

STUDENTS' CODE OF CONDUCT

GUIDELINES:

Our college authorities have framed rules pertaining to students' studies and conduct. Every student is required to abide by these rules mentioned below:

ATTENDANCE AND PUNCTUALITY:

1. Class attendance should not be less than 75 %, of the total lectures assigned per subject per term, which is compulsory for granting a term.
2. Attendance of the students would be taken at the beginning of the class and students are expected to be seated in the class well before the class begins. This is especially applicable for the first class of the day and the fourth class (first class post recess) of the day.
3. Late arrival to the class will not be encouraged and students are advised to spend that time in the library rather than disturb the class.
4. Students are advised not to loiter around in the college campus while the lectures are on as well as during the gap between two sessions.
5. Students are discouraged from going to the canteen during the lecture hours. In case of absence of teacher from the class, students are expected to be seated in the class completing their class or homework or are expected to go to the library rather than going to the canteen or outside the college premises.
6. Students' responsibility remains with the college as long as s/he is on the college campus.

CLASS ROOM DISCIPLINE:

1. The students are expected to act with utmost decorum while on the college campus and especially when inside the classroom.
2. Students are expected to maintain dignity of the classroom, its infrastructure and the teachers.
3. Students are encouraged to speak only in English.
4. Any argument with a teacher is discouraged except when such an argument is only related to a theme/topic/issue/concept taught in the class.
5. Classroom is a no mobile zone. Students are required to understand this and ensure that they do not attend a lecture if they expect to receive an urgent call from anyone.
6. In case a teacher demands identity card or/and mobile phone on violation of the classroom discipline, students are advised to be humble enough to acknowledge the demand.

CAMPUS CONDUCT:

1. Students are expected to wear decent outfits while on the campus.
2. Students must wear their own identity card while on campus. They should keep it worn for the entire duration they are on the campus. Admission in the main building would be denied if the students fail to wear the identity card.
3. Vehicles must be parked in the parking place provided for. Any failure in this regard will result in confiscation of your vehicle. The vehicle may be returned on the payment of a fine of Rs. 500/- per failure.
4. Under no circumstance will you be allowed to smoke anywhere on the college premises. Violation of this rule can result in strict disciplinary action against you.
5. In case you do not have any class, attend the library. You are not supposed to loiter in the corridors of the college premises.
6. If you cause any loss or damage to our college property with or without intention, you are liable to pay in full for the same. Your caution money (deposit) will be appropriated towards the recovery of the damage caused.
7. Utmost cleanliness has to be maintained by every student in the college.
8. Use of mobile phones in the classrooms, college main and library building is strictly prohibited. Students would face strict action if found violating this rule.
9. **Under an Act of the state Government ragging in any form among students is criminal act and punishable, appropriately.**

EXAMINATION AND ITS IMPORTANCE:

1. **The CBCS introduced by the SPPU from the academic year 2019-20 makes passing independently mandatory, in both internal as well as external examination.**
2. Internal examination is conducted as per the guidelines provided by the SPPU. Students are requested to go through these guidelines so as to be alert and educated about these guidelines.
3. Subject teacher conducts internal examination and s/he will announce these exams time to time by notifying the students in advance. Hence, students are required to be present in the class as well as read the college notice board on a regular basis.
4. Students are also expected to appear for and answer all tests, tutorials and examinations, as per the instructions of the teachers.
5. All examinations and every evaluation are compulsory. Attendance at all the papers is compulsory.
6. Re –examination would be conducted in exceptional cases where student has represented the college at the University/State/National level during his/her examination session or was medically unfit to take the examination, during his/her examination session, certified by a medical practitioner qualified so to do.
7. External examination is conducted by the SPPU. It is conducted as per the schedule fixed by SPPU.
7. For taking internal as well as the external examination, students are required to fill in the examination forms in time. The timeline for filling in the examination form is set by the University.

8. Students must go through the notice board regularly. Loss of any advantage due to your negligence in the above cases will be your responsibility.
9. WhatsApp alone need not be taken as the source of information. The information received on WhatsApp should not be taken as final unless students corroborate the same either with the circulars on the college notice board, college website or the SPPU website.
10. Students are requested to go to the SPPU website and tutor themselves in the examination related issues.
11. Students are requested to maintain the decorum of examination. Any misbehavior, misconduct and violation of examination rules would be dealt with seriously.

CONDUCT AT THE LIBRARY:

1. Library is a place to study and not assembly for spending time with friends. Hence you are required to maintain silence in the library.
2. Library is a no mobile zone and hence you are requested to keep the mobile phones on silent mode and can leave the library premises in case you receive an urgent call.
3. There is a notice board inside as well as outside the study room. Students are expected to read the same on a regular basis.
4. Library offers various schemes. Students are requested to contact the librarian to get acquainted with the same.
5. Students are not allowed to carry his/her bag in the study room. They should keep the bags at the counter provided for the same.
6. Book borrowing facility is available only against the library card while quick reference is possible only inside the study against the identity card.
7. For book borrowing, whether for home or for quick reference, students are required to produce their own identity card and his/her presence while book borrowing is essential.
8. Book borrowing for home is available on days earmarked for the classes and courses. It is mentioned on the library notice board. No out of turn borrowing would be entertained.
9. Return of the book must be in time and in correct shape of the book. Any delay in return of the book and any damage to the book would attract penalty set by the library authorities, in consultation with the college administration, from time to time.
10. Loss of the book should be immediately reported to the librarian and the same should be compensated either in the form of replacement of the book or the purchase price, as per the library records, of the book.
11. No mobile filming is allowed on the library premises. It would be dealt with seriously.