

OFFICE OF THE PRINCIPAL GOVT. COLLEGE AMBALA CANTT

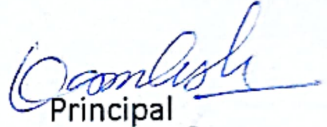
Memo No.GCA/2016/1285

Dated : 05/05/2016.

OFFICE - ORDER

Keeping in view of the ethics and protocols, the following Code of Conduct for teachers and as well as for the students is hereby notified and will come in force with immediate effect.

All the teachers and other members of the staff shall strictly abide by these Code of Conduct Rules.


Principal
**Offg Principal
Govt P.G. College
Ambala Cantt.**

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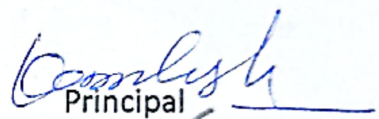
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CAMPUS CODE OF CONDUCT RULES FOR STUDENTS

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and the university and should act in a way that highlights the discipline and esteem of the College.
- Students should be respectful towards teachers , other staff members and fellow students.
- Students having laboratory sessions in the forenoon or afternoon, have to report to the lab directly in time and they are not expected to go to the class room late.
- All students shall leave the classes immediately after 4.00 p.m. OR as and when the classes are over except assigned any special duty. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc., and emphasis be made on studies and co-curricular activities.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates and is to be approved by the competent authority.
- All the students are expected to be present in the class well -within time. Late coming will result in loss of attendance for the corresponding class and absentee fine will be charged as applicable.
- A six day working schedule from Monday to Saturday is to be followed in the college. Classes are scheduled from 9.00 a.m. to 4.00 p.m.
- In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present during the entire session.
- No student shall enter or leave the class room when the academics are on without the permission of the teacher concerned.
- Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus.

- Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities.
- All the students shall wear their identity cards, well displayed.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing- gum, pan masala etc. are strictly prohibited.
- Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD/ Principal will be treated as indiscipline.
- For independent study, students are expected to use the class rooms, library, labs or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels.
- Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character and competence of the student in the proposed event for participation.

- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance and to carefully handle the furniture, equipments, fixtures and appliances of the college and lab. In case of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- Students are not permitted to use mobile phones within the campus. The mobile phones shall be kept in silent mode.
- Pay fees well in time to avoid fines.

Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.