

Students' Handbook on Code of Ethics and Conduct

Government College for Girls, Manesar, Gurugram

1. Preamble

This Handbook outlines the standard procedures and practices of the Government College for Girls, Manesar, Gurugram (hereinafter referred to as the 'College') for all students enrolling in various courses. It is incumbent upon all students to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the associated rights, responsibilities, and restrictions. The College's aim in enforcing this Code is to establish and manage a student discipline process that is fair, conscientious, effective, and swift, providing a system that promotes student growth through individual and collective responsibility. All students are requested to be well-versed with this Code, which can also be reviewed on the official website of the College.

2. Jurisdiction

2.1 The College shall have jurisdiction over the conduct of students associated/enrolled with the College and will address all acts of misconduct, including incidents of ragging or other violations, occurring on the College campus or in connection with College-related activities and functions.

2.2 The College may also exercise jurisdiction over conduct occurring off-campus if it violates the ideal student conduct and discipline as outlined in this Policy and other regulations. This includes, but is not limited to:

- a) Violations of the Sexual Harassment Policy of the College against other students.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person, including other students of the College.

c) Possession or use of weapons, explosives, or destructive devices off-campus.

d) Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.

e) Conduct that has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The College shall consider various factors when determining whether to exercise off-campus jurisdiction in the situations enumerated above.

3. General Conduct

3.1 Students are expected to maintain high standards of personal conduct and integrity, respect the rights and property of others, and uphold the reputation of the College.

3.2 Acts of academic dishonesty, including cheating, plagiarism, and misrepresentation, are strictly prohibited.

3.3 Students must attend classes regularly and fulfill all academic requirements diligently.

3.4 All forms of harassment, discrimination, and ragging are strictly prohibited and will be dealt with severely.

3.5 Students must respect College property and the property of others, and any damage or vandalism will result in disciplinary action.

4. Dress Code

4.1 Students are expected to dress modestly and appropriately within the College premises.

5. Use of Technology

5.1 Misuse of College IT resources, including unauthorized access to systems, cyberbullying, and distribution of prohibited content, is prohibited.

5.2 Mobile phones should be kept on silent mode during classes and academic activities.

6. Substance Abuse

6.1 Possession, use, or distribution of illegal drugs, alcohol, or other intoxicants on campus is strictly prohibited.

6.2 Smoking is not allowed within the College premises.

7. Attendance and Punctuality

7.1 Students must attend all scheduled classes, seminars, and activities punctually.

7.2 A minimum attendance percentage, as prescribed by the College, must be maintained.

8. Safety and Security

8.1 Students must adhere to all safety regulations and report any hazardous conditions immediately.

8.2 Carrying weapons or any dangerous items on campus is strictly prohibited.

9. Disciplinary Procedures

9.1 Any violation of the Code will result in disciplinary action, which may include warnings, suspension, or expulsion, depending on the severity of the offense.

9.2 The College has a Disciplinary Committee to investigate and adjudicate cases of misconduct.

10. Grievance Redressal

10.1 Students have the right to raise grievances related to any aspect of their academic and non-academic life.

10.2 The College will ensure that all grievances are addressed fairly and promptly through a structured grievance redressal mechanism.

11. Review and Amendments

11.1 The College reserves the right to review and amend this Code periodically.

11.2 Students will be informed of any changes through official College communications.

By enrolling at Government College for Girls, Manesar, students agree to abide by this Code of Ethics and Conduct and contribute to a positive, respectful, and safe academic environment.

Suriti Malik

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