



**Govt. Girls' P.G. College, Ujjain**  
**A Centre for Excellence,**  
**“A” Graded by NAAC in Two Cycles**

**Internal Quality Assurance Cell**

# Code of Conduct for Students

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**IQAC**

## **CONTACT**

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PHONE:  
0734-2530866

Website:  
[http://govtgirlspgcollege  
ujjain.com/](http://govtgirlspgcollege<br/>ujjain.com/)

EMAIL:  
[Iqac.gcujn@gmail.com](mailto:Iqac.gcujn@gmail.com)

1. ~~Wear mask in any situation, unless health reasons prescribed by doctor.~~
2. Use Sanitizer and/or intermittent handwash.
3. Maintain physical distancing.
4. Come to the college only when colleges reopen through govt. orders and with prescribed documents.
5. Combat fake information on COVID and spread scientific awareness in the society.
6. Treat all members of the College community with respect and courtesy.
7. Be ambassadors for the College in the local area: be courteous and polite to members of the local community.
8. Attend all registered sessions, unless ill or for another unavoidable reason, and be punctual. Maintain an attendance rate of at least 95%.
9. Do all your work to deadline and to the best of your ability.
10. Be committed to your studies: attend classes on time, participate actively and constructively during classroom activities, and complete all tasks allocated
11. Respect the facilities, books and resources provided to assist you in your studies.
12. Bring your ID to college and show it to any member of the college staff when asked.
13. Observe any class rules or behaviour guidelines as set by your teachers;
14. Switch off phones and store them out of sight in class, unless by permission of the teacher.
15. All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
16. Students should greet the teachers appropriately with "Good Morning Madam/Sir" or "Good Afternoon Madam/Sir" and a "Thank you Madam/Sir" when the teacher leaves the class room and also when the students come across teachers on the way.
17. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
18. Students are encouraged to make use of the library, common computing facilities, Girls' Common Room and to involve in professional body activities or any program authorized by the college beyond class hours.
19. Access to academic buildings beyond the college timing and on holidays without written permission from the concerned Head of the Department will be treated as a case of indiscipline.
20. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in

personal injuries or damage to property. Follow safety precautions moving near machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.

21. Develop a society connect through NSS, NCC, Red Cross and Red Ribbon Units of College.
22. Fully participate in academic, literary, Sports and Extra Curricular Activities of the college.
23. The College Students Union will be formed as per the recommendations and prescriptions of the State Government.
24. 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.
25. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus without prior permission of the HoD and Principal.
26. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, printed material or pamphlets etc. in the campus without the permission of the competent authority.
27. Students should take care of their belongings. The institution will not be responsible for any loss
28. You should respect the rights and privacy of others
29. You should not send offensive or anonymous messages
30. Accessing pornographic, offensive or inappropriate material is strictly forbidden
31. 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 Honourable Supreme Court of India.
32. Misbehaviour or use of threat or violence against Principal, members of the staff or fellow students will be considered as very serious cases of misconduct.
33. Cheating is strictly prohibited during exams which includes, but is not limited to the use of prohibited materials or equipment or consultations with other students during exams.
34. Collusion which is a case of academic dishonesty involving more than one person. It includes two or more people colluding to share answers during an exam or for the purposes of completing a take-home assignment when

specific instructions were given that the assignment was to be the student's own work.

35. Plagiarism involving copying materials without using quotation marks even though the source is indicated, or paraphrasing materials without acknowledgement to the author(s).
36. Recycling involving submitting work as your own that has been submitted by another College student in the past.
37. Expulsion from the College is enough for expulsion from the hostel.
38. Fine policy of GGPGC, Ujjain: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.
39. Fine will be charged in case the students:
  1. Bring non-students onto the College campus or allow anyone else to follow you through the turnstile/gates without an ID.
  2. Drop or leave litter around the College campus.
  3. Eat in classrooms
  4. Smoke or use e-cigarettes in any part of the College campus and/or in the area immediately outside the College entrances.
  5. Be in possession of any bladed articles, offensive weapons or firearms
  6. Be under the influence of alcohol, illegal drugs, legal highs or any other non-prescribed psychoactive substances, or bring any of these in the college.
  7. Engage in any violent or threatening behaviour.
  8. Bully, harass or discriminate against any member of the College community.
  9. Behave in a manner, within or outside College, that may bring the College into disrepute. This includes any criminal or antisocial behaviour.

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Dr. Neeta Tapan  
IQAC Coordinator

Dr. H.L.Anijwal  
Principal