

## **CODE OF CONDUCT FOR STUDENTS**

### **GENERAL INSTRUCTIONS:**

- Students must strictly adhere to all the rules and regulations laid down by the College.
- Students are instructed to wear their ID card on college campus at all times and while representing the college outside.
- Students should pay the prescribed fees of the college within the time specified. Failure to do so will result in removal from the rolls of the college.
- Students are instructed to report on time to college. Late attendance in the forenoon or afternoon sessions will result in half a day's attendance being deducted.
- No student should absent herself from college without prior permission.
- A leave letter shall be submitted to the Head of the Department to the class teacher when students absent themselves due to unavoidable circumstances.
- All students must be present on the reopening day of the College, attend classes regularly and maintain the required attendance percentage.
- Absenteeism for more than seven working days without prior permission shall be brought to the notice of the Head of the Department by the class teacher through the Course teachers and the same shall be informed to the parents.
- If the student is absenting herself due to health reasons a leave letter with a medical certificate must be produced when she reports to college next.
- Students attending any compulsory extension activities or other activities such as Student League, Clubs, Students Union should get prior permission from the Department to do so.
- Students should attend all hours of instruction. Any student or group of students should leave the college campus during the working hours. They

are to produce the out-pass duly signed by their class teacher and the Head of the Department.

- A Personal Permission Notebook has to be maintained by each student where she has to record her days of absence duly signed by parents/guardian/warden.
- Students who wish to take part in competitions (academic/cultural) hosted by other colleges (City/State/National) are required to furnish a permission letter from their parents three days prior to the event. On return from their event they have to produce the attendance certificate from their host college.
- Hostellers should get leave permissions signed by the Deputy Warden and the Departments. This should be accompanied by a letter from the parents/guardians.
- Students must refrain from wandering outside the campus during working hours. They are not permitted to the neighbouring shopping areas or to wait in cabs/vans parked outside during class hours.
- Silence to be maintained in the auditorium during assembly/official proceedings/association activities.
- Students are forbidden visit the photo copy shop/bank/canteen class hours.
- Any signatures or permissions from faculty must be obtained strictly after/before class hours.
- Sale of tickets/collection of money for any unauthorized purpose is strictly prohibited.
- Students using two-wheelers should wear a helmet and carry a valid license.

### **CAMPUS MAINTENANCE:**

- Students must keep the campus and classrooms litter free. They are requested to use the garbage cans placed in the classrooms and at the vantage points.

- They should take care of the assets of the college and maintain them in proper condition. The furniture and equipment inside and outside the classroom should be maintained in good condition always.
  - They must switch off the lights and fans when not in use and help conserve electricity.
  - Students are forbidden to write on the walls, desks and chairs or deface the walls of the classroom or any other area in the college.
  - Students with special needs are permitted to use lifts but unless other students are unwell, they are requested to use the stairs. Students are firmly urged to not use the stairs or seating areas as this may lead to untoward accidents.
  - Mobile phones may be used sparingly but are prohibited during lectures and during meetings. Students are responsible for their mobile phones and the college accepts no liability on their loss on campus.
  - Students must take care of their personal belongings and not bring any valuables to college. The college will not be responsible for their loss on campus.
- **SPORTS/NCC/NSS**
    - Sports students must meet their class teacher, HOD and their mentor periodically.
    - They must attend classes after practice sessions and matches.
    - They must take their class tests and submit their assignments on stipulated time. Separate reminders will not be issued for sports students. It is their duty to regularly consult the department and keep abreast of the academic requirements.
    - They must obtain prior permission from the Department, including language/allied/elective or soft skill faculty for absenting themselves.

- Prior permission has to be obtained if they have to miss any assessment or evaluation due to a sports event or camp.
- They must maintain their permission note books duly signed by the Physical Director and periodically present the same to their class teachers.
- They should update the department of their achievements with a copy of the certificate of the same.

## **DRESS CODE**

- All students are to dress modestly at all times on campus, appropriate for an academic institution.

## **DISCIPLINARY ACTION:**

- Students indulging in any malpractice/unfair means or academic misconduct during any assessment or evaluation will face the strictest action and are hereby warned against the same.
- Ragging hazing of any kind is strictly prohibited. The college operates a zero-tolerance policy on the same and will summarily expel any student indulging in such activities on campus including the hostel.
- Smoking, Drinking and usage or sale of Drugs of any kind are strictly prohibited. Students indulging in the same will be expelled from the college.

## **LIBRARY RULES:**

- Students are advised to make the best use of the library.
- Students must carry the library card while entering the library premises.
- Each student is eligible to borrow two books per card. They are to return the book on the specific date of return.
- If Students fail to do so, student is liable to pay the fine for renewal/return.
- It is mandatory that the books borrowed from the library to be returned in good condition before going on vacation/study holidays.
- All the III UG and II PG students are to return the books borrowed in the first week of March and I & II UG & I PG on or before 30<sup>th</sup> March every calendar year.

**Students should keep in mind that any violations of the rules and regulations of the college prescribed from time to time will result in appropriate action against the erring students.**

