

Office of the Principal, Shri Kapil Muni Govt. College for Women
Kalayat (Dist.-Kaithal)

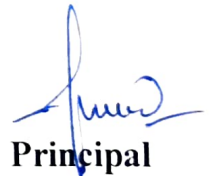
(E-mail: gegkalayat@gmail.com)

Memo No. *SKMGCW/25/518*

Dated: *19/05/25*

Office Order

It is hereby informed to all the students of the College that the "Model Code of Conduct" for all the students is hereby notified and will be implemented with the date of notification (Copy attached). Further, the "**Model Code of Conduct**" is also available on the website of the College and in the telegram group of students. All the students are hereby directed to ensure adherence of the same in letter and spirit.



Principal

Principal
SKM Govt. College for Women
Kalayat (Kaithal)



Office of the Principal, Shri Kapil Muni Govt. College for Women Kalayat (Kaithal)

Address: Railway Road Kainchi Chowk Kalayat-136117

Email: kalayat@gmail.com



CAMPUS CODE OF CONDUCT RULES FOR STUDENTS

- ✦ Students are expected to maintain the highest standards of discipline and dignified manner of behaviour 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 and reflects the discipline and esteem of the College.
- ✦ Students should be respectful towards teachers, other staff members and fellow students.
- ✦ Students shall abide by the six-day working schedule of the College from Monday to Saturday from 9:00 a.m. to 4.00 p.m.
- ✦ Students having laboratory sessions in the forenoon or afternoon shall report to the lab in time.
- ✦ All students shall leave the classes and College campus immediately after 4.00 p.m. OR as and when the classes are over except when assigned any special duty. No students shall wander or gather in veranda, corridor, and staircase etc. and shall not spend much time in canteen, coffee shops etc. Studies and co-curricular activities should be their sole motive and priority.
- ✦ All leave applications (Regular & Medical) shall be submitted in time to be sanctioned by the HOD and the teachers concerned. Application for medical leave shall be accompanied by valid medical certificates and is to be approved by the Competent Authority.
- ✦ All students are expected to be present in their classes well in time. Latecomers will face the lecture shortage, i.e., loss of attendance for the corresponding class and absentee fine will be charged as applicable.
- ✦ It is mandatory for all the students to attend the seminars/project presentations conducted for them. They must ensure their presence during the entire session.

- ✦ No student shall enter or leave the class-room without the permission of the teacher concerned when the academic activity is taking place.
- ✦ 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 behaviour such as shouting, loud-speaking, hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- ✦ Students are required to make use of the library, common computing facilities and involve themselves in professional body activities.
- ✦ All students shall wear their identity cards, well displayed.
- ✦ Consumption of intoxicants / psychotropic substances in any form, smoking, using chewing gum, pan masala etc. are strictly prohibited in the College campus.
- ✦ Access to academic buildings beyond the above stated timings and on holidays without written permission from the concerned HOD/ Principal will be treated as indiscipline.
- ✦ For self- study, students are expected to use the vacant 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.
- ✦ Students should keep the campus neat and clean and should not litter around. They should make use of garbage collection baskets/bins to discard the garbage correctly and properly.
- ✦ During 3-hour University examinations, students are not allowed to leave the examination hall/allocated class-rooms 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 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.
- ✚ Students are strongly advised to refrain from activities such scribbling, noting or putting footmarks on walls, doors or furniture which could deface the College and destroy the academic ambience. They shall carefully handle the furniture, equipment's, 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.
- ✚ Misbehaviour 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 towards fellow students or any other 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 and as per the provisions envisaged under Haryana Anti Ragging Act, 2012.
- ✚ Students shall refrain from using mobile phones unnecessarily and they shall keep their mobile phones in silent mode within the College campus. Students shall not arrange party/function at their own level without prior permission of the Principal.
- ✚ Students have to 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 to College or any course of corrective measure as found suitable by any staff member or higher authority of the College.