

## **INTERNAL QUALITY ASSURANCE CELL ( IQAC)**

### **Govt. College for Women, Nawakadal Srinagar.**

#### **Instruction manual (Code of Conduct) for students**

This manual indicates the standard procedures and practices of the Govt. College for Women, Nawakadal Srinagar (hereinafter referred to as the 'college') for all students enrolling with the college for pursuing various courses. All students must know that it is incumbent upon them to abide by this code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. The College's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All students are requested to be well conversant with this Code, which can be also viewed on the official website of the College.

- The college being located in the densely populated Shahar- e- Khas area, therefore the students are advised to uphold all such ethical, social and moral values that will make their college authorities feel proud.
- Every student must enter the college in proper uniform.
- Every student must carry his/her identity card while being present in the College Premises.
- Late comers will not be allowed to enter the college.
- Every student is expected to maintain the discipline and general cleanliness within the classrooms, laboratories and the campus in general.
- Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- The consumption of any intoxicating product is strictly prohibited.
- Use of Cell phones is strictly prohibited within the college premises.

- Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- Students should handle the college properties with care. Damage to the electronic boards, furniture or any other materials may lead to penalty or suspension from the college.
- During leisure hours, students are advised to use the library.
- The students are advised to keep themselves physically and mentally fit by taking advantage of the sports and Gym facilities provided in the college in the leisure time.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus are strongly prohibited as well as punishable.
- Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- A student should maintain requisite attendance in the Lectures of every subject.
- The students are advised to retain the same email ID and mobile number throughout the course as all important correspondence shall be done using the same email ID and mobile number.
- The students should avoid littering the college premises particularly river Jhelum, on the banks of which the college is situated.
- Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- Students are required to check the Notice Board and also website/ Telegram of the college for important announcements.

***Keeping in view the current pandemic situation, the students are directed to follow proper SOPs/guidelines of Covid-19 issued by the Department of Health from time to time within and outside the campus.***