer, Geography, Internet and Language Labs.

1. Students should involve in the lab work in the most disciplined fashion. They should realize that Lab hours are the stepping stones to an intimate understanding of the subject and further research.

2. Students should maintain silence and cleanliness within the lab.
3. All equipment should be handled with care and utmost responsibility.
4. No equipment should be displaced from its original position.
5. Strict action will be taken if any article is stolen from the Lab.
6. If any equipment or apparatus is broken out of carelessness, the student will have to pay fine.
7. Students should sign the log book at the commencement of the lab hour.

D. LIBRARY RULES

1. All members of the staff and students are entailed to use the library for reference and borrowing books.
2. The library will be kept open from 9.30 am to 5.30 pm.
3. Students have been assigned a Monday to Friday of a week for borrowing/renewing/returning books.
4. The students shall register their names in the register book before borrowing books. Students will be allotted a limited number of books for a specified time.
5. Students are advised to report any defect or damage in the book before it has been given to them, otherwise it will be presumed that the book was without damage at the time it was issued. If a book /periodical is damaged by a member she will have to replace it or pay the cost of the book/periodical.
6. Silence shall be maintained in the college library.
7. **One our reading in the library is compulsory.** Student must collect a coupon (Love Books) from the library after reading one hour and submit it in the main gate before leaving the college. **Without submission of Love Books Coupon in the main gate no student will be allowed to leave the college.**
8. Plagiarism software is available in the library. The project submitted by the students should ask a certificate of plagiarism check.

Sd/-

(Dr. Alak Kumar Das)

Principal

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Copy forwarded to:

1. The coordinator, IQAC for information and keeping records
2. Office Copy
3. The system in-Charge, for wide circulation in college website



Dr. Alak Kumar Das
Principal,
Domkal Girls' College
Domkal, Murshidabad

