

## Code of conduct for Students

### Rules & Regulations

Rules and regulations alone cannot make a good institution. However, they serve as guidelines for smooth conduct of the society. Life in the college campus should enable the students to reach their full potential, acquire good conduct, pleasing manners and gentlemanly behavior. Our country has a great and noble tradition and it is the duty of every one to be worthy of its tradition. No one has right to be in a college unless he/ she is doing the academic work to the best of his/ her ability. Major part of our college work is done in the class rooms. Therefore a congenial atmosphere must exist in the class rooms where the teachers will be able to give their best and the students to receive to the utmost of his/her capacity. A conscious effort is needed to preserve the atmosphere for proper dissemination of knowledge.

Rules and regulations are formulated to guide the students along the accepted traditions and to avoid disorder and confusions and should not be viewed as something imposed mechanically from outside.

#### Uniform

- a. Students are expected to wear clean and respectable uniform in the college campus. Without uniform no student is permitted inside the college campus.
- b. The students can come to the college without Uniform only on notified days/occasions. On those occasions they should wear formal dress. (T shirts, Midi-Top etc. are banned)

#### Identity Card

- a. Every student should wear and display his / her identity card and produce it on demand by the authorities i.e. by any member of the staff or other authorized persons.
- b. If the identity card is lost, fresh identity card will be issued after collecting a fine.
- c. Students should surrender the identity card when they leave the college after completion of their course.
- d. Teachers will not allow the students to enter the class room and the laboratories/ workshops, if they are not in uniform and/or they do not have their identity cards displayed.

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### **General Conduct:**

The Institute attaches great importance to integrity, honesty and discipline in all spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside and outside the campus befitting the conduct of professionals. All students are to maintain good conduct and behavior during their stay in the Institute.

Following activities of the students shall be deemed as act of indiscipline:

1. Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff or other students of the Institute.
2. Remaining absent or influencing others to remain absent in the class, test, examination or any other curricular/co-curricular /extra-curricular activity, which he/she is expected to participate in.
3. Carrying of, use of or threat to use, any weapon.
4. Misbehavior or cruelty towards any other student, teacher or any other employee of the Institution.
5. Use of drugs or other intoxicants such as cigarettes and any other form of tobacco, Gutkha, Tamol, alcohol etc.
6. Indulging and participating in Ragging
7. Indulging in or encouraging violence or any conduct, which involves moral turpitude.
8. Any form of gambling inside and outside campus
9. Violation of the status, dignity and honour of a student belonging to a Physically Disabled or Tribal communities
10. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
11. Practicing casteism and untouchability in any form or inciting any other person to do so.

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12. Any act, whether verbal or otherwise, derogatory to women.
13. Drinking or smoking in the campus.
14. Any attempt at bribing or corruption of any manner.
15. Willful destruction of the property of the institute.
16. Behaving in a rowdy, intemperate or disorderly manner in the premises of the institute or encouraging or inciting any other person to do so.
17. Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
18. Causing disruption in any manner of the academic or other functioning of the Institutional system.
19. Indulging in or encouraging any form of disruptive activities connected with tests, examinations or any other activity of the institute.
20. Truancy and unpunctuality.
21. Using unfair means in the examination.
22. Using mobile phones inside classrooms and laboratories.
23. Capturing photographs inside classrooms and laboratories.
24. Spitting on walls.
- 25.** Any other form of indiscipline that shall be taken up by the “Disciplinary Committee” either sue-motto or under specific complaint.

### General Rules

1. All students are strictly prohibited from participating in any activities which will disturb the classes and/or cause threat to the peaceful atmosphere of the college campus.
2. It is prohibited to organize or attend meetings other than the official ones which are specifically permitted by the Principal.

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3. All expressions or activities which are immoral, antisocial, communal and anti national are strictly prohibited in the college campus and are punishable.
4. No student shall get involved in any political activities inside campus.
5. Smoking, chewing pan masala, chewing gum etc. are strictly prohibited in the college campus. Entering the college campus, consuming liquor and other intoxicating drugs, is also strictly prohibited.
6. Disfiguring/damaging / destroying the college property is strictly prohibited.
7. No one shall distribute or circulate any notices, pamphlets, leaflets, etc., within the campus and shall not exhibit any type of banners, flags, posters, etc. without the prior sanction of the Principal.
8. Unauthorized entry of outsiders into the campus is strictly prohibited. Unless permitted by the college authorities, students shall not bring or entertain outsiders inside the college campus.
9. Nobody shall collect money from others in the campus.
10. Any student who, is persistently insolent, or insubordinate or willfully and repeatedly commit mischief or is guilty of fraud or malpractice or who in the opinion of Principal, is likely to have an unwholesome influence on his fellow students or tarnish the reputation of the institution shall be removed from the rolls; the removal shall be either temporary or permanent subject to the gravity of the misconduct.
11. Students are not permitted to enter other classes.
12. College will not be responsible for loss of valuables / cash brought by the students to the campus.
13. Matters of misconduct or indiscipline shall be recorded in the student record.
14. Mobile phones are banned inside the college campus. Use of mobile phones in the college campus is strictly prohibited. Any violation of the rule attracts disciplinary action as well as confiscation of mobile phones.

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### \*\*\* Use of cell phones: (Applicable to Hostel)

Ordinary cell phone without Camera and internet features could be used. But, students should not use them inside the class rooms, examination halls, Laboratory, Library, offices.

15 A. a. Confiscated mobile phone will be only returned to the parents / after the course is completed.

b. Explanation regarding the same to be collected from the student with specification of the mobile, Sim card & battery may be handed over to the student.

### 16. Vehicle:

A. 2/4 wheeler of the student may be allowed with proper application request for parking the vehicle inside the campus.

B. Along with the application copy Driving License, RC, Insurance etc

C. Parking pass sticker issued should be pasted on the vehicle.

D. Two wheeler of the student can be only allowed if he / she wears helmet before entering the campus.

E. The speed limit inside the campus should not cross 10kmph.

F. Once the vehicle is parked in the parking area assigned he/she can't move the vehicle during the class hour.

G. Student should not create sound pollution by raising their vehicle inside the campus.

G. Only the registered vehicle will be allowed inside the campus, an student can't register two vehicle and obtain the parking pass.

H. The registered vehicle pass owner should not handover his vehicle to his friends.

I. Every year this process of obtaining vehicle pass should be repeated.