

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of conduct for various stakeholders

1. The College Timings: Forenoon session – 9.30a.m to 12.30p.m. Afternoon session : 1.15p.m to 4.15p.m. Students should be present in their respective classes by 9.25a.m.
2. Five minutes before the classes commence both in the forenoon and the afternoon, a warning bell is given for the students to assemble in their respective classes. At 9.30a.m, in the beginning of the first hour the lecturers enter the classes and the students rise up for college prayer.
3. When the attendance roll is called out, each student is expected to rise up and answer to his/her name.
4. Regular attendance is strictly insisted upon. Leave of absence from college for the whole day or a part there of should be obtained from the Academic Advisor. Unforeseen absence must be justified on return before entering the class. A note of excuse from the parent or guardian should be furnished when required by Academic Advisor. If the absence exceeds three days, leave note should reach the Student Welfare Officer. In case of illness, students should produce a medical certificate.
5. Two Internal Assessment tests will be conducted during each semester. During the first term, they will be conducted in August & September. In the Second term, they will be conducted in February & March. Attending these tests is compulsory.
6. Irregularity in attendance, discourtesy towards staff in words or act, neglect of work, habitual inattention, obscenity in word or act are punishable by suspension or permanent dismissal.
7. Students must wear uniforms along with their I.D. Cards on all working days and also during the college functions and examinations. If students do not wear uniforms along with their I.D. Cards they will not be allowed to enter the campus.
8. Books, magazines, newspapers and pamphlets not approved by the Principal are not allowed to be brought to the college.
9. Students should not join clubs or societies or make any engagements that may interfere with their studies, without the Principal's permission. They are not allowed to play in any team against the college.
10. Students are not allowed to take part in political agitations directed against the authority of Government. They are also forbidden from engaging prominently in any public movement, without permission from the Principal. They are further desired to observe all the disciplinary regulations which the college may frame from time to time.
11. Students are not allowed to organize picnics or tours on their own without the participation of teachers and without the principal's permission. Violation of this rule will attract heavy fines on the students concerned.
12. Every student must salute the member of the staff at their first meeting for the day.
13. Only official letters will be handed over to the students.

14. Regular attendance at classes and examinations, progress as well as the conduct of the student will be taken into consideration while recommending students for concessions, scholarships, higher studies, jobs, readmission to the next class as well as representing college in extra mural activities.

15. Inability to attend the Internal Assessment tests due to unavoidable reasons should be intimated to the Principal by the student/parent at the earliest.

16. Bringing cell phones to the class rooms is prohibited. If any student brings cell phone to the classroom, the college will have the full liberty to take any disciplinary action against him or her.

17. Students who come on bikes should wear helmets and they should have the Driving License with them which they should produce whenever it is required. Treble riding is strictly prohibited. If any student is found guilty of not following any of these rules, the college is free to take any disciplinary action against him or her