



## STUDENT CODE OF CONDUCT

### • GENERAL ADMINISTRATION

- 1) Students must maintain cleanliness inside and outside the classroom.
- 2) Students will neither join in any coercive agitation/strike for the purpose of forcing the authorities of the institute to solve any problem, nor will participate in any activity which has a tendency to disturb the peace of life of college campus and /or its hostel premises.
- 3) Damage of any kind of college accessories and vehicles is prohibited and subject to compensate by the concerned student.
- 4) All the students should refer the notice board every day before leaving the college.
- 5) Outsider friends are not allowed to meet the students during the college hour without prior permission of college authority.
- 6) Use of **TOBACCO** is strictly prohibited in the College premises.
- 7) No student is allowed to drive two wheelers carelessly near the college premises.
- 8) Students should switch off the fans and lights in the classroom when not in use.
- 9) ID Card is compulsory within the college campus.
- 10) All the students should bring their college bags provided by the college every day. No other bag is allowed.
- 11) Student should behave properly with their classmates, seniors, juniors as well as with the college staffs.

### • ACCOUNTS

- 1) Students should pay course fees in time.
- 2) All the dues should be cleared before the semester form fill up.

### • ACADEMIC

- 1) It is mandatory to wear proper uniform given by the college with black socks and black shoes & Tie(Only for boys).
- 2) Students should be present in the classroom before the commencement of classes, after 5 Minutes of the commencement of the class no student will be allowed inside the class.
- 3) Students are not allowed to use mobile phone inside the classroom during class hour.
- 4) It is mandatory to attend 75% of the class attendance. Students having less than 75% of attendance will not be allowed for Form Fill-up.
- 5) If a student wants to leave the college due to personal work or any other reasons, the student should submit an application to "THE PRINCIPAL, THROUGH THE COURSE CO-ORDINATOR".
- 6) It is mandatory to submit assignments and projects in time.

- 7) All kinds of ACADEMIC related information should be communicated to the ACADEMIC HEAD by the students.
- 8) It is mandatory to participate in all the extracurricular activities to be organized by the college.

● **EXAMINATION**

- 1) Students should enter the examination hall 10minutes before the commencement of the examination.
- 2) Mobile Phones, any other electronic devices, printed or written materials (except admit card) are not allowed to the exam hall.
- 3) Non-programmable calculator may be allowed in Math Exam only.
- 4) No student is allowed to leave the exam hall before one hour of commencement of the exam.
- 5) Any kind of unfair activities in the exam hall is not allowed, and if so found subject to disciplinary action.
- 6) It is mandatory to attend all the exams to be conducted by the college.
- 7) If a student faces any kind of health problem and can't appear the exam the student should submit the medical certificate only in case of internal and class tests.

● **LIBRARY**

- 1) The issue and return of the Library Books should be done on a particular day for a particular semester allotted by the college.
- 2) Students must return their books with good condition within 7 days of completion of semester exam, failing of which a fine of Rs100/- per book per week will be imposed.
- 3) In case of damage or loss of books student has to compensate for the same.

● **BUS**

- 1) All the students should arrive at the bus stop on time.
- 2) Student must clear the bus dues before 10<sup>th</sup> of every month, failing of which fine will be imposed for the same.
- 3) Students availing college bus service must maintain discipline inside the bus. Any discrepancy found will be subject to disciplinary action.

● **RAGGING**

- 1) The student should not indulge in, nor tolerate ragging, in any form, even in words or intension.
- 2) If found guilty of ragging, the student will liable for punishment without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

I hereby declare that; I will abide by all the above rules & regulations of the college. Failing of which disciplinary action can be taken by the college authority and I will have no objection for the same.

Date: \_\_\_\_\_

Student Signature