

RULES, REGULATIONS AND RESPONSIBILITIES OF STUDENTS

*****RAGGING IS STRICTLY PROHIBITED*****

Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly to do is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging she will be punished/rusticated/ expelled/suspended from the institute and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished. Jail for ragging is for period from six months to 10 years & fine up to Rs. 50,000/-.

Preamble: The reputation of an institute depends solely on the performance of its students, not on buildings, equipments, structures etc. although they are the pre-requisite aids. The students of an Institute are known not only by their performance in their academics but also by their conduct which is an integral part of their personality. In order to make the College feel proud of its students, the following code of conduct is expected of the students.

1. ATTENDANCE:

The students must be regular and punctual in their studies. They should behave, dress and project their image like dignified, respectable citizens of the Country. Students are strongly advised not to miss any lectures, without proper and strong reason. The college starts at 8.45AM and college gate is closed for the students by 9.00 AM. Frequent and habituated late comers may be asked to bring parents to college to inform after-effects of late coming. The students are fined for skipping classes in between without permission from their HOD/ principal or participating in mass bunking classes as this is treated as indiscipline.

As per the academic regulations of the University, every student has to put in 75% aggregate attendance in order to be eligible for appearing in the University examination at the end of the semester. Hence all the students are advised to monitor their attendance regularly and ensure that they meet the minimum attendance requirements. Students having shortage of attendance will be detained and they will have to repeat the year or semester during the next academic year.

It is important to note that the Govt. may not extend the fee-reimbursement for the student having attendance less than 75%.

2. DISCIPLINE

The students must observe discipline and indiscipline attracts punishment. They must observe self-imposed discipline in studies as well as other activities.

3. SILENCE IN THE CLASS AND LIBRARY

Students must observe proper silence in the classes/library and avoid making noise. Violation of this may attract fine or punishment depending on the severity of the issue.

4. DRESS CODE

The students should note that they are pursuing a professional degree course in a reputed institution where several guests from very reputed companies visit the campus for placements or delivering guest lectures, etc. Hence it is student's responsibility to be formally dressed whenever they come to the college. After consulting students from all classes along with staff members, the following dress code is arrived at:

- Chudidhar with Dupatta hanging about 1ft from the neck, pinned on both sides.
- Hair should be plaited or tied.
- Lab coats and shoes are to be worn during work shop / laboratory classes.

Students found not adhering to the dress code will be sent back home for the day with information to parents. Repeated violations may lead to suspension of the student from attending classes. The students are to comply with the dress code of the college and must maintain professional decorum at all times.

5. CELL PHONES:

The students are reminded that the University has banned use of camera cell phones within campuses of all the colleges. They are hereby informed that students found using camera cell phones may be suspended from attending the classes. Students carrying non-camera cell phones should make sure that their phones are switched off whenever they are attending classes of any nature.

6. ID CARDS:

ID cards to students will be issued once at the time of registration during the 1st semester. All the students should submit their details of blood group to the college at the time of registration. In case the student had lost the ID card, she can obtain a duplicate card at the cost of nominal payment. The students will not be allowed into the college campus Without the ID Cards.

The students should always wear their ID cards while they are in the campus.

7. RESPONSIBILITY

The students are expected to develop a sense of belongingness to the institute. They shall keep it up-right, clean and create a congenial environment conducive for studies. Their action must reflect respect for the faculty members and must inculcate a spirit of fellow-feeling and mutual respect among themselves.

8. NOTICE BOARD AND WEBSITE

The students should look for new notices regularly on the notice boards and website, so as not to miss any important information. Not seeing the notice board / website cannot be an excuse for not following the contents / directions mentioned in them. The absentee students shall learn about announcements on the notice board from their fellow students. None can plead ignorance of these announcements.

9. TESTS AND EXAMS

Parents were sometimes approaching the administration to postpone certain test / exam citing reasons as their daughter is unwell / have some important function / daughter's marriage/ going on tour / pilgrimage etc. These kinds of requests are never entertained. The tests and exams are scheduled much in advance and the schedule is for all students. Henceforth students shall not bring any external pressure in the form of telephone calls or otherwise either from their parents or otherwise.

10. LABS AND LAB RECORDS

The students shall be aware that regularity in attending labs and submission laboratory records in-time carry weightage in internal lab marks. Students shall submit the completed record of an experiment during the next lab class only. Non submission in time will cause

lowering of their lab internal marks. The student may not be allowed to attend the lab class without submitting the completed lab record of the experiments so far completed. When a student is found that she had copied lab record from other student, both students are punished. The student is expected to consult her teacher for guidance in writing the record.

11. OFFICE AND EXAM BRANCH TIMINGS

The students must observe and follow Office and the exam branch timings to complete their pending things with them so as to avoid unnecessary disturbance to their academics, as non-following of the timings results in wastage of time, etc.

12. PROTECTION OF WALLS, FURNITURE, ETC.

The students must not write on walls etc. or make undesirable sketches on the Walls/Furniture tops/doors or stick notices on the walls. They can place any document in the interest of students / institution / society on the notice board with permission from their HoD

13. INFORMATION TO PARENTS / GUARDIAN

Student shall keep their parents / guardian informed regularly about their performance in studies and other problems, if any.

14. ETHICS

The student shall observe professional ethics.

15. EXTERNAL PRESSURE

The students violating the rules and regulation of the institution and that of university have been trying to bring pressure on administration to nullify the effects of their wrong doing which was always proved as futile exercise. This is more true in case of low attendance, dues over the tuition fee, etc.

It may be categorically noted by the students and parents that the administration would not yield to these pressures and will be stuck to the rules of the Govt. or university and institution, whichever ever the case may be. However this causes lot of disturbance to the institutional environment and parents shall desist from this.

DECLARATION OF ACCEPTANCE OF RULES, REGULATIONS AND RESPONSIBILITIES OF THE STUDENTS

I, Ms. _____ D/o. _____
studying in year _____, Course _____ for the academic year _____ hereby state that I have read and understood all the enclosed "**Rules, Regulations and Responsibilities of students**" and abide by the same. I had also explained all these rules, regulations and responsibilities in appropriate language to my parent/s / guardian and they had understood all of them. I am also aware that when I am found not adhering to any of them by the concerned authority, I will be suspended/ fined/punished/rusticated from college as decided by the management. I am also aware that the money paid towards any of the heads will not be refunded and all the dues, if any, to the college towards the academics will be paid by me.

Signature of the parent / Guardian	Signature of Student
Name: _____	Name: _____
Place: _____	Place: _____
Date: _____	Date: _____