

## **CODE OF CONDUCT OF THE COLLEGE**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.30 a.m. to 3.30 p.m.
3. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted preferably with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. In the events of Student seminars / project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers.
9. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
10. All professional course students will wear-up white shirt and black pant.
11. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms will be referred to the discipline committee.
12. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
13. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
14. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
15. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD and Principal will be treated as a case of indiscipline.
16. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus.
17. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall call for appropriate punishment.
18. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan masala etc. are strictly prohibited.
19. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
20. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
21. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.

22. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
23. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
24. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
25. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
26. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.