

Handbook  
on  
**Code of Conduct**  
**(For the guidance of students)**

1<sup>st</sup> April, 2019  
Document 1 - Edition 1



**GOVERNMENT**  
**DEGREE COLLEGE KATHUA**



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**on**  
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## PREAMBLE

“College students must abide by the rules and regulations of the institute. The institute authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules and also have to submit bond of good conduct.”

## GENERAL RULES AND REGULATIONS FOR STUDENTS

- Students shall behave with dignity and courtesy inside and outside the college.
- Students shall observe strict modesty in dress follow the laid down rules for dress code.
- Students should wear identity cards inside the campus and also when attending any meetings outside the campus.
- Possession of mobile phones during the college hours in the campus is strictly prohibited.
- Girl students are not allowed to leave the institute premises during the institute timings. If a girl student wants to leave the institute for some valid reasons before the closing of institute timing she has to take permission from the class teacher/Physical Director in written and show it to the gate keeper.
- Students shall not entertain visitors without prior permission in the campus. Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, ghutkas, chewing gums and smoking cigarettes. Any violation of these orders will lead to disciplinary action.
- Do not possess firecrackers of any kind in the hostel and college campus.
- Do not smear coloured powder and splash colour water in the guise of festivals and functions on or during any other occasion in the hostel or college campus.
- Do not scribble on the desks or the black board or on the walls of the college and hostel.
- Students are forbidden from entering the institute office during unspecified hours.
- Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
- Respect the institute property. Destroying or damaging the institute property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
- Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of the Principal or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of

the Principal. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the Principal.

- All vehicles should be parked in the allotted place. No vehicle will be allowed to enter the institute premises during the institute timings. Students coming by two wheelers have to compulsorily wear Helmet. Two wheelers will not be parked without Helmet. Vehicles found parked in unauthorized places shall be impounded.
- While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.

## DISCIPLINE AND CONDUCT RULES FOR STUDENTS

### Level of Misconduct and Indiscipline

#### Level 1

- All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the Institute and/or any act which incites or leads to violence.
- Gheraos, laying siege or staging demonstrations around the residence of any member of the community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- Sexual harassment of any kind which shall also include:
  - Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
  - Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, woman staff member/visitor. Ragging in any form.

#### Level 2

- Committing forgery, tampering with the Identity Card or Institute records, impersonation, misusing Institute property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- Furnishing false certificates or false information in any manner to the Institute.
- Arousing communal, caste or regional feeling or creating disharmony among students.

- Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the institutions in a way that would bring disrepute to the institutions.
- Use of abusive, defamatory or derogatory language against any member of the Institute Community.
- Causing or colluding in the unauthorized entry of any person into the Campus or in the hostel. Accommodating unauthorized guests or other persons in hostels.
- Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, ghutkas and smoking cigarettes in the Institute premises.
- Damaging or defacing any property of the Institute.
- Misusing institute resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the institute.
- Harming reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
- Not disclosing one's identity when asked to do so by a faculty member or employee of the Institute who is authorized to ask for such identity.
- Improper behaviour while on tour or excursion.
- Violation of security and safety rules notified by the Institute.
- Any other offence under the law of land.
- Any intimidation or insulting behaviour towards a student, staff or faculty or any other person.
- Any other act which may be considered by the Principal or any other competent authority to be an act of violation of discipline and conduct.

### **Punishment for Violation of Institute Rules and Regulations**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the institute.

#### **For Level 1 of Misconduct and Indiscipline**

- Expulsion from the institute and/ or hostel.
- Rustication up to four semester period and/or declaring the entire Campus out of bounds.
- Logging of FIR with the Police.

#### **For Level 2 of Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations**

- Admonition/ Reprimand and submission of bond or affidavit on Rs. 10/- stamp paper duly notarized.
- Deduction of marks from General Proficiency Marks and Teacher Assessment Marks.
- Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
- Withdrawal of any or all facilities available to a student as per, Rules (such as Scholarship/Fellowship, hostel etc.)
- Suspension from the institute for a specific period.

## HOSTEL RULES AND REGULATIONS

- Every student before room allotment in hostel shall give an undertaking with respect to the acceptance of rules and regulations.
- Rooms are allotted on the basis of the criteria & procedure laid down by the authorities and the Sole Discretion of warden from time to time. No change in room will be permitted during the session.
- Hostellers must always keep their Identity Card in their possession.
- Students are advised to be properly dressed during breakfast, lunch and dinner.
- Boarder should not keep expensive article in their room. Authorities will not be responsible for any loss or theft of such items. Boarders will be held fully responsible for any loss or damage to the electric fitting, furniture of any other property in their room and hostel premises.
- It is the responsibility of the inmates to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors. Creating noisy or unruly scenes in Hostel or destroying academic ambience in any manner will also mean instant vacation of hostel accommodation.
- Any activity of the inmates observed to be prejudicial and detrimental to the smooth and peaceful functioning of the college hostel will be viewed seriously by the management and disciplinary action will be taken against those found guilty.
- No students shall enter the kitchen or give instructions to the cooks or other workers. Complaints regarding food, service etc. if any, may be brought to the notice of the Mess Manager.
- Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any inmates, if found indulging in such practices, shall be asked to vacate the hostel without any notice.
- Students, while going out, shall enter the time of leaving, purpose and proposed time of return in the register. While returning they shall also enter the time of return in the same register.



- Day scholars or any outsiders cannot be called to hostel rooms. Any hosteller found accompanying a day scholar in hostel or facilitating a day scholar's stay will immediately asked to vacate the hostel. No boarder shall permit any other person to live in his/ her room.
- Inmates shall not entertain any beggars, vendors or any other persons inside the hostel premises.
- Coming late in the night after Institute Main Gate is closed is NOT AT ALL acceptable and amounts to violation of hostel rules.

## **ANTI RAGGING**

### **What constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

- 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;
- 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;
- 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;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- 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;
- Any act or abuse by spoken words, emails, posts, 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;

- 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.

### **Punishment for Culprits**

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution
- Lodging of an FIR with the police
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **Anti Ragging Squad**

Several senior faculty members are nominated to the Anti Ragging Squad. All students are encouraged to approach them without any hesitation in case of ragging.

