

## Code of Conduct

1. A student is required to have a minimum of 75% attendance of the total number of working days of each term, failing which he/she will be disqualified from appearing for the semester end examination.
2. Every student on securing admission will be provided his/her identity card. The procedure for obtaining the identity card will be put up on the Notice Board. Every student must wear the ID card around the neck at all times and shall not be permitted to enter the premises, to attend lectures, tutorials, practicals or use the library unless he/she has the identity card. The identity cards are not transferable. If lost, duplicate will be issued against a charge. For duplicate I cards, please contact reception desk.
3. Students shall attend lectures, tutorials, practicals, presentations and seminars according to the time table on all working days of the college. Students shall not absent themselves from lectures, tutorials, practicals, seminars, presentations and examinations without the prior permission of the Principal.
4. In case of illness, a student shall apply for leave, as soon as possible, with a doctor's certificate attached to the application. The student shall report to the class teacher immediately on resuming the college and shall submit the necessary fitness certificate.
5. The term or terms shall not be deemed as kept and shall not be granted unless the student has completed the prescribed tutorial work, practicals, assignments and projects as applicable, supported by certificates and the minimum of attendance is kept as per Board/University rules.
6. Students are not allowed to attend classes in the college for which they are not enrolled without the prior permission of the Principal.
7. The conduct of students inside the class rooms, in the premises of the college and outside the college shall be such that it will not interfere with the orderly administration and discipline in the college or cause any disturbances to fellow students.
8. Students shall not loiter in the college premises while the classes are on.
9. Smoking, spitting, chewing pan, chewing gum and use of mobile phones in the college premises are strictly prohibited.
10. No Society or Association shall be formed in the college and no person invited to address a meeting without the prior permission of the Principal.
11. College debates and other meetings shall be chaired by a responsible person approved by the Principal and the subject of debates shall be scrutinized by the Principal.
12. No student shall collect any money such as contribution for picnics, educational tours, get-together, study notes or charity or any other activity without the prior permission of the Principal.
13. No student shall communicate any information to or write in the press or websites, including Social networking sites, about matters dealing with the college administration

or students or teachers. Strict disciplinary action will be taken against such students, including rustication from college.

14. No student shall be allowed to take active part in politics.
15. Students applying for certificates, testimonials etc., and those requiring the Principal's signature on any kind of documents or application should contact office during the allotted hours. No papers/documents should be brought by students directly to the Principal for signature.
16. Those requiring certificates or testimonials with reference to their performance and progress in subject or activity should contact the college office.
17. **Students are expected to take care of the College property and help in keeping the premises clean. Damage to the property of the college, such as disfiguring walls, doors, breaking furniture / fittings etc. is a breach of discipline and will attract severe punishment and the cost of the damage will be recovered from the students.**