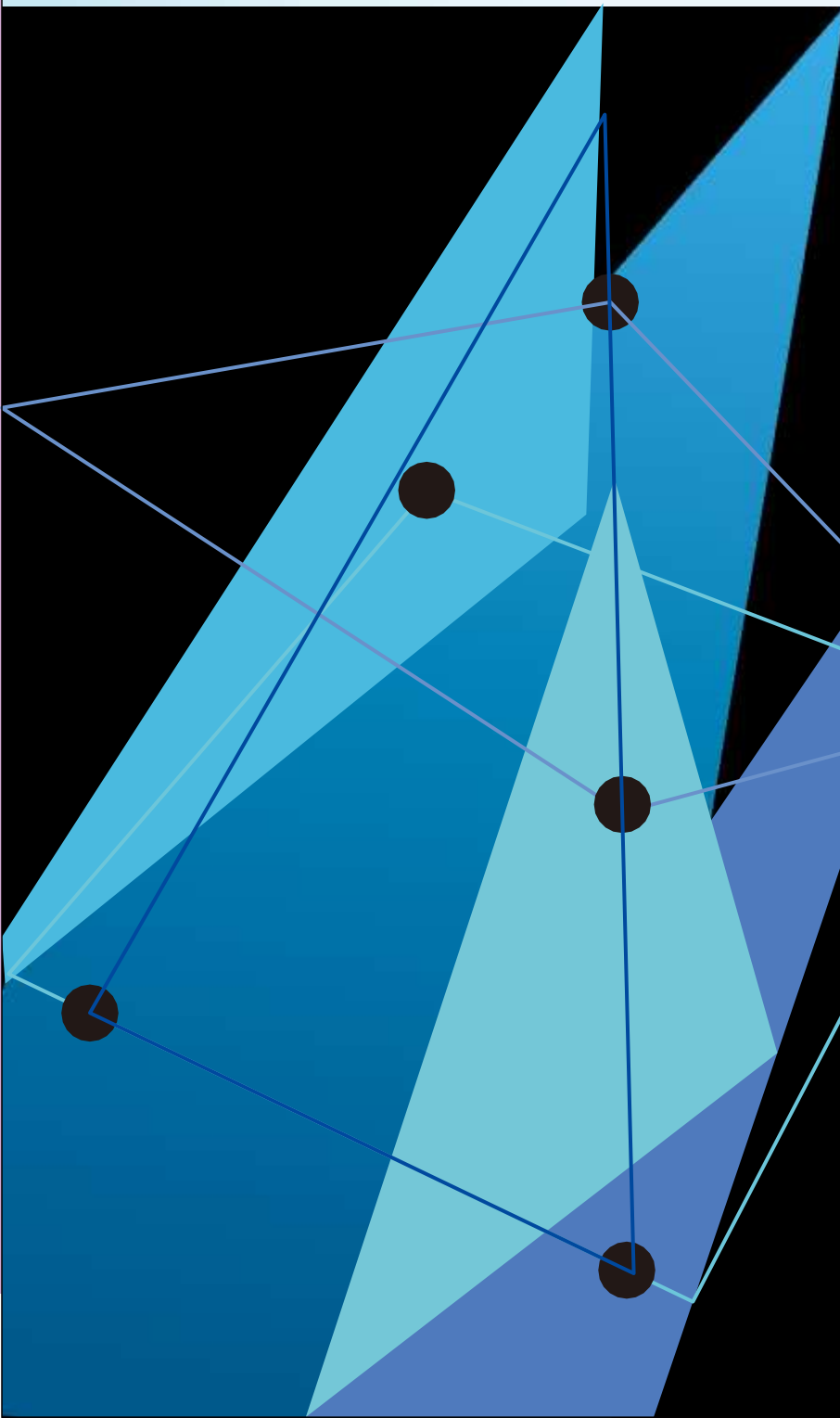


CODE OF CONDUCT FOR STUDENTS 2021



DR PDB HIMALAYAN GOVT.
PG COLLEGE KOTDWAR

Students-Code of conduct 2021
An IQAC creation

CODE OF CONDUCT FOR STUDENTS

At the time of admission each student shall sign a declaration along with the Admission Form, that he/she will abide by all the rules and regulations of the college, and accept the decision of the Principal in all matters as final. Her parents/guardians will also endorse this declaration.

1. All students are expected to conduct themselves in a manner worthy of a citizen in the college community. Such conduct is based on respect for the dignity and rights of individuals, public and personal propriety and personal and academic honesty. All students are answerable to the Principal for their conduct in the college, and for their behavior outside college, if it adversely affects the good/name of the college.

2. Insubordination and unbecoming language or conduct in any form is sufficient reason for the dismissal of a student.

3. Attendance is compulsory (Minimum 75%) for each paper (theory and Practical separately). Attendance is also mandatory for all occasions as and when directed by competent authority.

4. Absence from college must be justified **in writing** and if illness is the cause, a medical certificate must be submitted; **75% attendance is mandatory as per University norms.**

5. Internal assessment marks are considered by the University for grading of the student. Absence at internal assessment is considered as failure.

6. Those who **absent themselves from internal examinations** without the express permission of the Principal, Such absence must be justified in writing and in case of illness by a medical certificate. Attendance below the University of Norms will mean that you may debar to appear in the semester/annual exam.

7. Ragging of any sort is not condonable.

8. Students must maintain an environment conducive to the teaching-learning process. They should maintain strict discipline in the classroom and extend respect to their teachers. Completion of academic commitments to the fullest capability is mandatory.

9. No students will compromise on the academic integrity of the institution by indulging in malpractices such as cheating. Those who use **unfair means** at examinations are liable for **disciplinary action** and may result in the student being asked to **discontinue her/his studies in the college.**

10. All students are expected to dress modestly.

11. Wearing the College identity card is compulsory.

12. **The use** of mobile phones by the students inside of classrooms and specified places in the college campus is not permitted.

13. Maintaining the cleanliness of the College is the responsibility of each student.

14. The college is fully owned by The Government of Uttarakhand so the Damages to the Govt Property Act is fully operational in the college. Damage or vandalism of college property is punishable offence under the said act.

Attendance

According to G. O. no. 528 (1)15 -(उ०शि०)71/97 dated 11 June 1997, no regular student will be permitted to attend any examination held by the University until he/she does not fulfill 75% attendance in theory as well as practical. A relaxation of 5% (in theory and also in practical) by the subject in-charge and of 10% by the Honorable V.C. can be granted in a session under specified circumstances. E.g. On presenting medical certificate of severe illness within 15 days of absence.

Attendance in all the classes will be counted from the date of submission of admission fees.

DISCIPLINE

For maintaining an academic ambience, a College Disciplinary Committee formulates rules and regulations that are bounding on the students. To maintain the tranquility on violation of any rules or involvement in any indecent activity, the College Disciplinary Committee is authorized to take disciplinary action against those responsible. This safeguards the tranquility of the college and allows everyone to fulfill their tasks unhindered.

In line with the high traditions of the college, students are expected to contribute to the healthy academic spirit. In no case a student shall breach the law or use force in the campus. In case of a grievance, a written complaint should immediately be presented to the College Disciplinary Committee, so that the required action may be taken after a proper probe into it.

A Student shall remember the following and not violate them in any case:

These are the acts that amount to MAJOR MALPRACTICES

1. Indecency and Disregard against guest of eminence.
2. Disrespect, in words or action, to the Staff or the Professors.
3. Presenting fraudulent signatures, documents or declaration.
4. Use of Violence, force or bullying, in words or acts.
5. Any action that threatens the Serenity, Discipline and Prestige of the college.
6. Involving in or encouraging Ragging. (***Ragging has been declared a heinous and punishable crime by the honorable Supreme Court.***)
7. Hindering the teaching learning process in the class.
8. Display or promotion of any political or communal ideology in the campus.

Prohibitions

1. In accordance with the decision of Honorable Supreme Court, UGC has prohibited sale/Purchase or consumption of any kind of intoxicant within 200 mts. of the college. Infringement of this rule is punishable by law.

2. Writing and posting advertisements and posters on the walls, doors, etc. of the College.
3. Defiling the building, Gardens on any other property of the college.
4. Refusing to present the I-card when asked for.
5. Unwillingness to follow orders / instructions by the College disciplinary committee or any faculty member.
6. Edibles especially chewing-gum, pan-masala, tobacco products etc. are completely prohibited. Transgression will result in re-stipitation.

IDENTITY CARD

Every regular student of the college compulsorily requires to receive an I-card from the office. Anyone unable to produce the I-card will be considered as an outsider. Action will be taken against them in accordance with the rules of the college. Duplicate I card can be issued from the office on payment of Rupees 50/-.

Regarding Facilities

1. *Library and Book Bank*

1. Two books at UG level and four at PG level will be issued to Regular Students for a period of 15 days. Fine of Rupees 1 after 15 days and of rupees 2 after a month will be levied as late fees.
2. Issuance and submission of books is done from 10:00 a.m. to 02:00 p.m. on working days. Relevant information is displayed time to time by the Librarian on the information board.
3. Books to be checked while being issued from the library. Inform the Librarian in case of torn or missing pages. The responsibility will later lie with the student.
4. Examination I Card will only be issued before commencement of examinations on presenting NOC (No Objection Certificate) received, on submission of books, from the Library. A fine of Rupees 1 up to 15 days from the date of exams and Rupees 2 thereafter will be charged per book per day.

5. In case of damaged or lost book, latest edition of the book with the same topic and writer or double the cost of the book will be collected.
6. On recommendation of the committee Books will be made available to the students from the Book Bank on payment of 10% of the cost of the book.

2. FEE EXEMPTION, RELIEF FUND FOR POOR & SCHOLARSHIPS

1. Intelligent but poor students are given a helping hand through relief fund for poor.
2. Documents to be attached with the fee exemption application – Income certificate, attested copies of previous Marksheet & last year free exemption certificate, if used.
3. Social welfare department awards scholarships under its norms to the poor among SC /ST /OBC and to specially-able students.

Note - Scholarships are awarded by Government of India, various Institutions, state government and offices through D. B. Beneficiaries to have further information related organization and its website.

3. OTHER AMENITIES

1. Employment related information is provided through Student welfare board.
2. The College magazine 'Vatayaan' provides a platform to harness the talent of the students.
3. Many activities and competitions are conducted regularly on the State, national and International days of significance. Students are expected to collect the information from the departments and participate frequently.

CODE OF ETHICS FOR STUDENTS

Students are encouraged to follow these ethical practices:

- Respect for institutional values.
- Uphold and contribute towards enhancing the reputation of the institution.
- Always show respect for college property. Neither try to distort nor allowed others to harm any such property in the college campus.

- Not engage in activity off-campus and on social media which can undermine the reputation of the College.
- Uphold academic integrity by refraining yourself from cheating in any examination and do not resort to plagiarism in your assignments.
- Respect towards the Principal, teachers, office staff, support staff and fellow students.
- Always extends helping hands to your juniors especially newcomers in the college.
- Tolerance for diversity in interpersonal relations and exchange of ideas.
- Remember the following famous saying about respect:

“IF YOU SALUTE SO SHALL YOU BE SALUTED



Principal



for IQAC