

# Rules and Regulations

## Campus Rules

1. College Timings: The college starts at 9.00a.m and closes by 3.40p.m. Students should attend all classes regularly and punctually.
2. Each student will be issued an Identity Card with name, photo and signature. They should wear the identity card without fail in the college campus.
3. Each and every student will be attached with a staff as a student counselor/Faculty Advisor. The Faculty Advisor will advise/counsel on academic and other activities of the students.
4. Students have to submit assignments, records, home works etc., and participate in other co-curricular activities of the college in time.
5. Visitors are strictly not allowed during the Class Hours.
6. Students' attendance is given priority in the academic life of the College. It is imperative that a student secures a minimum attendance of 75% to be eligible to appear for the University Examinations at the end of each semester.
7. Students who are absent on medical grounds should produce a Valid Medical Certificate along with an endorsement letter from the parent/guardian while reporting to College after recovery from illness.
8. A student who is continuously absent for 2 days with valid reason should produce a medical certificate while reporting to College.
9. All leave applications must be endorsed by parent / guardian in case of day scholars and warden in case of hostellers. It must be submitted to the principal through faculty advisors and HOD.
10. Weekly tests will be conducted in all the subjects and students' progress will be closely monitored. The College will send the academic performance of the students to the parents/Guardians periodically.
11. In all financial matters, the College expects to interact with the Parents/Guardians.
12. If a student is found guilty of indiscipline, the College reserves the right to take disciplinary action against him/her and inform the Parents/Guardians about the action so taken.
13. In some cases the College may call the Parents/Guardians for a meeting to discuss various issues of students. Healthy cooperation in this regard is ever solicited.
14. The students should not loiter in the college premises when the classes are in progress. While they are free, they should make use of the college library.
15. Students can take part in inter - college competitions, TV/Radio Programmes, only after getting the prior permission from the HoD and Principal.
16. The students are not allowed to form any type of unauthorized unions / meetings.
17. No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college Authorities.
18. Usage of mobile phones, smoking, drinking alcohols, chewing & taking intoxicants and drugs are strictly prohibited inside the college premises.
19. No student is allowed to create any disturbance in any manner whatsoever inside the examination hall during the examination sessions. If any such report is received from the invigilator/superintendent/ supervisor, the student will be punished as deemed fit, including expulsion from the college without assigning any reason whatsoever.
20. Strict discipline shall be maintained in the College campus. Non-compliance with the guidelines or regulations of the college will be severely dealt with by appropriate disciplinary action.

21. No student is allowed to pass any derogative remarks or abuse / use filthy language or un-parliamentary words against any teaching and non-teaching staff and junior/senior, or to any other colleague, or to any girl students of the college.
22. Ragging or harassment of fresher's or juniors by seniors of the college anywhere, in any form, is strictly prohibited. College may also impose a penalty as deemed fit. The maximum punishment is expulsion from the college. College authorities have all such power to award any punishment to the student without assigning any reason or even without giving any opportunity to defend. All such cases will be intimated to the university, which may lead to cancellation of Regd. No. of the student concerned.
23. The Management reserves the right to expel any student from the college on grounds of serious irregularity of attendance, insubordination, malpractice in examination or any other act of indiscipline or misconduct. The decision of the college authorities in this regard shall be final.

## **Library**

1. Strict and absolute silence shall be observed in the Library.
2. Student members have to produce their Identity card, while entering the library and enter their name, class, time and roll number in the register kept at the Library entrance.
3. Students are supposed to enter the library in a clean dress code.
4. No reader shall take any printed materials inside the Library. Members are requested to keep their belongings at the entrance of the Library. However they are advised not to leave their purse, money, credit card and other valuables in the handbag outside the library. These items are liable to be lost.
5. File, personal text book bags, big handbags, raincoat, jerkin and casual wears are strictly prohibited inside the library.
6. Students should refrain from scribbling, damaging or tearing the books. Such an act will be treated as gross indiscipline, and disciplinary action will be taken.
7. Library users are strictly prohibited from taking the borrowed and stamped books again inside the library.
8. Books will be issued to the members only on producing the book issue card. Maximum of 2 books will be issued to a student at a time.
9. Books borrowed should be returned within 15 days. This period may be renewed for another 15 days provided nobody has reserved for the same book. Students retaining the books beyond 15 days will be levied a fine of Re.1 per day.
10. Books will not be issued to students on the book issue card of staff members.
11. If the due date falls on a holiday for the Library, the next working day will be taken as the due date.
12. Long absence from the college will not be allowed as an excuse for the delay in the return of books.
13. If any book is lost or damaged beyond repair, the person responsible shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the librarian.
14. No sub-lending of books is permitted

15. Any kind of marking, underlining, or clipping of books is absolutely forbidden. Borrowers shall be held responsible for any damage done to the book belonging to the library and shall be required to replace such book or pay the value thereof.
16. Under special circumstances, the Librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
17. The following conditions are to be followed for the renewal of books.
  - [i] The book has to be produced in the library for renewal.
  - [ii] More than one renewal will not be allowed.
18. The borrower will be responsible for any loss or non-return of all books issued against his / her original or duplicate Book issue Card.
19. Reference books, Newspapers, Magazines, Journals should not be taken out.
20. New books received or the dust jackets will be on display for a week.
21. The Library may accept donations of manuscripts, books, periodicals etc. from the donors. Such donations once accepted will become the absolute property of the college.
22. Library timing is displayed on the Library Notice Board.
23. Browsing at the Library is limited to accessing on-line Subscribed Journals, Textbooks only.
24. Smoking, chewing chocolates etc. in the library is strictly prohibited.
25. Any infringement of the norms and procedures will render the privilege of admission and borrowing reading materials from the library liable to suspension.
26. Before leaving the Library the reader shall leave on the table any books/periodical, which he/she has taken for reference. The same shall not be kept back on the shelf by the reader to avoid misplacement. However the books borrowed from the textbook counter have to be returned to the counter

### **Hostel Rules**

The hostel is under the direct control of the Principal, who is also the warden and is assisted by a Dy. Warden and Resident tutor.

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1. Application for admission to the Hostel must be submitted to the warden.
  2. The right of Admission to the Hostel is reserved. Admission to the Hostel will not be made as a matter of routine and it will be at the discretion of the warden.
  3. The allotment of rooms to the applicants will be made by the warden / Dy. warden. The hostellers are not permitted to change their rooms once occupied without the written approval from the Dy. warden.
  4. Students with chronic medical problems will not be admitted to the Hostel. By chance, if any student with chronic medical problems gets admitted to the Hostel, he/she will be asked to vacate the room immediately, when it is brought to the notice of the warden to enable the student to have proper medical care by the parent / guardian.
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5. Regular absences from classes, monthly tests, exams and students scoring less than the minimum pass marks in the monthly tests and the University exams may not be permitted to continue to stay in the hostel. In other words, admission and continued stay in the hostel depend upon academic performance and also on good behavior and conduct. The warden's decision is final in this regard.
  6. The allotment of rooms to the applicants will be made by the warden / Dy. warden. The hostellers are not permitted to change their rooms once occupied without the written approval from the Dy. warden.
  7. If a student is expelled from the college for any reason he/she should immediately vacate the hostel on the day of expulsion from the college. His / her continuance in the hostel will be treated as unauthorized occupation.
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