

DASMESH GIRLS COLLEGE, CHAK ALLA BAKSH, MUKERIAN
Code of Conduct for Students

1. The students must attend the Morning Assembly, which is held on every Monday. They also follow the dress code.
2. Students should arrive in class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
3. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal.
4. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
5. The college prohibits political activities on the campus and forbids students for conducting and attending political meetings within the college campus.
6. Strict silence must be observed in the Library.
7. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
8. Talking and other disruptive behaviors are not permitted while classes are in session.
9. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
10. Students shall do nothing either inside or outside the college that will in any way interfere with its orderly conduct and discipline.
11. Be polite and respectful towards the instructor and other students.
12. No student shall collect any money or contribution for picnic, trip, and educational visits to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD.
13. Students are expected to take proper care of college property and help the college authorities in keeping the premises clean.
14. Students should not leave their books, valuables and other belongings in the classroom.
15. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for her suspension or dismissal.
16. Students must have appeared in all the house examinations and as per rules 75% attendance is mandatory to appear in semester end examination.
17. No friends/guests/visitors/any outsider shall be allowed with the students in the college premises/campus as well as in the classroom.
18. Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, library & computer lab.
19. Students are expected to use social media carefully and with responsibility. They cannot post derogatory comments about other individuals from the college on social media or indulge in any such related activities having grave ramifications on the reputation of the college.
20. Each student should park their vehicle at the parking lot of the college.

Karanyata
Principal

Code of Conduct for Teaching Staff

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Participate in extension, co-curricular and extra-curricular activities including community service.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and professional growth through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Every teacher shall maintain integrity, be devoted to duty and also be honest and impartial in her official dealings. A teacher shall be well-mannered in her dealings with the management, with other members of staff, students and with public members.
8. A teacher shall be required to maintain the scheduled hours of work during which she must be present at the place of her duty. No teacher shall be absent from duty without prior permission of the Principal.
9. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
10. No teacher shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college.
11. No teacher, except with the prior permission of the competent authority, engages, directly, or indirectly in any trade or business or any private tuition, or undertakes any employment outside her official assignments.

Kareem
Principal

Dasmesh Girls College
Chak Alla Baksh, Mukerian

Code of Conduct for Non Teaching Staff

1. Every one of the non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
3. Respect the organization goals and help to achieve them.
4. The Staff members shall follow the directions and instructions properly given by the Principal and HODs.
5. They should acquaint themselves with the College policies and adhere to them to their best ability.
6. They should follow the proper dress code.
7. They should mutually adjust their responsibility during the period of leave.
8. No staff member should be under the influence of drugs or alcohol during office hours.
9. The staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
10. They should also be responsible for the proper use and maintenance of college equipment and furniture.