



## Janki Devi Bajaj Government Girls College, Kota

### **Code of Conduct for Visitors**

*All visitors invited by the College are guests and are to be treated as such and are expected to follow certain code of conduct within college premises.*

- *After entering in college premises, visitors should be polite, respectful and well mannered.*
- *Visitors should not cause harm to any property of the college including building, plantation and equipments.*
- *Consumption of tobacco in any form, drug etc is completely prohibited.*
- *The college campus must be kept clean. Visitors should refrain from scribing on walls.*
- *Any kind of anti-social activities would not be tolerated in college premises. If anyone found doing so, would be reported to nearest police station.*
- *The College expects all individuals to conduct themselves in an appropriate and civil manner while on College property and at College sponsored events.*
- *If a visitor engages in conduct that is not compatible with the College's function as an educational institution, and does not cease such conduct when requested, he or she may lose the privilege to be on College property. If asked, such visitors shall leave College property immediately or campus security and/or local law enforcement may be contacted.*

**Unacceptable behaviours include, but are not limited to:**

- *Harassing language or language of a discriminatory nature or messages that harass or threaten others*
- *Excessive or disruptive noise*
- *Possession or consumption of illegal substances or consumption of tobacco inside College buildings or outside of designated smoking areas on campus.*
- *Disorderly, disruptive, or threatening behaviour, such as engaging in unwanted or inappropriate interactions.*
- *Failing to comply with the reasonable requests of college officials acting in the performance of their duties.*
- *Visitors seeking information about any aspect of the college will be directed by the security personnel to the relevant place.*
- *No visitor will be permitted to come uninvited to classrooms and examination halls.*
- *Visitors must come by prior appointment to meet the teacher-in-charge or the teacher*

***The college is under CCTV surveillance; cameras are installed in the Library, and at all entry and exit points.***



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