



GOVERNMENT OF KARNATAKA
(Dept. of Collegiate
Education) GOVERNMENT
COLLEGE FOR WOMEN KOLAR
- 563 101

(NAAC Re-Accredited with B Grade, Affiliated to Bangalore
University & Recognised U/s 12B of UGC Act of 1956)

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CODE OF CONDUCT FOR STUDENTS HAND BOOK

**GOVERNMENT COLLEGE FOR
WOMEN, KOLAR is**
*committed to providing all students with an inclusive,
safe learning environment where they feel welcomed
and respected. The Student Code of Conduct (the
Code) gives guidelines and standards for student
behavior*

GOVERNMENT COLLEGE FOR WOMEN, KOLAR

HAND BOOK FOR CODE OF CONDUCT 2019-20

At GCWK, we agree on a set of values which guide
how we impart pedagogical skills engage in
campus life together.

The Student Code of Conduct below reflects our professionalism to develop these values into a document which sets out to our student community our shared expectations. It results from extensive consultation involving our student leaders and student community, academic and professional colleagues and benefits from input from experts who advised us throughout the process of development and publication of this code. The aim of this Code of Conduct is to inculcate a sense of discipline, conscientiousness and co-existence in students and to create a system which will ensure student growth through individual and collective responsibility. All the students of the institution are instructed to be aware of this Code of Conduct and are expected to abide by it.

Purpose

The Student Code of Conduct outlines the policy framework for identifying and resolving issues of behavior and conduct of students as members of the GCWK Community.

Overview

The Student Code of Conduct sets out GCWK values, principles, behaviors and conduct required of all students and directs students to the rules that apply to the code. Student responsibilities are underpinned by the values and principles which apply to all members of the GCWK community.

Scope

The Student Code of Conduct applies to all GCWK students and includes all activities:

- that take place on GCWK CAMPUS; Sports, cultural, NSS, NCC, SCOUTS, academic, exams, student forums and other cells and associations.
- that take place outside GCWK but are run by, endorsed, or funded by GCWK or GCWK associated entities, including internships and placements.
- that take place online that are created, authorized, sponsored, or funded by the GCWK or GCWK associated entities, or involve people who identify themselves as GCWK students.
- that utilize, or are facilitated by GCWK infrastructure, equipment or services.
- where GCWK is represented at internal, local, national or international conferences, functions, events, or through exchanges, including activities run by GCWK.
- that take place at GCWK affiliated accommodations facilitated by the college and government authorities.

Rights and Responsibilities

As a student, you have the right to:

- undertake your studies in a supportive environment,
- access whatever learning resources that support your academic success,
- be informed of GCWK College's academic and non-academic expectations.

It is your responsibility as a student to:

- make best use of your learning opportunities,
- ensure that your behavior does not make it hard for others to learn,
- follow all GCWK College rules.

The following points outline the behavior expected of GCWK College students. If you have trouble understanding these expectations, ask a GCWK disciplinary committee convener and members for help.

General Code of Conduct for Students

➤ Classes start from 9.45 a.m. and may continue up to 5.00 p.m. on all the six days of a week (Monday to Saturday). Students are advised to come to the college by 9:30 am to attend classes. As per university rules 75% attendance is mandatory to appear in semester end examination.

- Students must adhere to Dress Code of the Institute.
- Use your mobile phone or other mobile devices only as directed by your teacher
- Every student must carry her Identity Card while entering the campus and identify herself with the help of the Identity Card whenever asked for.
- No guests / visitors shall be allowed with the students in the class/lab/ library.
- Students must help keep the institute clean and tidy and also preserve and maintain the greenery. Eatables / beverages are not allowed inside the study areas including labs, library, and classrooms.
- Students should have their breakfast/lunch inside the campus or class room.
- Do not behave aggressively to GCWK College staff or other students
- Substance abuse of any kind is prohibited in the premises of the institute.
- Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories and any other facilities extended to the students.

Rules to be followed in laboratory / Auditorium/seminar room etc.

- All the labs follow certain safety and academic norms for their smooth functioning. Students are advised to keep themselves updated on those norms and follow them accordingly
 - Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy / theft.
- During practical sessions, students will have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the college's property, machinery and equipment. In case it is found that they have caused any damage to the college property they shall be required to compensate or make good the damage caused. Any
- decision regarding the extent of their liability on such account shall be at the discretion of the college, which shall be final.
 - The nature of learning in any program may require the students to purchase tools, stationary items from time to time. Specific instructions in this regard will be given by the concerned department / faculty at the beginning of various courses.

➤ In case of medical emergency in the class/laboratory, the student must inform the faculty member / technical assistant without any hesitation.

Rules to be followed in Library

Service Hours: Monday to Saturday: 10:00 am to 5:00 pm

Reading Room 10:00 am to 5:00 pm

Following activities shall be deemed as act of indiscipline

- e) Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere
- f) Using abusive language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members;
- g) Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises;
- h) Fraud, deceit, deception, dishonesty or theft in relation to this institute or its staff,
- i) Action likely to cause racial harassment of any student, member of staff or other employee of this institute or any authorized visitor of this institute;

a) Damage to, or defacement of, college's property caused intentionally or recklessly, or misappropriation of such property which includes , damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls /doors/ windows/ white board / tables / equipment / chairs etc. by way of writing names/painting/scribbling etc.;

b) Misuse or unauthorized use of the institute premises or items of property, including computer misuse;

c) Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the college ;Threatening, physically preventing or using any other means from preventing the students from attending classes;

d) Consuming drugs, alcohol or any other activity in Campus, which is construed as a societal offence at large;

Penalties for minor disciplinary violation

Where the violation is considered minor by the Disciplinary Committee, the following penalties may be imposed at the discretion of the Principal for minor disciplinary violations:

- A warning to be issued to the student for first offence may not be placed in the students' record. However, in case of a repeated offence the censure may be placed on the student's record and may invite action;
- A fine may be imposed for each violation / offence;
- Withholding scholarship or other benefits/ grade cards /offer letters etc.

Penalties for major disciplinary violation

When violation is considered major by the Disciplinary Committee, the following penalties may be imposed for the major disciplinary violations:

- Suspension / debarment from the institute where the student will be declared 'persona-non-grata' and will be debarred from entering the premises, facilities and from attending the classes or;
- Permanent expulsion from the institute or;
- The defaulter may be debarred from taking an examination or examinations for one year or more.
- Any other course of action which may be reasonable in the circumstances.

Note: If the College decides to impose a serious penalty, you will be informed in person and/or in writing. If you believe you have been wrongly accused of misconduct

or unfairly penalized, you can access the appeal to the Disciplinary Committee Panel with proper evidence and documentary support.

Penalties for ragging

As per Supreme Court Judgment ragging is - any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness with any other student, indulging in in-disciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

The punishment may also take the shape of:

- a) withholding scholarships or other benefits
- b) debarring from representation in events
- c) withhold results
- d) suspend or expel from the institute.


IQAC CO-ORDINATOR
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