

# **Code of Conduct for Students**

## **BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES - DO'S AND DONT'S**

- Students must be punctual and regular in attending classes, tutorials, class tests examinations, etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
- Student must be seated in their classrooms at the beginning of each period/lecture. They must not enter or leave the class-room without permission of the teacher.
- Impersonation during roll call is a punishable offence.
- Use of Mobile Phone during the lecture is prohibited and is liable for punishment.
- Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if the notices on the Notice Board are ignored.
- When a teacher is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
- Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the college. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- Students are expected to come to college dressed suitably maintaining decency.
- Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during college hours inside the campus.
- Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.

- When assembled every class must consider itself responsible for the conduct of its members.
- Students are forbidden from inviting friends from other institutions and outsiders to the College.
- No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
- **Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.**
- Students must refrain from mishandling and tampering with library books or college computer systems.
- The right to access Girl's Common Room is reserved to girls.
- A student shall not commit or cause breach of peace inside and around the college campus.
- Students are prohibited from indulging in games, even in small groups, anywhere in the college premises during lecture hours.
- **Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule.**
- Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fine imposing upon the whole class if the students responsible for such damage cannot be detected.
- Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.
- The use of cycle stand is reserved for the college students only for which they are charged annually. Any student parking his/her vehicle without the payment to the college will be fined.
- The students should behave decently in the college canteen. The boys cannot use the area reserved for the girl students during the college hours.
- No student can use the area reserved for the college staff in the canteen.

- Use of plastic is banned in the college campus. Any student found in violation to this will be fined.
- Students are supposed to throw the waste papers in the dustbins installed at various places in the campus.
- There are separate stairs reserved for the girl students near the Physics lab. Any boy using those stairs will be fined severely.
- Any student causing damage to the playgrounds and track will be fined.
- No vehicle can enter the college playgrounds. Anyone found violating this rule will lead to disciplinary action.
- No boy student can enter the girls hostel.
- The college campus is under CCTV surveillance and recording. Students are supposed to behave decently in the college campus.
- There are separate lawns for boys and girls in the college campus. Any boy entering the girls' lawn will be fined and disciplinary action will be initiated against him.
- The students are supposed to switch off the fans and lights after their class is over.
- The students using computers in computer lab, library or in any department are supposed to switch off the computer/printers after the use. Leaving the computer/printer on can damage the equipment. Any student doing so will be fined.
- There is an e-waste collection center in the college computer lab. The students having any kind of e-waste at their residence or in the neighbourhood are encouraged not to throw it away in the garbage. They can bring the e-waste to the college and deposit it to the e-waste collection center where a register of the collected e-waste is maintained.
- There are various drinking points in the campus and each one of them is connected to the water filters. The students are supposed to turn off the taps after drinking water.
- Fee is charged by the college in instalments throughout the semesters to facilitate the economically poor and backward students. The students in turn are supposed to adhere to the deadlines of the instalment date given by the college.
- There is a separate parking area for the college staff. Any student parking his/her vehicle in that area will be fined severely.