

CODE OF CONDUCT FOR STUDENTS

In order to facilitate efficient and smooth functioning of the college, it is imperative to maintain proper discipline and decorum in compliance with the following rules and regulations:

- Students must be regular and punctual in their classes. They must not congregate in the corridors, or speak loudly near the classrooms and office block.
- Students are required to enter and leave the classroom in an orderly manner.
- It is misdemeanor to interfere with any apparatus or enter any lab/room other than directed. □
- Any student involved in any immoral/anti-social act is liable to be expelled without any warning/notice and there will be no reconsideration whatsoever.
- Students shall observe all safety precautions.
- The institution is not responsible for any accident in College/playground/on the way.
- Any change in postal address or change in telephone numbers must be informed in writing, as this is vital in case of emergencies.
- Students are not permitted to possess any obscene reading/viewing material. Breach of this will be viewed very seriously.
- If any student is found filming or sharing any objectionable videos in the College premises, she will be expelled from the College and legal action will be initiated.
- Disciplinary action will be taken against those who are found guilty of causing damage to college property.
- Students shall conduct themselves properly towards all members of the staff and towards their fellow students. Insubordination, unbecoming language or improper conduct such as teasing etc., shall be severely dealt with. Students should not indulge in misconduct at the time of examinations.
- Students are advised not to carry expensive articles and large amount of cash to college. College authorities will not be responsible for any loss of the same.
- It is mandatory for the students to have bank accounts for the provision of any scholarship, stipends etc.
- Students must read the notice boards to be informed about day-to-day instructions. Ignorance of orders duly displayed on the notice boards shall not be accepted as an excuse for non-compliance.
- Students should behave in a manner which reflects well on them personality and the college.
- A student who is guilty of misconduct shall not be eligible for a prize, scholarship, fee concession, membership of the student council or any other important body of the college.
- Serious notice will be taken of the students found sitting in the canteen or loitering outside while their classes are going on.
- The principal shall be the final authority to determine whether an act of any college student falls within the category of subversion, misbehaviour, and misdemeanour. In case she is convinced, she can impose deterrent fines, expel or even rusticate a student without calling for any explanation. Her decision shall be the final and binding.
- Prospectus is a guide book and must be in possession of every student, ignorance of rules and regulations will make student liable for disciplinary action including expulsion from the college.
- Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Honourable Supreme Court of India.
- Misbehaviour towards other students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct. □ Students should make use of the dustbins placed on the campus.
- A serious note will be taken of the students found littering the College campus.
- Use of mobile phone in teaching area is strictly prohibited. The mobile phone will be confiscated and a fine of Rs 2000 will be imposed if the student is found using it in no mobile zone.

Hostel Rules

- **Identification:** Every student must carry their ID Card at all times.
- **Cooking Prohibition:** Cooking within rooms or hostel premises is strictly prohibited. Students are not allowed to keep any electrical or gas cooking instruments, heaters, etc., in their rooms.

- **Travel Permission:** Students must obtain permission from the warden before leaving the station.
- **Document Preservation:** Students must retain all hostel/mess-related challans until the completion of the program and produce them when required for the "No Due Certificate".
- **Timing:** Residents must return to the hostel by 7:00 pm. Late arrivals may be permitted by the warden with prior intimation.
- **Anti-Ragging:** Ragging is a criminal offense and is strictly prohibited. Violators may be expelled from the hostel.
- **Substance Prohibition:** Smoking, and consumption of alcohol, narcotic drugs, gutka, etc., are strictly prohibited in hostel premises. Disciplinary action may include expulsion/rustication.
- **Behavior:** Abnormal activities causing disturbances to neighbors are prohibited.
- **Event Permission:** Students must obtain specific permission from the warden for any functions, programs, pujas, celebrations, or decorations within or outside the hostel.
- **Cleanliness:** Writing on walls, pasting posters, and other defacing activities are prohibited. Hostel premises must be kept clean.
- **Communication:** Students should regularly check and follow circulars for updates and information.
- **Visitation Policy:** Boys are not allowed in girls' hostels and vice versa at any time.
- **Prohibited Activities:** Playing outdoor games inside the hostel building/premises and gambling are strictly prohibited.
- **Room Change:** Room changes or interchanges require written permission from the warden. The warden can reassign rooms as necessary.
- **Room Maintenance:** Students are responsible for the upkeep of their rooms. Routine housekeeping applies to common areas, and students are expected to use provided dustbins.
- **Security:** Hostel residents should lock their doors when not in their rooms. The University is not responsible for the loss/damage of personal property.
- **Resource Conservation:** Students should consume water and electricity responsibly.
- **Noise Control:** Loudspeakers are not allowed in rooms or hostel premises.
- **College Hours:** Students are not allowed to stay in the hostel during college hours unless due to illness or other valid reasons.
- **Water Conservation:** Students should not leave taps open when dry to avoid water wastage.
- **Furniture/Fixture:** Interchanging furniture/fixtures within the hostel without permission is prohibited.
- **Common Area Assets:** Damages to common area assets will be recovered from the responsible party or collectively if the culprit is unidentified.
- **Prohibited Items:** Firearms, ammunition, explosives, weapons, and inflammable goods are not allowed.
- **Parking:** Motorcycles and scooters must be parked in designated areas.
- **Staff Interaction:** Treat hostel staff courteously. Housekeeping services are not for personal use, and no tips should be given.
- **Health:** Students with chronic/communicable diseases are not allowed to stay in the hostel. Sick students should report to the warden.
- **Disciplinary Action:** The University reserves the right to terminate hostel occupancy for rule violations or misconduct.
- **Complaint Procedures:** Enter complaints regarding electric equipment or plumbing in the 'Complaints Book' available with hostel security.
- **Individual Representation:** Grievances should be presented individually to the warden and not as group complaints.
- **Additional Rules:** Any additional rules enforced by the Chief Warden/Warden must be strictly followed.

These rules are designed to ensure a safe, respectful, and orderly living environment for all hostel residents. Compliance with these rules is essential for maintaining harmony and discipline within the hostel.

NOTE: Mess services are compulsory for all hostel residents. The cost of the mess will be included in the hostel fee. The hostel fee, inclusive of mess charges, will be applicable from the date of payment.

PRINCIPAL