

RULES AND REGULATIONS – DISCIPLINE

To maintain a conducive academic environment, all students are expected to adhere to the following rules and regulations:

General Conduct

1. Identity Card: Students must wear their college-issued Identity Card at all times within the campus.
2. Classroom Discipline:
 - Students may not leave the classroom without permission.
 - Attendance is mandatory until the lecturer dismisses the class.
3. Residential Address Update: Any change in residence must be promptly reported to the college office. Failure to do so will be considered a disciplinary violation.
4. Institutional Reputation: Students must uphold the college's reputation. Any misconduct that tarnishes the institution's image may result in disciplinary action, including expulsion, as determined by the management.
5. Interpersonal Conduct: A respectful and professional relationship between all students must be maintained. Violations will lead to disciplinary measures.

Disciplinary Policies

6. Management's Authority: The management's decision on disciplinary matters is final and binding.
7. Prohibition of Unrest:
 - Participation in strikes, hooliganism, or disruptive activities within the college will result in severe penalties, including expulsion.
 - Involvement in unauthorised demonstrations or strikes at other institutions will also warrant disciplinary action.
8. College Property: Students must safeguard college property. Vandalism, defacement, or damage to infrastructure, furniture, equipment, books, or vehicles will lead to penal action and possible expulsion.

9. Grievance Redressal:

- Students must not take matters into their own hands. Violent behavior will not be tolerated.
- Grievances should be formally submitted to the Principal, whose decision will be final.

Notices & Personal Responsibility

10. **Notice Board/Website:** All official notices will be displayed on the notice board or college website. Ignorance of posted notices will not exempt students from compliance.
11. **Personal Belongings:** The college is not responsible for the loss of personal or valuable items on campus.

Prohibited Activities

12. **Mobile Phones:** Students are not permitted to bring mobile phones to college.
13. **Disruptive Behaviour:** Any form of disturbance in classrooms, campus events, or celebrations is punishable.
14. **Substance Abuse:**
 - Smoking, chewing pan, consuming alcohol and drugs on campus is strictly prohibited.
 - Possession, use, or distribution of drugs/alcohol will result in suspension or dismissal.
15. **Public Misconduct:** Misbehaviour inside or outside the campus (including public transport) that causes public nuisance may lead to scholarship cancellation and disciplinary action.

Academic & Administrative Compliance

16. **Assignments & Tests:** Students must complete and submit assignments, seminars, and tests on time as instructed.
17. **Visitors & Unauthorised Access:**
 - Meeting unauthorised persons on campus requires prior written permission from the principal.
 - Entering other classrooms or disrupting classes without permission is prohibited.
18. **Cleanliness:** Littering (papers, wrappers, plastic bottles, etc.) is strictly prohibited.

19. Meetings & Fund Collection: Organising meetings or collecting funds without the principal's approval is not allowed.

Attendance & Punctuality**20. Late Arrival Policy:**

- Latecomers (beyond two instances) must bring their parents to meet the principal on the third offense.

Additional Requirements

- 21. College Calendar:** Students must carry the college calendar daily.

Enforcement

Any breach of these rules will result in an official inquiry, and the college's decision will be final.

Note: The college reserves the right to amend these rules as necessary, with updates communicated via official channels.

ANTI-RAGGING POLICY

Definition of Ragging:

Ragging is any disorderly conduct—whether verbal, written, or physical—that has the effect of harassing, teasing, or mistreating a fresher or junior student. This includes any unruly behaviour that causes or is likely to cause distress, psychological harm, fear, or apprehension.

Disciplinary Actions:

Any student or group of students found guilty of ragging, whether on or off campus, will face strict disciplinary measures, including but not limited to:

- Debarment from sessional tests/university examinations or withholding of results.
- Suspension from classes and academic privileges.
- Withdrawal of scholarships and other benefits.
- Suspension from the institution for one month.
- Cancellation of admission.
- Debarment from representing the institution in any national/international events.

- Rustication for 1 to 4 semesters (or equivalent period).
- Expulsion from the institution and ineligibility for admission to any other institution.
- A fine of up to ₹25,000 and/or imprisonment for up to two years, as per legal provisions.

Reporting Ragging Incidents: If you experience or witness ragging, please immediately **contact the Anti-Ragging Redressal Committee** at : 26533140, 26530978

- Drop your complaint in the designated Anti-Ragging complaint box.

The institution maintains a zero-tolerance policy toward ragging. Your safety and well-being are our priority—speak up, and we will take action.

DRESS CODE POLICY

All students are expected to adhere to a professional and modest formal dress code.

For Men:

- Attire: Formal shirts and pants, shoes are permitted. T-shirts and chappals are not permitted.
- Grooming: Clean-shaven appearance is preferred. Long hair and hair colouring are not allowed.
- Prohibited: Tight, torn, or excessively pocketed pants, as well as jewellery and accessories.

For Women:

- Acceptable Attire:
 - o Saree with a sleeved blouse
 - o Collared churidar or salwar kameez
 - o Long kurta (must extend below the knees) with a dupatta
- Prohibited:
 - o Tight-fitting tops, sleeveless tops
 - o Short kurtas (above knee-length)
 - o Transparent dupattas or stoles
- Grooming: Hair dyeing is not permitted.

Adherence to this dress code ensures a professional and respectful academic environment. Non-compliance may result in disciplinary action.

FEE PAYMENT REGULATIONS

Students are required to remit the full semester fees by the designated due date, as outlined in the college calendar. Late payments will incur additional penalties.

Fee Policy for Mid-Program Withdrawal

If a student withdraws from the college during the semester or before completing the program, they will not be eligible for any refund or adjustment of fees and will be required to pay the full program fee as per institutional policy.

Attendance Policy

1. Mandatory Attendance

All students are required to attend every class daily.

Attendance will be recorded for each hour.

2. Absence Due to Illness

If a student is absent for more than two consecutive days due to illness, a medical certificate must be submitted upon returning to college.

3. Continuous Absence Without Notice

If a student is absent for more than 10 consecutive days without prior intimation, their name will be removed from the rolls.

4. Attendance Monitoring & Verification

- o Attendance records will be displayed on the notice board at the end of each month.
- o Students must verify their attendance and report any discrepancies immediately to the concerned faculty.

5. Minimum Attendance Requirement

- o A minimum of 75% attendance per semester is mandatory to be eligible for university examinations.

- The same requirement applies for consideration of any scholarship.

Note: Compliance with this policy is essential for academic progress and scholarship eligibility. Students are responsible for ensuring their attendance meets the required standards.

On Other Duty (OD) Attendance Guidelines

1. Prior Approval Requirement

- Students participating in co-curricular or extra-curricular activities (e.g., NCC, NSS, Sports, Inter-Collegiate competitions) must obtain prior OD sanction.
- Late submissions or post-facto requests will not be entertained.

2. Leave Application Process

- **Advance Leave Application:** Students must apply for leave in advance, clearly stating the reason for absence.
- **Unforeseen Absences:** In case of emergencies, leave applications must be submitted:
- **Shift I & II: 8:50 AM**
- **Approval Process:** Submit the leave application to the class mentor, followed by approval from the Head of Department (HOD).

3. Late Submissions

- Leave applications submitted after the specified time will not be accepted.

4. Post-Holiday Attendance

- Students must be present on the reopening day following holidays.

5. Absence During Examinations

- Missing internal tests or terminal exams without prior permission will require the student and their parent/guardian to meet the Vice Principal before rejoining classes.

6. Authorisation of Leave Letters

- o **Day Scholars:** Leave applications must be signed by parents/guardians.

For any clarifications, students are advised to consult their respective department or the administration.

Note: Compliance with these guidelines is mandatory to ensure smooth academic operations.

Parent-Teacher Meeting

Parents are cordially invited to meet the faculty members to foster cooperation and collaboration in our shared educational mission. The meetings will be organised by respective departments, and the schedule will be communicated to parents in advance.

We look forward to your participation and valuable insights.

ALUMNI ASSOCIATION

The Alumni Association plays a pivotal role in enhancing the reputation and growth of the college. It actively supports the institution in various developmental, co-curricular, and extracurricular initiatives, while also facilitating student placements.

Upon completing their program, all graduating students should register with the Alumni Association to stay connected, foster collaboration, and engage in future opportunities.

CELEBRATIONS

The institution celebrates a variety of events throughout the academic year, including festivals, Fresher's Day, NSS Day, NCC Day, Sports Day, and College Day, among other significant occasions. These events foster camaraderie, cultural enrichment, and institutional pride. Outstanding students are recognised for their achievements through prizes and medals, honouring their merit and dedication.

VEHICLE PARKING POLICY

Parking facilities for four-wheelers are not available for students. However, students may park their two-wheelers in the designated parking areas on campus.

Please note that the college assumes no responsibility for any theft, loss, or damage to vehicles or their components.

Additionally, the following rules must be adhered to:

- Racing or reckless driving of vehicles is strictly prohibited.
- Vehicles with damaged or modified silencers are not permitted on campus.
- Parking is allowed only in designated zones; unauthorised parking elsewhere will not be tolerated.

Compliance with these guidelines ensures a safe and orderly environment for all.