

## MODEL CODE OF CONDUCT FOR STUDENTS

1. To be on time is the best way to learn, student must arrive on time in the class and be present for the entire class period (or until dismissed) random arrivals and exits are not allowed in the class.
2. 75% attendance is mandatory to appear in Internal examination, external examination, projects as well as practical examination as per University and DHE mandate.
3. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
4. Institute has zero tolerance policy towards ragging, Ragging is banned on campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
5. College has zero tolerance policy towards any kind of gender discrimination and sexual abuse, any student indulging in such activities will be outrightly terminated from the college and police complaint will be registered against him/her.
6. Political activities are prohibited on the campus, students are forbidden from conducting and attending political meetings within the institute campus. Any violation may result into suspension of student from the campus
7. Students shall wear respectable formal attire with neat hairstyles.
8. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
9. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
10. Roaming around in the campus during class hours is strictly prohibited.
11. Talking and other disruptive behaviours are not permitted while classes are in session. This type of behaviour will be treated as the acts of indiscipline
12. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
13. Institute has zero tolerance policy towards smoking or any type of addiction. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
14. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
15. Be polite and respectful towards others, Teachers and other students.
16. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the prior permission of the Principal of the college
17. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal of the college
18. Student shall not communicate any information or write about matters dealing with the Institute administration to the Press.
19. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
20. Students should not leave their books, valuables and other belongings in the classroom.
21. The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
22. Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the respective committee in charges or their Teacher guardians. Students should not bring any paper directly to the principal signature.

23. Any kind of misbehaviour inappropriate use of Language or involvement in any misconduct will lead to suspension of student from the college without any explanation.
24. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
25. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
26. It is mandatory for every student to participate in at least two co-curricular activities organized by the college
27. Students should read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
28. College has a limited parking space and we appreciate the use of bicycles, shared vehicles and more importantly use of public transport system. The Institute administration is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students may utilize the limited designated parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences. Vehicles found parked inadvertently across the campus will be ceased by the College.
29. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited.
30. Bike race / motor car race / procession or similar activities shall not be permitted inside the campus.
31. Students joining the Institute are bound by the rules and regulations of the Institute.
32. The Principal of the college is the ultimate disciplinary authority in the institute. Matters not covered by the existing rules will rest at the absolute discretion of the Principal of the college.