

MODEL INSTITUTIONAL CODE OF CONDUCT

GENERAL GUIDELINES FOR STUDENTS:

- Loitering in the corridors or inside the canteen/common room during class hours is strictly prohibited.
- Mobile Phone, if found to be used in corridors or classes during physical classes by students will be seized. (Special exceptions shall be made to this rule during Pandemic times as education and institutional interface with students becomes contact-less and online.)
- Students are expected to keep the walls of the building clean and to co-operate with the authorities in its drive for cleanliness.
- Students should ensure that College property/Laboratory equipment /library books are not damaged due to careless handling.
- Maintenance of silence in the library is mandatory.
- B.Sc. Students found abstaining from theoretical classes for a period of more than seven days without any intimation will not be allowed to attend practical classes.
- The following actions on the part of a student shall be considered as acts of gross indiscipline:
 - i) Malpractices in examination hall
 - ii) Disrespectful behaviour toward Teachers & Members of staff
 - iii) Intrusion of male students in the Girls' common room
 - iv) Intentional damage of College property.
- In the event of aforesaid acts being established beyond reasonable doubt by the Disciplinary Committee of the Institution, the student/students concerned shall be issued compulsory transfer certificate.
- All students are accountable to the Principal for their conduct in college.
- Presence of every student is mandatory in the induction meeting chaired by the principal or convened by the Department on commencement of an academic session.
- Academic calendar is distributed to the students at the beginning of the academic year. Students are advised to be punctual and to attend all lectures regularly.

(During the raging Pandemic emphasis is on the attendance in Online classes/workshops)

- **Under the University Notification No- CSR/64/99, a candidate shall be considered as collegiate if ha/she attends 75% lectures in any subject, and as non-collegiate if attendance in any subject fails short of 75% but not below 60%. A candidate who has not attended at least 60% lecture shall be considered discollegiate & shall be debarred from appearing at any examination. (The above rule stands annulled till further notice due to the public health emergency brought about by the Covid19 Pandemic)**
- **In case of absent due to illness, students are required to submit to the Principal a medical certificated with a letter from the parents (guardian) explaining the reasons for absence.**
- **Students are required to carry their Identity Cards bearing their Photographs. Without Identity Card no student will be allowed to enter the college campus.**
- **Smoking and Spitting is forbidden in the college premises.**
- **All college excursions or outings require prior permission from the Principal.**