

## **CODE OF CONDUCT**

### **Ten point code of conduct:**

1. Love the motherland and the people. Study well and make progress every day.
2. Attend the classes on time, and ask for leave only when you must.
3. Listen to teachers attentively and do the homework conscientiously.
4. Pay attention to personal hygiene, keep cloths clean & tidy; refrain from spitting in public places.
5. Persist in physical training and take an active part in recreational activities.
6. Love labour and learn to be independent.
7. Observe college discipline and public order.
8. Respect teachers; get along with classmates; be polite to others and refrain from swearing or scuffling.
9. Show concern for the society, protect public property and turn in everything found, lost by others.
10. Be honest and apologize for any mistake you have committed.

## **DISCIPLINE: NORMS AND REGULATIONS**

“The path of duty is the way to glory”. Discipline an integral part of education, is of prime importance in the college. With view to building an ideal academic atmosphere in the college premises, students are requested to strictly adhere to the rules and regulations given below:

1. Students should abide by the college regulations set forth in the calendar as well as those formulated from time to time by the Principal.
2. They should not use cell phones in the college campus.
3. They should wear clean and tide uniform on all working days.
4. Students should wish the teachers when they meet them for the first time of the day.
5. They should be punctual and regular in attending the classes.
6. Students should always carry their ID cards issued by the college while they are in the campus.
7. Every student should record his / her absence / leave in the calendar (in the pages provided for that purpose) and get it signed by the parent and the teacher concerned.
8. Indifference to studies, non-submission of practical records and assignments in time, avoidance of tests and examinations conducted by the college, discourtesy to establishment are strictly discouraged.
9. Coming to college in an intoxicated state, smoking within the college campus, using obscene and vulgar words against others, disrespect to teachers, indulging in malpractice during examinations and moral delinquency are serious offences.
10. Wilful damage to college property cannot be tolerated.
11. No student is allowed to play for any team other than the college ones without the written consent by of the Principal.
12. No excursion unrelated to study requirements shall be conducted by the college.
13. Sitting on the window sill or parapet, loitering in the corridors and crowding at the doors are strictly prohibited.
14. No student shall be an active member of any club, association, union or organization unconnected with the college or of any sevadal, sena or sevaka sangha or any political party whatever, without the written consent of the Principal.
15. No student shall participate in any campaign, demonstration, agitation, hartal, satyagraha or strike directed against the college, the university or the government.

16. Student should maintain a high standard of decency and decorum both within and outside the campus.
17. Students are warned-NOT TO INVOLVE IN RAGGING. Ragging is a very serious offence.
18. Violation of the rules and regulation of the college will attract **serious penal action**.

### **REGULATIONS REGARDING ATTENDANCE:**

1. The class-hours are as follows:

Fore-noon Session : 09.00 a.m. to 12.30 p.m.

After-noon Session : 1.00p.m. to 4.30 p.m.

Class timings may be changed in case of necessity.

Class work may also be held apart from scheduled hours, if necessary. Tutorial classes will be conducted as per the guidelines of the University.

2. Attendance is taken every hour at the commencement of the class. Students not present at the beginning of the hour will be considered as absent to the respective class.
3. Students who come late cannot enter the class without the permission of the teacher in the class.
4. Regular attendance is strictly insisted upon. A student requiring leave for the whole day or a part there of should apply for it in advance, in the prescribed form given in the calendar, in person to the concerned lecturer before the commencement of the class. Every leave application should be counter signed by the parent or authorized guardian and academic adviser failing to which, it will be rejected.
5. Owing to illness or other unforeseen circumstances, if a student is unable to apply for leave in advance, can obtain leave retrospectively and must get the leave sanctioned on the day of return to the college.
6. If the absence exceeds three days, leave note should be submitted to the Principal. In case of illness student must produce a medical certificate issued by a competent authority, preferably Asst. Surgeon of Govt. hospital.
7. The DBATU University insists that a student should normally attend at least 75% of the lectures and the practical in each subject.
8. Within certain limits, the shortage (between 60% and 75%) may be condoned by the University.
9. The condonation cannot be insisted upon as a matter of right. In fact, the Principal will not make such a recommendation, if in his opinion, the student's absence often used to be without sufficient justification.
10. Students attending special Co-curricular activities during working days should inform the Principal in advance to claim attendance later on this ground. For such claim documentary voidance is necessary. Attendance cannot be claimed on flimsy reasons like-picnic, function at home, excursion, voluntary work etc.
11. If the attendance is below 60% in any one subject, the student shall not be permitted to appear for University examinations.

### **PROMOTION RULES:**

Promotion from first degree to second degree and from second degree to final degree will be made as per the guidelines of DBATU and MSBTE

## REGULATIONS REGARDING EXAMINATIONS / TESTS

1. As per the University regulations the college will hold periodical examinations and tests to assess the students' progress and also their application to studies. Attending tests is compulsory. The marks obtained in these examinations will be considered for internal assessment.
2. If a student remains absent for the test under valid reasons, a re-test on the respective subject may be conducted by the teacher provided he is satisfied by the genuineness of the reason.
3. The details of Internal and re-tests will be notified on the notice board from time to time.
4. If a student who is selected for the award of any scholarship/loan scholarship / free-ship / fee concession, stays away from the college examination / test, he will be liable to the forfeiture of such benefit.
5. The Cumulative record will be issued for the information of the parents. Shortage of attendance, if any, may be indicated in the progress report.
6. Parents and guardians are particularly requested to supervise the regularity of attending classes and the studies of their wards and co-operate with the Principal and his staff in all matters pertaining to the welfare of the students.
7. Principal and Lecturers will be glad to meet the parents/guardians and discuss the problems and progress of their wards.
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## COLLEGE LIBRARY:

“Reading is to the mind what exercise is to the body”. The college is equipped with a good library that caters to the various needs of students.

The College Library has a collection of 2,804 books. The books are classified, catalogued and arranged in a helpful order. Open access system in the library is student friendly.

## BOOK BANK:

The book bank lends volumes to deserving students against caution deposit (amount decided on the basis of price of the book) and they can retain the same till the end of their examinations.

## LIBRARY RULES AND REGULATIONS:

1. Library will be kept open from 9. 00 a. m. to 05.00 p.m.
2. Silence shall be strictly observed in the library. Group discussions, conversations etc., are prohibited in the library. All are requested to maintain an atmosphere of serenity in the library.
3. Each student will be issued one borrower's card at the beginning of the academic year, which entails to borrow one book at a time. This card will be valid for the academic year of its issue only. At the end of the academic year students should return their borrowers card. These cards are not transferable. Loss of card shall be reported immediately to the Librarian. Duplicate tickets will be issued on payment of prescribed fine.
4. Application for books should be made in the forms available in the library. Duly filled in application slip should be given half an hour before the time of issue.
5. Timings for issue and return of books are as follows:

**Return** : 9.00 a.m. to 10.30. a.m.      **Issue**: 3.15 p.m. to 4.30. p.m.

6. A book borrowed may generally be retained by a student for a week time.

7. The retention period however may be renewed for one more week period if there is no other application for the same.
8. Borrowers must satisfy themselves about the physical condition of the books before borrowing. Otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning.
9. If the borrowed book is not returned to the library within a month, the borrower may lose the opportunity to borrow books from library.
10. Membership / Identity card must be shown at the counter when requested for referring the books and periodicals inside the library.
11. Personal belongings are not allowed to be taken inside the library and must be left at the property counter.
12. Reference books, rare books, and periodical publications are not ordinarily issued on loan.
13. Issued books may be recalled at any time for reference and verification.
14. News papers and magazines will not be issued to students.
15. Making any form of marks in the books, removing pages, misplacing, or damaging the library books are strictly forbidden.
16. Books lost, torn, defaced, marked or damaged in any way shall have to be replaced by the borrower along with fine as fixed by the Principal.
17. Books from reference section may be issued at 4.30 p.m. each day, and the same will have to be returned to the library on the next day before 9.30 a.m.
18. A book may be reserved for a reader provided he / she makes an application to the Librarian for the same before 10.30 a.m. The book should be collected within 24 hours after the intimation from the Librarian about the availability of the book.
19. Students should return all books to the library and obtain NO DUE CERTIFICATE before receiving HALL TICKET for University Examination. At the discretion of the Principal books may be lent to deserving students for reference during study vacation against caution deposit.

#### **LABORATORY REGULATIONS:**

1. No student shall enter Computer Lab without the permission of the lecturer who is in-charge.
2. The students who have practical to do should be at their places in the laboratory at least five minutes before the commencement of practical session.
3. Before beginning the work they should carefully checkup the system provided.
4. They should maintain silence in the laboratory during practical work. No student leave the lab without the permission of the Teacher-in-charge.
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#### **AD-ON COURSES:**

Ad-on courses are offered to students to enable them to acquire additional knowledge and skills in different spheres of study.

Remedial coaching classes are conducted for academically weaker students.

#### **STUDENT' COUNCIL:**

The Students' Council of the college consists of all the class representatives. Office bearers of students' council – President, Vice-president, Secretary, and Joint Secretary- are nominated by the Principal in consultation with senior faculty members.

## **Committees:**

1. Examination Committee
2. Report & Publication
3. Student Attendance and Progression Committee
4. Discipline Committee
5. Hostel Committee
6. Time Table and Workload Committee
7. Student Counseling and Mentoring Committee
8. Public Relation Committee

## **GAMES AND SPORTS:**

The college extends all support to the students in outdoor games like cricket, foot-ball, volley ball, shuttle badminton, throw-ball and athletics. Facilities for indoor games like chess, carom, etc., are also provided. Students are given necessary training and sent to participate in intramural competitions by sponsoring

## **ISSUE OF CERTIFICATES:**

1. For any certificate from the college separate application in prescribed form is to be given a day in advance.
2. Transfer Certificate (T.C.) will be issued to the students only at the time of leaving the college on applying for the same by paying the prescribed fees
3. T.C or any other certificates will be issued only on clearing all the dues to the college and hostel by the students.
4. Students leaving the college before the completion of the course will be issued certificates only after the announcement of University Examinations Results.
5. On passing the degree examinations, students can get provisional pass certificate or provisional degree certificate from the university on payment of prescribed fee.
6. A student is eligible to receive the conduct certificate from the college only when the student follows all the rules and regulations of the college and behaves well during his student days in and out of the college. Principal may refuse to issue conduct certificate if he feels that the behavior and the attitude of the student is not up to the mark.

## **IMPORTANT NOTE:**

- STUDENTS ARE REQUIRED TO BE IN UNIFORM ON ALL WORKING DAYS.
- MOVEMENT OF STUDENTS IS BEING MONITORED BY ALL STAFF MEMBERS.
- STUDENTS SHALL ALWAYS CARRY THEIR IDENTITY CARDS WITH THEM WHILE THEY ARE IN THE CAMPUS. THEY SHALL PRODUCE THEIR IDENTITY CARDS TO ANY MEMBER OF THE STAFF ON DEMAND.
- STUDENTS ARE NOT ALLOWED TO BRING MOBILE PHONES INTO THE COLLEGE CAMPUS.
- THE COLLEGE MANAGEMENT INTENDS TO MAKE THE CAMPUS PLASTIC-FREE AND ENVIRONMENT-FRIENDLY.
- PUBLICITY / SALE OF TOBACCO PRODUCTS OR DRUGS AND CONSUMPTION OF SUCH ITEMS IN COLLEGE CAMPUS IS STRICTLY PROHIBITED.
- DROP THE WASTE OF ANY KIND IN THE DUST BIN PROVIDED AT DIFFERENT POINT.