

Rules and Regulations

CAMPUS DISCIPLINE

A. General

- Students must observe strict discipline on the campus, behave properly to the principal, faculty members, office staff, fellow students and visitors.
- No student shall use or keep in possession alcoholic drinks, drugs, cigarettes or similar intoxicants on the campus.

Ragging

Honourable Supreme court has made it clear that ragging in any forms should be sternly and effectively prevented. Whenever a criminal offence is committed in the name of ragging whether within the campus of an educational institution or in a hostel or otherwise, the Principal/Warden will report the nearest Police Station and not wait until a complaint in this regard is received from the person affected. Appropriate disciplinary action will also be taken against the culprits. The Government & Supreme court made it clear that any lapse in this regard will be seriously viewed. It will be the personal responsibility of the officer incharge of the institution to strictly enforce these rules.

Uniform

- Prescribed Uniform is compulsory for first year & Second Year UG Students on all working days.
Political activity is strictly banned on the campus. Unofficial meetings, strikes and fund collection are strictly prohibited.
- Political organisations are not allowed to enter the campus. Students are strictly prohibited from organising, attending or participating in any activity or agitation.
- The college being a temple of learning and an excluding academic zone, nobody should respond to any call for any form of strike or agitation including slogan shouting, dharna or any other activity which may harm the peaceful atmosphere of the institution.

- They shall not post notices or display posters anywhere in the campus and compound walls without the permission of the principal.
- Strict silence shall be observed while moving about on the campus. During official meetings held in the college, strict discipline must be maintained.
- Students are strictly directed to spend their leisure time in the library or reading room. They shall not leave the class without the permission of the tutor or until the class is dispersed.
- Students shall not enter any class other than their own.

The principal shall have power to inflict punishment such as fine, denial of attendance, suspension, compulsory issue of TC, etc., to any student according to his discretion.

- Students are advised to consult their respective tutorial advisors on matters including their personal problems in the campus.
- The properties and equipment of the college are to be handled with extreme care.
- Students shall keep the campus and the class room clean and tidy without writing on or disfiguring the walls, furniture, doors, windows etc.
- Damages caused to them will have to be adequately compensated, failing which disciplinary action will be taken with the principal's discretion.
- The students shall not enter the departments if a teacher is not present. They shall seek the teacher's permission to enter the department.
- Students who go over to other college or institutions and engage in acts of indiscipline such as demonstration or strikes will be punished.
- No meetings shall be held without the prior permission of the Principal.

Mobile Phone

- Use of mobile phones by the students inside the campus is strictly restricted. Violating this rule will be met with disciplinary action. Mobile phones which are brought by the students to the campus will be confiscated and disciplinary action will be taken against the defaulters. The college has instituted a committee to strictly monitor the High Court order regarding the use of mobile phones on the campus. The action against the defaulters will be taken in the monthly meeting of the committee instituted by the principal.

- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal and immoral activities.
- Unauthorised entry of outsiders into the campus is strictly prohibited.
- Students who are charged in criminal offence or those who are under suspension will not be allowed to enter the college campus without the permission of the principal.
- Any student who is persistently insubordinate, repeatedly mischievous, guilty of fraud or malpractice in connecting with the examinations will be removed from the rolls.
- The students are directed to uphold moral and ethical values of our society while they are inside and outside the college campus.
- Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the Principal.
- Identity card is compulsory to all students on the campus and should be produced for verification on demand.
- For acts of misbehavior the principal may impose such punishment as fines, cancellation of attendance, withholding of terms certificate, forfeiture of educational concession and scholarship, suspension and expulsion.

B- EXTRACT OF THE INSTRUCTION ISSUED BY HIGHER EDUCATION DEPARTMENT REGARDING THE SMOOTH FUNCTIONING OF THE CAMPUS AND HOSTELS OF UNIVERSITIES AND AFFILIATED COLLEGES.

- All Celebration in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution of the College. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebration in the college.

- In the interest of security of students, Police may be informed in advance about all festival celebrations.
- Counselling service/Social work service may be arranged to cope with student problem, Individual group counselling may be arranged. Anti Ragging awareness programmes must be conducted. Activities like NSS/ NCC/Yoga/ Sports may be encouraged.
- For all students' programme in the campus, presence of teachers is mandatory. The Students' programme should not be permitted beyond 9 p.m.

C. TEST PAPERS AND A.P.C

- Students who fail to attend terminal exam, Internal Exam and class tests without proper reason and those who are found engaged in malpractices in the exams will be removed from the roll and will not be allowed to attend university exams.
- As per the university order, the distribution of marks for the internal assessment will be based on the performance in the unit tests, Terminal examinations, class room assessments, seminars, attendance etc.
- **APC (Attendance, Progress and Conduct) certificate issued by the Principal is necessary for appearing the university examination.**
APC of the students on whom disciplinary actions have been taken will not be sent to the university and there by they will be disqualified for the university exams as per the university norms.

D. ATTENDANCE & LEAVE

- All students must attend the class punctually and regularly.
- The working day is divided into two sessions and each session into periods of one hour.
- Attendance is taken during every class hour. Absence for any one period during the day will be considered absence for half a day.

- Students failing to attend the classes a minimum of the three fourth of the working days of an academic year will not be entitled to appear for the university examinations.
- No student shall be absent from a class without applying for leave. If a student is absent without the leave application for more than 15 days, his name will be removed from the roll.
- If a student requires leave he I she must apply to the head of the department concerned after it is countersigned by both the parent and the tutor.
- Students, unable to attend the classes on medical or some other reasonable grounds, have to produce application for leave countersigned by parents in time.
- Students deputed to participate in zonal I interzone arts I sports competitions or NSS activities should submit their leave applications duly recommended by the lecturers in charge of the programme through the tutor not later than one week after the event.

E. T.C. & CONDUCT CERTIFICATE

- Students have to submit application in the prescribed form for the issue of transfer and conduct certificates at the completion of the course.
- Conduct certificates, however, will be issued by the principal only with reference to their actual character and conduct during the course.

F. IDENTITY CARD

- Students shall always keep with them the identity card issued to them.
- All payments, refund of caution deposit, issue of certificates etc. can be done only on production of the identity card.
- It is to be surrendered in the office at the time of claiming the refund or caution deposit or issue of transfer certificate.
- Students who do not have their identity cards will not be allowed to enter the campus.