

Code of Conduct for the students

Our Academic Session begins in July and ends in next June every year. We expect from our students that they will be punctual and regular in the class room as well as in studies. The university has also prescribed certain rules governing the attendance of students as such it becomes necessary to elaborate the following rules for information of the students.

These rules shall come into force from the first day of beginning the session i.e. 1st July every year. It is expected that our faculty members as well as our students should read these rules carefully, observe them effectively and follow them strictly.

1. Every student must note it carefully that he/she shall have to attend the classes regularly and shall have to complete the requisite percentage of the attendance as prescribed by the University to decide his/her eligibility for appearing in the examination.
2. In case it is observed that any particular candidate has not completed the required percentage of attendance he/she will not be allowed to appear in the examination and the matter will be reported to the authorities concerned.
3. Every student is required to attend the classes regularly. The students are not allowed to proceed on leave during peak hours & examination time.
4. Punctuality is another important aspect, which shall have to be maintained by the students of this organization. Coming late in the class room will be viewed very seriously. The teachers concerned, if they deem fit, may disallow the student from attending the class.
5. Lame excuses for coming late or for processing on leave without prior permission will not be accepted & if it is reported later on that there is no improvement, the student will be punished with fine.
6. Every student is required to attend the college in proper dress code as prescribed by the college authorities. Those who would not follow this rule shall not be allowed to attend the class.
7. The students are not allowed to use mobiles in college Campus as well in the classroom. Those who would not follow this rule shall be fined.
8. The students must pay their fee on the fixed date. If any student does not deposit the fee on the scheduled date, he/she shall have to explain reasons for the default to the management in writing.
9. The students shall have to abide by the following leave rules :-
 - (a) In the case of any emergency and casualty, the student will inform the Principal/Head of Department/Managing Director and will obtain his permission for granting leave. In this case leave application may be submitted in the office next day.

- (b) Leave application will be submitted on the prescribed format and prior permission of Principal/Head of Department/Managing Director will be obtained by the student before proceeding on leave.
- (c) The students are not allowed to leave station without prior permission of the authorities concerned.
- (d) Absence from the college during periodical test/Internal examination/ Practical examination as well as from Campus will be viewed seriously and shall not be condoned. The student concerned shall be held responsibility for this act of disobedience and he/she may be debarred form further such examination in the future.
- (e) Absence without permission for more than 03 days will be viewed seriously and the same is punished with fine.
- (f) Repeated absence for more than 07 days from college in one stretch will render the student liable to struck off his/her name from the college rolls. In such cases the student will be allowed to attend the classes only after their re-registration and on payment of penalty as specified therefore.

LIBRARY

RULES

1. The library will remain open on all working days during college hours. The teachers and students are requested to maintain pin drop silence in the library.
2. The books, journals and magazines will be issued to the students and faculty members on production of library card.
3. Only one book will be issued to a student for three days otherwise the student shall have to pay fine as prescribe by the management in the regard.
4. It is the responsibility of the student to return to book on due date i. e. just after three days. If the due date is a holiday, he must return the book on next working day.
5. Book- Bank facility is also available to the students. The student shall have to apply for availing this facility through the Principal/H.O.D.
6. The student shall have to deposit a sum of Rs. 1000/-as caution money which is refundable after deduction of a nominal charge. The amount so deducted will be utilized for the development of Book Bank facility to larger number of students.
7. The students are responsible for up-keeping of the books. They are not allowed to torn out pages or write remarks in the margin of the books. The students are advised to check the book at time of its issue and the library In charge would also check at the time of it's taking back.
8. If it is observed that any student has violated this rule, he shall be punished with fine. The amount of fine shall not exceed cost of the book.
9. Students may avail the Book Bank facility during the examination to continue their study but they shall have to return the books just after the examinations are over. If they retain the book they shall be liable to be punished with fine not excepting the cost of the book.
10. Eating / playing indoor games in the library is strictly prohibited. Strict disciplinary action will be taken against such students for violating the rule.
11. In case of damage/theft or loss of the book original cost of the book shall have to be paid by the student.
12. Library will remain open from 10:00 am to 5:00 pm on every working day.