

## **Code of Conduct**

I) Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.

II) Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.

III) Use of Mobile Phone during class hours is prohibited and is liable for punishment.

IV) Impersonation during roll call is a punishable offence.

V) Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.

VI) No excuse will be considered if Notices on the Board are ignored.

When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes.

VII) Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.

VIII) Students should carefully follow the Notices put up on the Notice Board (both online and offline)

IX) Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College.

X) Students are expected to come to College dressed suitably maintaining decency.

XI) Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.

XII) Students shall not, by their act or conduct, cause damage to the reputation of the institution.

XIII) Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.

XIV) Students must refrain from mishandling and tampering with library books or college computer systems.

XV) When assembled every class must consider itself responsible for the conduct of its members.

XVI) Students are forbidden from inviting friends from other institutions and outsiders to the College.

XVII) No posters are to be pasted or fixed with cellotape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.

Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.

XVIII) The right to access Girl's Common Room is reserved to girls.

A student shall not commit or cause breach of peace inside and around the College campus.

XIX) Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.

XX) Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the proforma prescribed by the University of Calcutta related to ragging.