

# **RULES AND REGULATIONS – STUDENTS**

**The rules and regulations of the college are framed by the management and the principal to ensure a peaceful campus atmosphere.**

## **A. CONDUCT OF DISCIPLINE OF STUDENTS**

1. It shall be the bounden duty of every student to abide by the rules and regulation of the college, and to conduct himself with discipline and decorum in all places and under all circumstances.
2. Every student shall attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the college.
3. Students shall be clean and decorous in dress ,language and behavior
4. Smoking, use of alcohol and drugs are strictly prohibited in the college premises. Students shall not enter the college drunk.
5. Every student shall salute the members of the teaching staff on the occasion of first meeting them within the college premises and whenever he /she meets them in public.
6. When teacher enters the class room, the student shall rise and remain standing till they are directed to sit or the teacher takes his seat.
7. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
8. Students who may be free during class -time not loiter on the veranda or on the premises of the college. During such time they are to be in the library.
9. Every student handles the college property with care and shall do everything in his power to preserve cleanliness and tidiness of the furniture, building and the premises. Students shall not disfigure the walls, doors, windows and furniture etc.
10. Except in the meeting of the various college associations, no student shall address any gathering in the college premises without the special permission from the principal.
11. Megaphones, loudspeakers, mobile phones etc. should not be used in the campus without the principal permission.
12. Posters, flags, memorial tombs, floral arches etc.should not be displayed in the campus.
13. Indecent behavior towards the opposite sex will not be tolerated.
14. Students should not invite or encourage outsiders to enter the campus.
15. Rioting /agitating another group of students or against members of faculty on any reason what so ever is highly prohibited.

16. If a student or a group of students or the entire students have any grievance of any kind what so ever, it should be brought to the attention of the Grievance cell.
17. Ragging/teasing harassing/using words of abuse etc on junior students especially female students within the campus or outside is punishable/crime under police Act.
18. Vehicles should be parked at respective places allotted for the purpose.
19. In all matters not specified in the forgoing rules, students shall aim at conducting themselves respecting the rights of others so as to establish and maintain good tradition and reputation of the Institution.
20. Any further rules and Regulations framed by the management and the principal from time to time also be binding all.

#### **B. ATTENDANCE AND LEAVE OF ABSENCE**

1. Attendance will be taken at the beginning of each period. Late comers shall enter the class rooms only with the permission of the teacher.
2. Students who leave the roll call without the permission of the teacher are liable to severe punishment
3. Application for leave of absence for more than 4 days due to illness should be supported by the medical certificates.
4. Students absenting themselves from the college for more than fifteen consecutive working days without satisfactory explanation will have their names removed from the roll and treated as temporary removal
5. A student sent out from the teacher shall lose attendance for the duration he /she is out
6. A student requiring leave for a day or a part of a day should apply to the class teacher authorized by the principal.
7. The responsibility of making sure that a student has earned the required minimum percentage of attendance (75% for the year) rests entirely upon the students. It is the responsibility of the student and the parent to find out from the class in- charges.
8. The students are provided with Uniform and Identity card and they should wear neatly

**PRINCIPAL**