

## CODE OF CONDUCT FOR STUDENTS

### **In the Classroom:**

Every student is a valued member of class and is expected to contribute in a positive way. Students should greet their seniors and teachers and give them due respect at all times.

To ensure 'Punctuality', all students have to reach college on or before 9.00 am. and attend all classes on time and not to leave college before 5.00 p.m. Students not to loiter around in corridors.

As regularity is the key to better performance in every field of activity, students must attend the college on all working days and try to achieve 100% attendance. No leave will be granted without prior permission of the class teacher.

Students will not participate in cheating or plagiarizing their work or the work of others.

It is important that students understand the role of the lecturer as under:  
The lecturer is a facilitator for your learning.

Unlike at school, lecturers will not spoon feed you.

Students need to become 'active listeners' during the lecture. Listen carefully at the beginning of the lecture to see what the format of that lecture will be. Students should work quietly at serious learning.

Students are expected to have the calculators and their diaries on their desk throughout the lesson.

It's important to take notes during the lecture.

Students will also need to read books after the lecture and make notes themselves to assist in understanding of the topics taught to them.

Students will come prepared for the next class and homework completed.

The communication between students and teachers should be polite and respectful. Every student has the right to an uninterrupted and safe instructional environment. There will be no loud voices used in the class rooms. Always be aware of the level of noise that is being made and respect those that may be trying to concentrate nearby.

Students will express themselves without the use of profane language or offensive gestures.

Students will be honest with all staff. They must return the leftover books, notes, CD or Pen drive in the classroom to the respective lecturers.

The classroom should be left tidy at the end of the lesson and do not forget to switch off the lights and fans in the classroom.

### **Class attendance :**

Studies should be taken as sacred duty by every student. In addition to that the active participation in extra curricular activities is expected from the students. Students have to ensure that they remain present for all the lectures and practicals.

75% attendance in an academic year is mandatory for appearing in the university examination. The Students with attendance of less than 75% will be debarred from taking examination.

### **Leave / Procedure for Application of leave.**

- As each and every class is very important, the student is expected to attend the college everyday.
- But in case of an emergency, which is unavoidable, the student / parent has to report to the Counselor / Principal and obtain prior permission.
- The day the student report back to the institute he / she is required to submit the leave card duly signed by the parent. This should be authorized by the Counselor and then approved by the Principal.
- The Leave Card approved by the Principal has to be submitted to the Administrative Office and entry for the same has to be made.

- The student fails to submit the leave card signed by the Principal, is liable for such action as per decision of the management.

In case Parent is not available for signature, the student may submit the leave card to the Counselor the day he / she is joining back. The Principal may permit the students to take the authorization from the parent within a week.

- In any circumstances if the student is facing any inconvenience, the Counselor / Principal may be contacted who will advice and help them in completing the formalities.

No leave will be granted to the students. However, medical leave will be granted only if students are submitting their medical report and medication details within three days of start of medical leave and medical certificate for the period of absence within three days after joining.

### **In the Buildings:**

Gambling, smoking, pan or gutka & spitting on the floor, writing and marking the walls is strictly prohibited.

Students are expected to keep their campus clean by using the bins provided all over the floors and campus.

Use of mobile phones, cell phones, and consumption of Drugs and Alcohol by the students are strictly prohibited.

Student should always display courtesy to others and should keep noise to a minimum in their movement between classes. Student should keep to the left when moving along corridors and stairs.

Eating any where in the building is not allowed. Students when waiting for their teachers outside classrooms, should not make the wall dirty by touching their feet on the wall.

### **Library books and CDs:**

Students are required to strictly follow the Library rules. Students are

responsible for any library books or any equipment borrowed by them. Books, CDs , if misused or damaged, students will be responsible for the charges to repair or replace the lost or damaged books and or CDs.

### **At the Canteen:**

Each student is to obtain his/her own items from the counter. Students are requested to wait in an orderly manner in the appropriate queue. Students are expected to be courteous and show respect to their lecturers in the canteen. Students should not occupy the table reserved for the teaching staff. Students should not leave their cups or dishes on the table but return them to the designated counter. In Classroom , if they are having their tiffin, they should take care that cleanliness is maintained.

### **During Examinations:**

Students are supposed to be present on all examinations conducted by or at the college.

Candidates are reminded to follow the examination Rules laid down by the University.

Students taking examination as candidates should be aware that the University takes an extremely serious view of any attempt to use unfair practice in examinations. The use of unfair means is regarded as a serious offence as per University rules. Students found guilty of this offence will lose academic year.

### **Fighting / Criminal Assault / Ragging**

Any student involved in or encouraging the involvement of another student in fighting or Criminal Assault will be suspended from the college and the police will be notified.



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**THANK YOU**