

2023-24

STUDENTS CODE OF CONDUCT



Submitted by-

**Ram Chameli Chadha Vishvas Girls College Ghaziabad, Uttar
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(Affiliated to AKTU Lucknow and Chaudhary Charan Singh University Meerut, Approved by
AICTE and NCTE Jaipur, Accredited with NAAC B++ Grade)

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Student Code of Conduct

(These rules aim to foster a respectful, professional, and conducive learning environment for all students.)

1. Student Clubs

- Students can join various clubs managed by students under the guidance of faculty. These include:
 - **Sports Club:** Encourages participation in physical activities and competitions.
 - **Communication Club:** Focuses on enhancing public speaking and interpersonal skills.
 - **Cultural Club:** Organizes events and programs celebrating diversity and tradition.
 - **ICT Club:** Promotes technology and innovation-related activities.
 - **Entrepreneur Club:** Inspires entrepreneurial ventures and leadership.
 - **Literary Club:** Enhances creative and academic writing skills.
 - **Photography Club:** Fosters creativity through photography.
 - Senior students are encouraged to mentor and motivate freshers to actively participate in at least two clubs.
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2. Student Issues and Complaints

- For general issues, students must contact their respective Head of Department (HOD).
 - Problems related to universities or *Samaj Kalyan Vibhag* must be pursued through the Registrar's Office.
 - Fee-related issues must be addressed via the HOD, but faculty is responsible for assisting students with these concerns.
 - Discipline-related issues must be reported to the HOD, who may refer them to the Proctorial Board if necessary.
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3. Communication Channels

- Each course has a designated email and WhatsApp group for official communication, including: Notifications, Assignments, and Notes etc.
 - Breaching the conduct or misusing the group for personal purposes is strictly prohibited.
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4. Student Representatives

- Students are encouraged to participate in institutional committees, including:
 - Cultural, Training and Placement (T&P), and various club-related committees.
 - Interested students can submit their names through their respective HODs.
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5. Student-Centric Approach

- Students are central to the teaching-learning process. Faculty must prioritize:
 - Conducting value-added programs, workshops, seminars, guest lectures, and cultural/social events.

- Defaming the institute without substantial evidence is prohibited. Guilty students will face disciplinary actions.
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6. Anti-Ragging Policy:

- Ragging is strictly prohibited as per UGC and Supreme Court guidelines.
 - Faculty and senior students must ensure a ragging-free environment.
 - Ragging in any form is strictly prohibited on campus and in any college-related activities.
 - Students can report ragging incidents to the anti-ragging committee, faculty, or designated authorities immediately.
 - Complaints can be submitted in person, via email, or through an online portal (if available).
 - The identity of the complainant will be kept confidential to ensure their safety.
 - The institution guarantees no retaliation against those who report incidents.
 - Any student found guilty of ragging will face strict disciplinary action, including suspension, expulsion, or legal proceedings.
 - Awareness programs will be conducted regularly to educate students about the anti-ragging policy.
 - Counselling services will be provided to victims and others affected.
 - A dedicated helpline number and email address should be shared with students for immediate assistance in case of ragging incidents.
 - Complaints should be submitted in writing or through an official online/offline grievance portal.
 - Provide clear details about the issue, including relevant dates, names, and evidence.
 - Use designated complaint boxes, email addresses, or grievance committees for lodging complaints.
 - In urgent matters, directly approach the concerned department or authority.
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7. Discipline and Studies

- Discipline is a cornerstone of the institution's reputation. Students must:
 - Show respect to teachers, staff, and seniors.
 - Maintain decorum in classrooms and labs.
 - Each class will have a Class Representative (CR) to assist in maintaining discipline.
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8. Attendance, Sessional and Assignments

- Minimum 75% attendance is mandatory for each semester.
 - Students with less than 75% attendance will not be allowed to appear in sessional or university exams.
 - Faculty must:
 - Inform students about attendance requirements.
 - Ensure the timely submission of assignments.
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9. Fee Regulations

- **Fee Payment:**
 - Registration fees are non-refundable.
 - Academic fees are non-refundable after Commencement of the classes.

- Payment modes: Online (via the institute website or Paytm) or Demand Draft. No cash/cheque payments.
 - **Late Fees:**
 - Late payment incurs additional charges as decided by the institute.
 - Non-payment of fees will result in withheld examination forms and possible removal from the institute rolls.
 - **Caution Money (if any):**
 - Refundable only after the course is completed and all clearance forms are submitted with the original fee receipt.
 - Lost receipts will forfeit the refund.
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10. Administrative Conduct

- **Wearing of Uniforms**
 - Students must wear the prescribed uniform while on campus.
 - Uniforms should be neat, clean, and conform to the guidelines set by the institution.
 - **Carrying ID Cards**
 - Students are required to carry their college ID cards at all times.
 - ID cards must be presented upon request by faculty or administrative staff.
 - **Classroom and Laboratory Conduct**
 - Students must sit properly in their assigned seats in classrooms and laboratories.
 - Movement during sessions should be minimal and only for valid reasons.
 - **Mobile Phone Usage**
 - The use of mobile phones is strictly prohibited during class and laboratory hours.
 - Phones must be kept in silent mode or switched off.
 - **Attendance Regularity**
 - Students must attend all scheduled classes regularly.
 - Absences without prior permission or valid reasons may attract disciplinary action.
 - **Campus Decorum and Conduct**
 - Students must maintain discipline and decorum within the campus.
 - Respectful behaviour toward peers, faculty, and staff is mandatory.
 - Any form of misconduct, including disruptive or disrespectful actions, is strictly prohibited.
 - **Faculty Responsibility**
 - Faculty members are responsible for ensuring adherence to these rules.
 - They are authorized to take immediate action for minor infractions and report repeated violations to the administration
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11. General Discipline

- Students must:
 - Respect faculty, staff, and peers.
 - Avoid any form of misconduct that disrupts the campus environment.
 - Strict actions, including suspension, may be taken for violations.
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This **Student Rule Book** ensures a respectful, disciplined, and productive academic environment for all. Compliance with these rules is mandatory for every student.