

CODE OF CONDUCT

As an institution dedicated to create and promote holistic and integrated development of rural women through quality higher education and research, DKM College for Women is committed to excellence and integrity in all its endeavors. It takes pride in its campus ethos and the students are expected to observe the highest norms of public and private etiquette and discipline in their behavior resulting in positive behavioural outcomes in the longer run.

General code of conduct

- ❖ The College working days are from Monday to Friday, and some Saturdays in a month.
- ❖ The students in the campus should be neatly dressed on all days including that of Examinations. The students should wear a saree or a salwar suit with the dhupatta neatly pinned in 'V' shape. Leggings (Stretch pants), tight pants and tops and transparent clothing are not allowed in the campus.
- ❖ The students must always wear their identity cards within the campus and present it for inspection on demand.
- ❖ Use of mobile phones in the college premises is permitted and the student will bring mobile phones at her own risk and it is her sole responsibility in the case of any mishap.
- ❖ Although the University prescribes a minimum of 75% of attendance, the College insists on regular attendance in all classes. A student with less than 65% of attendance will not be eligible to write the Semester Examinations.
- ❖ No guests / visitors are allowed to meet the students inside the college.
- ❖ Students must help to keep the classrooms, computer labs, library and college premises neat and clean and also preserve and maintain the greenery around the campus.
- ❖ Eatables / beverages are not allowed inside the study areas including labs, library and classrooms.
- ❖ Trash should be thrown into the dustbins provided in the campus.
- ❖ Students must conserve electricity and water. They must switch off the lights & fans when they leave the classroom, laboratories, library etc.

❖ Ragging in any form is strictly prohibited. Those indulging in ragging will be dismissed from college.

❖ In case of any misconduct or violation of the college rules, ID cards of the students will be with the Disciplinary Committee members till the enquiry is over.

Misconduct is an act of indiscipline, the examples of which are (but not limited to):

- ❖ Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the college, whether in the college premises or elsewhere.
- ❖ Using abusive language, fraud, dishonesty or theft, violent, indecent, disorderly, threatening or offensive behavior and creating nuisance in the premises of the college, disturbing the peace and independent rights of fellow students and faculty members;
- ❖ Damage to, or defacement of property caused intentionally or recklessly, or misappropriation of such property which includes, damaging library books, misuse of laptops / computer resources and furniture like cupboards / doors / windows / white board / tables / equipment/benches / chairs / lifts / walls etc., by way of writing names/painting/scribbling etc.; are prohibited and severe action will be taken against such activities.
- ❖ Possession of any intoxicants or illicit drugs or weapons in the college campus, malpractices during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settle debts with the college;
- ❖ Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and / or illegal materials in internet or social media or by personal means is punishable.

Library

- ❖ Silence must be observed in the classrooms, Labs and Library.
- ❖ Personal belongings are not allowed in the Labs and Library.

Every student of the college is eligible for membership of the Library. Every student will be given borrower's tickets. UG Student-3 Cards, PG Student-5 Cards, M.Phil Student-5 Cards, Ph.D. Student-5 Cards

Students will be allowed to keep a book for 10 days from the date of issue and one renewal will be given to one card. Students may reserve their wanted book in the reservation register provided in library and books will be allotted on a first come first serve basis.

- ❖ Books in the Library and Competitive Exams Study Center can be utilized by the students and staff from 9 A.M. to 5.00 P.M. on working days.

- ❖ All students should sign the entry register of the Library, before entering.

- ❖ Books are to be handled very carefully. If a book is lost by the student, she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.

- ❖ Members must satisfy themselves as to whether the books they intend to borrow are in a good condition before leaving the issue counter and any damage should be immediately reported to the Librarian or Library Staff, failing which the member to whom the book was issued will be held responsible.

- ❖ Members are not permitted to underline, write in, fold / tearing of pages or defacing books in any way whatsoever.

- ❖ The borrowed book should be returned on or before due date, If not, overdue charge will be collected.

- ❖ Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.

- ❖ The members will be responsible for any loss or non-return of books issued against their original or duplicate borrower's ticket.

- ❖ All final year students should return their library cards and library books based on the library circular and obtain "NO DUE CERTIFICATE" from the library for getting their Hall tickets.

- ❖ Similarly the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the Library.

Laboratory and E-Learning Code of conduct

- ❖ Students must make an entry while entering the Computer Lab and also at the time of exit from the lab and login with username and password and remember to close all programs, log out and turn-off the computer before leaving the Computer Lab.

- ❖ Playing of games (including Internet / Intranet games) on computer in the lab is strictly prohibited.

- ❖ Internet facility is only for educational / study purpose.

- ❖ Students are strictly prohibited from downloading, viewing of distributing any offensive materials.

- ❖ Sites for chatting, instant messaging, social media and adult sites are strictly prohibited.

- ❖ Students are not allowed to use personal pen drives to avoid virus in computers.

- ❖ Computers and peripherals are not to be moved or reconfigured without the approval of the Computer Lab staff.

- ❖ Tampering with the hardware or software setting will not be tolerated.

- ❖ For any hardware, software problems, the lab staff should be contacted immediately.

- ❖ In case of theft / destruction of the computers or peripherals, double the cost of the lost material will be charged from the student.

The students are held responsible for their conduct at all times. At the time of admission, every student and her parent/guardian shall be required to sign a declaration to the effect that she submits herself to the disciplinary jurisdiction of the Principal and the other authorities of the college. Any student who engages in academic or social misconduct shall be subject to disciplinary action, which may include a warning or a reprimand, withdrawal of campus privileges, suspension or expulsion from a particular class or from the College and any other action, which the College authorities deem appropriate at that time as the situation demands.

The College has a Disciplinary Committee to address all behavioural issues of the students and a Grievance Committee to address problems that students may have, against one another, with teachers, administrators, or any other parties. If the problem is against any of the committee members then the students can raise the issue with the Principal.

All powers relating to discipline among the students are vested with the disciplinary committee and the Principal will decide of the action against the resolution of the disciplinary

committee. The Principal may delegate all or any of her powers as she deems proper to any of the Officers of the College specified by her. The Principal's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the College.


Laboratories

The laboratories are equipped with costly apparatus and appliances. Care must be taken while handling them. Any incidence of breakage or loss must be reported to the staff in charge of the laboratory as soon as it occurs.

Issue of certificates

Any student who wishes to obtain a transfer or conduct or course certificate shall apply to the college office in writing and certificates will be issued on the next day only.

Students discontinuing their studies should apply for their Transfer certificate. Students representing the college in various activities should get bonafide certificates from the staff-in-charge.


Principal
D.K.M. COLLEGE FOR WOMEN
(AUTONOMOUS),
VELLORE - 632 001.

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