



# RAJKIYA KANYA MAHAVIDYALAYA

## LONGWOOD, SHIMLA



# CODE OF CONDUCT

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# STUDENTS

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## Do's

- Every student must carry her identity card issued by college while being present in the college campus
- Maintain general cleanliness within the classrooms, laboratories and the campus.
- Students are required to check the college website/notice board on a daily basis for important updates.
- During leisure hours students are advised to use the library as much as possible.
- Students must maintain 75% attendance in all subjects to be eligible to appear in annual Examination. Absence from classes for ten lectures in continuation will lead to striking of names from the college rolls.
- Appearing in Minor Tests and submitting of Assignments is mandatory.
- Student must refrain from any form of cheating.
- Any change in the residential address of a student should be immediately communicated to the College.
- Maintaining proper hygiene and proper disposal of sanitary napkins (in the incinerator) is the responsibility of the student.
- Student should come smartly dressed up in neat, decent and comfortable clothes.



## Dont's

- Action shall be taken against students indulging in any act of ragging
- Usage of cellphones is strictly prohibited in the campus. Phone of guilty students will be confiscated and a fine will be charged / imposed. No mobile zone instructions are to be followed strictly.
- Slogan shouting and loud heated arguments leading to violence is not allowed.
- Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the authorities of the institute.
- Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
- Misbehaviour towards other students and staff members will be considered as a very serious case of misconduct.
- Scribbling on benches, desks and walls or damaging college property is punishable
- Entering class-rooms late is highly objectionable.
- Consumption of intoxicating products is strictly prohibited.
- Spitting and loitering are strictly prohibited inside the college. Guilty students shall invite severe punishment / disciplinary action.
- An attempted or actual theft in the campus is punishable leading to expulsion.
- The student will not step out of the domain of college regarding matters pertaining to college.
- Student suffering from any contagious disease must proceed on leave with permission.
- **Ignorance of any rule will not be treated as an excuse.**



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# HOSTELERS

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- The college attempts to take responsibility for its hostel students necessity of certain ground rules. Following these rules make for harmonious living and ensures the safety of our students. The students and their guardians are expected to abide by all the rules, regulations and procedures given in the Prospectus, which may be revised from time to time by the Hostel and College authorities.
- Boarders are expected to arrive a day before the session begins with their quilt, bed linen, a lock, a tumbler, two plates, a spoon and a mug.
- Furniture and bedding will be issued at the time of allotment of room. Before leaving the Hostel student must obtain a certificate from the warden that the furniture and bedding has been returned in good condition.
- Boarders are not permitted to keep record players, firearms or any electronic gadget in their rooms. Defaulters will be imposed a fine of Rs. 200/-and the appliance will be confiscated.
- The authorities will not take any responsibility for loss of valuables, jewelry or cash of the boarders.
- All boarders will report for the routine Roll -Call every day at 5.00 p.m. and if any student is found absent without the prior permission of the warden will have to pay a fine of Rs. 50/-per day. Disciplinary action will be taken against the defaulter.
- Food is served only in the dining room of the college hostel. Mess dues should be paid by the 10th of every month or as notified, failing which a fine of Rs. 5/-per day will be charged, except during vacations. Boarders are not permitted to do cooking in their Rooms.
- The resident student will have to apply separately for leave both from the college and the hostel.
- No student will be allowed to go out of town/home during working days without prior sanction of leave by the Principal for which letter should be sent by the parents directly to the Principal at least two days in advance.
- Clothes will be washed at reasonable rates by the washer man. Dues should be paid by the 10th of every month, failing which a fine of Rs. 5/-per day will be charged.



- Hostelers should emphasize upon not wasting resources. Hostel students shall switch off the lights while they are away. Any room found with lights on but no one is present in the room will lead to disciplinary action. If the geysers and water aqua guards are found on when not in use, the entire floor will be fined.
- Further, a boarder will be allowed to avail only 10 days leave with the prior permission of the Principal.
- No visitor will be allowed without a letter of authority from the parents of the students except in case of an emergency, if any.
- Defiance of the hostel rules or misbehavior will render a resident student liable to disciplinary action / expulsion from the hostel.
- The Principal is the final deciding authority for allotment of a seat in the hostel.
- Cooperation is expected from students and parents in making it a good community and a happy place for all the students.
- The resident students will be allowed an outing once a week from 2 p.m. to 5 p.m.
- To visit a local guardian or friends, a resident student must ask for a special authority letter from the parents, which should be sent directly to the Principal clearly specifying the days and date of the functions and the number of days of leave.
- No day scholars or guests will be allowed to stay in the hostel, except the mother of the student in case of her ward's serious illness, with prior permission of the Principal.
- The Principal and members of the hostel committee reserve the right of censoring all correspondence of the resident students.
- With the permission of the warden, the local guardian may meet her/his ward between 10 a.m. to 5 p.m. every Sunday in the visitor's room or in the sick room in case of illness, after producing the local guardian identification card and signing the visitor's register.
- Parents should check the departure/arrival of their wards at each visit to ensure their security. No student will be allowed to stay in the hostel during the college vacations.



- After vacations or holidays the resident students must reach the hostel on the given date. In case of unavoidable delay, the parents should write directly to the warden, intimating the new date of their ward's arrival failing which a fine of Rs. 5/-per day shall be charged.
- Parents/guardians of boarders should meet the Principal/hostel warden once in every two months.
- Boarders failing in the final examination will not be admitted again.
- It will be mandatory for the parent/parents to attend a meeting with the college authorities as per the directions issued by the college administration.
- Meal Timings
  - Breakfast 7.30 a.m. to 8.45 a.m.
  - Lunch 12.00 noon to 1.30 p.m.
  - Tea 4.00 p.m. to 5.30 p.m.
  - Dinner 7.30 p.m. to 8.45 p.m.The above timings may vary depending on celebrations in the hostel.
- Students will themselves take up the responsibility to see that quality products are purchased and served in the mess, through elected food representatives.
- Food from the mess is not allowed to be taken to the rooms. This is to keep the hostel rooms, rodent and insect free. Meals must be taken in the Dining Room only and at the specified timings. Food will be served for the hostel students only up to 9.15 p.m. in special cases ,with prior information.
- Proper dress code should be maintained in the dining room. Action will be taken if it is not adhered to.
- Courtesy to all the staff in the hostel is expected from every hostel student and her visitors. All students are expected to speak with respect with each and every hostel staff.
- Parents/Guardians/Students are not allowed to argue with the college gatekeeper. In case of any problem, the warden may be contacted.
- The student must inform the authorities if her parents move to Shimla, or if her local guardian moves out of Shimla.





- Failure to reside in the hostel for more than one month, excluding medical reasons, will result in cancellation of the hostel seat. Leaving the hostel without permission will also lead to the student's hostel seat being taken away. If any student extends leave, without immediate information to the warden (for whatever reason), the student loses her right to the hostel.
- For the sake of security no visitor, (including parents, day scholars and anyone else) are permitted to come inside the hostel rooms. If any unauthorized person is found/reported to have come in the room, the hostel student's admission will be cancelled immediately.



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# TEACHERS

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- Adhere to a responsible pattern of conduct and demeanour expected of them by the academic community.
- Seek professional growth through study and research.
- Contribute to knowledge building through meaningful participation and sharing of ideas at professional meetings, seminars, conferences etc.
- Teachers must adhere to the official Time Table and report on time for their respective class.
- Teachers should accord dignity and respect to all students across gender, caste, class, religious and ethnic locations.
- Respect students' rights to freely express their opinions.
- Be just and impartial with students regardless of their religious, caste, political, economic, social locations.
- Encourage students to improve their academic performance and also contribute towards the community.
- Inculcate among students a spirit of critical inquiry and the constitutional ideals of democracy, patriotism and peace;
- Not humiliate, belittle, objectify or body shame students.
- Be mindful of the fact that each student is different and they have different boundaries and sensitivities.
- Treat students with kindness and compassion.
- Speak respectfully of other teachers and render assistance for professional betterment;
- Teachers should help in the functioning of committees and cells comprising teachers, students and the non-teaching staff.
- The dress during the college hours has to be proper, decent and smart. No denims will be allowed.



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# **ADMINISTRATIVE STAFF**

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## Do's

- Report for routine duty on time and remain on campus during working hours.
- Maintain well organized workspace and keep track of schedules, tasks and documents efficiently.
- Manage your time efficiently to meet deadlines.
- Be flexible and adaptable to the changing demands.
- Maintain confidentiality of sensitive information.
- Stay updated with relevant software and technology to perform tasks efficiently
- Maintain cordial relations in all interactions.
- Dignity, decorum and courtesy are to be maintained in speech and behavior.
- The dress during the college hours has to be proper, decent and smart. No denims will be allowed

## Dont's

- Don't procrastinate.
- Do not share confidential information with unauthorized individuals.
- Don't be disorganized and avoid misplacing important information.
- Refrain from indulging in office gossip.