

## CODE OF CONDUCT

The college expects every student to uphold the discipline of the college both within and outside its premises.

The college endeavors to inculcate in students a sense of duty and discipline. Students shall adhere to all the regulations and rules set out by the Principal of the College from time to time.

### Academic Integrity:

- **Honesty:** Students must maintain academic honesty, refraining from cheating, plagiarism, and misrepresentation of work.
- **Identity Card:** Each student must hold the Identity Card provided by the college in safe custody. Any misbehaviour by the student will entail the confiscation of the identity card and the name of the student will be struck off the rolls.

### Attendance:

- Regular attendance is mandatory for all classes, seminars, and exams unless excused. Every student is expected to be regular and punctual to college on all working days. Regular attendance of classes and morning assembly is expected of all students. The students shall not be permitted to leave the college under any circumstances during the working hours of the college without an out pass signed by the Head of the Department and Principal/Administrative Officer.
- A minimum of 75% attendance will have to be obtained to become eligible to appear for the University/ END Semester Examinations. Students who are recipients of any scholarship should maintain 90% attendance. Students must be present on the reopening day and closing day of each term.

### **Timings:**

- Class timings for the I Shift is from 8.00 am to 12.30 p.m. with a break of 20 minutes.
- Class timings for II Shift are from 1.15 p.m. to 5.30 p.m. with a break of 20 minutes.

Students are not allowed to enter the college premises after 8.10 a.m. for Shift I & 1.25 p.m. for Shift II. They must report to HOD if late. ½ a day attendance will be cut for the student for every 3 late comings.

- **Leave of Absence:** Any student who wishes to take leave will have to send the leave letter duly countersigned by the Parent or Guardian. In case the leave is due to unforeseen circumstances, the leave letter should be submitted immediately after returning to the college. In case of sickness, a medical certificate should be attached along with the leave letter, duly countersigned by the Parent/Guardian. If the leave exceeds three days without valid reason, prior intimation or a proper leave letter countersigned by the Parent/Guardian, severe disciplinary action will be initiated against the student. Students are forbidden to leave the college during working hours
- **Examinations:** Students are expected to follow the examination rules and not engage in any malpractice during exams.
- **Assignments:** Timely submission of assignments and projects is essential, and all work must be the student's original effort.

### **2. Respect for Faculty and Staff:**

- **Behaviour of Students:** Students are expected to show respect towards faculty members, administrative staff, and fellow students. Students should show due respect to the faculty members. They should conduct themselves in a dignified manner. All communication with faculty and staff should be polite and respectful, whether verbal or written.

### **3. Discipline and Conduct**

- **Behaviour on Campus:** Disorderly conduct, disruptive behaviour, or any action that harms the academic environment is prohibited.
- Consumption or possession of drugs, alcohol, or tobacco is strictly forbidden on campus.
- Any form of physical or verbal abuse, fighting, or threats is prohibited.
- **Discrimination:** Any form of discrimination or harassment based on gender, caste, religion, or socio-economic status is strictly prohibited.

**4. Dress Code:** Students may be required to follow a formal or prescribed dress code as per the institution's rules. Students are expected to dress simply and modestly, avoiding short, flimsy tops and tight-fitting clothes. This rule is strictly enforced.

#### **5. Use of Technology**

- **Ethical Use:** Students must use college resources, including internet and computer labs, responsibly. Cyberbullying or inappropriate online behaviour is not tolerated.
- **Personal Devices:** The use of mobile phones and other devices in classrooms or during academic events should not be allowed. Mobile phones should not be used for non-academic purposes inside campus. It should be switched off during class hours. Use of social media during class hours is strictly banned. Cell phones will be confiscated if students are found using them during class hours or during examinations.

#### **6. Respect for College Property**

- **Care of Property:** Students must not damage, deface, or misuse college property, including classrooms, laboratories, libraries, and equipment.
- **Cleanliness:** Maintaining cleanliness in and around campus is a shared responsibility. Littering and defacing walls are prohibited.

#### **6. Anti-Ragging Policy**

- **Ragging:** Engaging in or promoting ragging is strictly illegal and punishable under Indian law. Colleges have strict anti-ragging policies in place, and violations can result in expulsion or criminal charges.

#### **7. Grievance Redressal**

- **Complaints:** Students should follow the institution's official procedures for addressing grievances related to academics, faculty behaviour, or peer interactions.
- **Counselling and Support:** Colleges often have counselling services for students dealing with personal or academic stress, and students are encouraged to make use of these resources.

#### **8. Extracurricular Activities**

- **Participation:** Students are encouraged to engage in extracurricular activities, but not at the expense of their academic responsibilities.
- **Clubs and Organizations:** Participation in clubs, student organizations, and social initiatives should align with the values and regulations of the institution.

## **9. External Representation**

- **Conduct Off-Campus:** Students are representatives of their institution even off-campus. Their behaviour in public, online, or during internships should reflect the institution's standards of conduct.

## **10. Consequences of Misconduct**

- **Disciplinary Actions:** Violation of the code of conduct may result in warnings, suspension, fines, or even expulsion, depending on the severity of the breach.
- **Legal Action:** In cases of serious misconduct (e.g., violence, drug use, ragging), the institution may take legal action as per Indian law.

## **LIBRARY REGULATIONS**

- The College has a well-equipped Library which can accommodate 150 students at a time. Books relating to the various disciplines as well as those of general interest are available for reference and issue at the college Library. U.G. students can borrow one book and P.G. students two books for a period of 15 days.
- The Books should be returned on or before the due date, failing which a fine of Re. 1/- will be charged per day. If a student damages a book she will have to pay the cost of the book, along with the fine. The library is meant for the use of students, and they should not lend the books to any outsider or cause any damage to the books or the furniture. No student will be permitted inside the library without the membership card.

## **Other Facilities:**

### **ACCIDENT INSURANCE**

- Students are covered by insurance schemes for accident within and outside the College premises

## **THE ROLE OF PARENTS:**

- Parents are requested not to absolve themselves of their responsibilities once their daughters are admitted into the College. They must ensure that their wards attend classes regularly and take tests and examinations regularly.

- Students who lack the required percentage of attendance will not be allowed to write the University/End semester Examinations. No request or complaint from the parents will be entertained in this matter under any circumstances.
- Parents are particularly requested not to allow their wards to absent themselves from the afternoon sessions of the College for any reason whatsoever.
- Parents must keep in touch with the Principal and Faculty members regarding the progress of their wards in studies and their general conduct and behaviour.
- Parents may also contact the principal on any matter concerning their wards between 10 AM and 10.30 AM on any working day.

This code ensures that students maintain a standard of behaviour that fosters a positive, respectful, and academically focused environment within the college.

x-----x