

CODE OF CONDUCT FOR STUDENTS

1. General

- 1.1 Students should behave well with the Teaching and Non-Teaching staff of the College.
- 1.2 Student shall wear clean, neat and formal dress, according to our culture and tradition.
They must avoid wearing casual dress such as T-Shirts, shorts and jeans during college working hours.
- 1.3 Ragging in any form is a serious offence and it will be severely dealt with
- 1.4 **Anti-Ragging Committee and Squad:** Anti-Ragging Committee has been established as per the guidelines of the Government, University and other Competent Authorities. All the students are encouraged to approach Committee without any hesitation in case of ragging. It is reconstituted every year.
- 1.5 Students should behave themselves to maintain gender equity to foster a healthy and decent relationship both on campus and off- campus. If anyone behaves contrary to this spirit, it is deemed unlawful and punishable.
- 1.6 Students are strictly advised to use the library hours and internet facility as per the allotment given in the time table.
- 1.7 Roaming on the verandahs, sitting on the steps of the portico and staircases inside college buildings are not permitted
- 1.8 Smoking is prohibited inside the College - premises.
- 1.9 Strict action will be taken against students who are found using drugs or in a drunken state inside the college campus
- 1.10 Students should not participate in any party and communal politics and students are prohibited from organizing or attending meetings in the college, distributing notices, collecting money and exhibiting banners, flags, posters etc. without the permission of the Principal
- 1.11 Students should park their vehicles in the space meant for it. Racing the vehicles in the College campus is punishable
- 1.12 The Principal has the right to penalize or suspend or dismiss any student found guilty of misconduct inside or outside the College – Campus
- 1.13 Students should take care while handling the furniture and other properties of the College. Causing damage to anything will lead to penalty or suspension from College. Further, damage fee will be collected for any damage caused by them knowingly or unknowingly.

- 1.14 Visitors are not permitted to meet the students during class hours.
- 1.15 Day-scholars are not permitted to enter the hostels
- 1.16 Students should avoid bringing costly things to the College. The institution will not be responsible for any kind of loss. Students should take proper care of their belongings.
- 1.17 A Student should get proper prior permission from Deputy Warden / Residential Tutor / Year Coordinator for being absent in one or two periods in a day. Student who is absent for one period of the day is considered absent for half a day and a student who is absent for two periods, will be considered absent for the whole day.
- 1.18 Students resorting to strikes will not be entertained by the college management
- 1.19 Habitual negligence in college work, dishonesty, obscenity in words or any other acts of misconduct will involve severe disciplinary action.
- 1.20 All communications to the student will be put upon the Notice Board. Every student shall see the Notice Board regularly for necessary information
- 1.21 Prior permission in writing should be obtained from the Principal: (a) to participate in TV /radio programme; (b) to give interview in the media; (c) to appear in talk shows, reality shows or interview in the Media; (d) respond to any queries for the press or electronic media regarding any aspect of the college.

2. IDENTITY CARD

- 2.1 Each student is issued an identity card with her photo affixed on it duly attested by the Principal. This has to be produced on demand. The student has to wear the ID card always while in Campus.
- 2.2 Loss of ID card should be immediately reported at the Principal's office and get a new one on payment of Rs. 300/-
- 2.3 The identity card shall be punched in the college library at the time of issue of transfer certificate or on the completion of the course whichever earlier.

3. USAGE OF MOBILE PHONES AND LAPTOPS

- 3.1 Use of phones, cameras, etc. is prohibited during the class hours inside the campus. If found in contravention, they will be confiscated.
- 3.2 Laptops and mobile phones must be used as a tool for education. If used for any other purposes like watching movies, surfing social sites, immediate action will be taken
- 3.3 Mobile phones must remain switched off or in silent mode inside the college premises

3.4 Mobile phones must not be charged inside the classrooms.

3.5 If your mobile phone is lost or stolen, the college will not be responsible.

4. HOSTEL

All existing and the newly admitted students should read all the points carefully, before applying / check-in to Hostel accommodation at the start of every academic year. In case of any doubt, should be got clarified from any of the Deputy Wardens / Residential Tutors. Violation of any of the rules stating ignorance will not be accepted and will attract disciplinary action. The General management of the hostel is vested with the Management. Warden (Principal), Deputy Warden(s), Residential Tutor(s) and Student Representatives.

4.1 Admission and Accommodation

- 4.1.1 Rooms shall be allotted on production of receipt of prescribed hostel fee
- 4.1.2 Allotment of rooms will be done in alphabetical order. Students should stay in rooms allotted to them; otherwise they will be withdrawn from the hostel
- 4.1.3 When seeking admission, each student shall submit his/her bio-data card and two latest passport size photographs with his/her signature on the photograph
- 4.1.4 Any student after being admitted, he/ she may be withdrawn from the hostel whose character and conduct are not satisfactory

4.2 Resident Behavior and Discipline

- 4.2.1 Students will have to report to the Deputy Warden / Residential Tutor, the date and time of departure, when they proceed to their home for vacation or for any other purpose and also of arrival on return. The students should write the particulars in the Movement Register available in the respective hostels
- 4.2.2 Students must acknowledge the receipt of the furniture items supplied to them individually. They will also be required to acknowledge the electrical installation. Furniture and other articles should not be removed from their rooms. The cost of furniture and electronic installations will be recovered from the inmates of the room, if they are found tampered or otherwise mishandled
- 4.2.3 They are strictly prohibited from using electrical appliances consuming high voltage (like iron box, heaters, electrical stoves, battery illuminators, etc.) in room. However, laptop may be used
- 4.2.4 Sticking posters, writings, wall chalking, wall painting, writing slogans of any kind or defacing the room and hostel complex in any form is totally banned. Any disfigurement of the common areas such as bathrooms, staircase, common

- room, dining spaces etc., cost of repair / re-paint shall be borne by the occupants of that room or corridor, as per the decision of the Warden / Deputy Warden(s)
- 4.2.5 Students should switch off lights and fans when they leave their rooms. Otherwise they will be fined and /or other disciplinary action may be taken
 - 4.2.6 Student meeting of any kind for any purpose are prohibited within the hostel premises without specific permission of the Warden
 - 4.2.7 Walking on the Planted areas / Landscape areas and the plucking of flowers / branches/ fruits / vegetables of the plants is prohibited
 - 4.2.8 Students shall take prior permission of the Warden/ Deputy Warden/ Residential Tutor for celebrating any festivals and birthdays. There shouldn't be any discomfort to other students. No guests or others are allowed inside.
 - 4.2.9 Every case of illness and accident must be reported immediately to the hostel Care Taker / Deputy Warden
 - 4.2.10 Students are prohibited from keeping knives, sticks or any other offensive weapons in the hostel rooms allotted to them
 - 4.2.11 When required by the Warden for good reasons, the residents shall vacate the room temporarily. Any room in the Hostels can be opened for inspection by the Warden at any time during day or night. In case of necessity, the Warden shall have powers to break open the lock of the room for inspection
 - 4.2.12 No student shall quarrel or misbehave with or use abusive language against other students or any employee of the hostel including the ward boy, sweeper, mess servants etc. Any misbehavior on the part of any employee shall be brought to the notice of the Warden who will take necessary action. Any form of ragging is considered a crime and subjected to police action
 - 4.2.13 Students are prohibited from collecting money or donations for any purpose in the hostel without the permission of the Warden
 - 4.2.14 Possession, distribution and/or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, chewable tobacco, gambling in hostel and in the college premises is a serious offence and is strictly prohibited. Student should not consume alcohol outside and enter the campus. Smoking is strictly prohibited in the hostel and Academic campus. Any student violating this rule shall be liable for expulsion from the hostel. (This shall apply to visitors also)
 - 4.2.15 Students shall not demand any special service from hostel servants. Food will not be served in student's rooms except for sick students. Students shall not

remove tumblers, vessels, furniture or any other article belonging to the hostel mess and common rooms

- 4.2.16 Only notices that are signed or countersigned by the College authorities should be put on notice boards of hostel
- 4.2.17 Students are advised not to keep valuable articles in the rooms. They are advised to lock their rooms while leaving away. Otherwise, no action will be taken, if thefts occur in the room
- 4.2.18 Playing loud music to cause disturbance to his/her neighbour(s) is prohibited. Defaulters will be punished. Such repeated acts will attract severe disciplinary action
- 4.2.19 Students are not allowed to stay in the hostels during working hours (College Working Days), a prior permission of the Residential Tutor/ Coordinator/ Course Teacher need to be obtained in such case
- 4.2.20 The hostel management reserves the right to move the Residents to other blocks/units or other room, if such need arises, from time to time
- 4.2.21 Garbage and wastage shall be put in garbage box available nearby hostel premises. All the fittings in the washrooms of the respective floors should be handled carefully. If there is any breakage due to manhandling, it will be the responsibility of the inmates residing in the respective floors and appropriate action will be taken if found breakage is due to manhandling
- 4.2.22 On special occasions, the day-scholars may be permitted for overnight stay after getting proper prior permission from Deputy Warden on payment of guest charges

4.3 Additional rules and Regulations for the Girl's Hostel

- 4.3.1 Visitors are allowed only on Sundays from 09.00 a.m. to 06.00 p.m. They should be only entertained in the Visitor hall. Except ladies, others should not be entertained inside the hostel building and rooms.
- 4.3.2 For entertaining the lady guests for lodging in the guest rooms, prior permission should be obtained from the Deputy Warden (Girls)
- 4.3.3 Boys should not visit the lady students in the Women's Hostel premises. As a special case, visitors other than parents / guardians can meet the students with the permission of the Deputy Warden / Residential Tutor

4.4 Movement Register

- 4.4.1 Students should get prior permission from the Deputy Warden & Residential Tutor whenever they leave the hostel for purposes other than attending to their regular classes / study tour / outdoor visits
- 4.4.2 In such cases, permission slips can be obtained from the Deputy Warden / Residential Tutor. They should enter their name, place of visit, purpose and time of leaving in the movement register kept in the hostels

4.5 Study Hours

- 4.5.1 Students should not leave their hostel premises after 06.30 p.m.
- 4.5.2 Students should strictly follow the study hours from 09.00 p.m. to 10.30 p.m., during that time silence should be maintained and usage of mobile phones and laptops are strictly not allowed

4.6 Mess Discipline

- 4.6.1 Food will not be served after the mess timings.
- 4.6.2 Meals and eatables should not be carried to their rooms by the students. Any deviation in the said timings shall be decided by the Students' Welfare Committee
- 4.6.3 Each student must carry their own plates and tumblers to dine in mess
- 4.6.4 Students are not allowed to enter the mess kitchen under any circumstances
- 4.6.5 No student can use the mess properties for their own use. If they do action will be taken
- 4.6.6 If students have any complaint about the food quality and hygiene, they are supposed to contact mess supervisor / deputy warden not the mess labors

4.7 Care of Personal Items

- 4.7.1 Hostel Residents are solely responsible for all their personal and valuable belongings. They are expected to keep their valuables under their own supervision or under lock and key, whenever they move out of their rooms. In case of loss of any such belongings whatsoever, the hostel management will not be responsible, and no claim will be entertained in this regard.
- 4.7.2 Students are advised not to wear costly jewels.

4.8 Attendance (Hostel)

- 4.8.1 All the students must be present in the hostel on all working days. Attendance will be taken every day by the care taker / residential tutors.

NOTE TO THE PARENT

Parents and guardians are reminded that they should follow the students' progress in studies and his / her general conduct in and outside the college. The college expects them to cooperate with the college authorities in the education of their wards. **Their co-operation is solicited especially to ensure a regular attendance.** Parents are requested to go through the periodical reports and interact at least once in a semester in person with the Ward Counsellor / Year Coordinator to know their ward's performance and behavior.

Changes effected in rules from time to time will be binding on all students. If any student is found to deviate from these instructions, suitable disciplinary action will be taken, including expulsion from the hostel.

The College Management / the Principal shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the College Management / Principal and their decision shall be final.