

# **Guidelines for College Students**

## **Code of Discipline:**

- a. Students must adhere to the proper uniform code of the college.
- b. If required the students could carry feature phone (not smart phone) with them.
- c. Every student must carry his/her identity card while entering the premises.
- d. Irregular attendance, indifference related to class work or examinations, discourtesy towards lecturers, willful damage of college property is liable to disciplinary action.
- e. Minimum 75% attendance is compulsory for all students as per HSC Board regulation.
- f. Smoking, chewing tobacco inside the college premises is strictly prohibited.
- g. The Head Master shall have the power to expel any student from college if the student is guilty of serious misconduct.
- h. Latecomers are permitted to enter the classroom only after the permission of the lecturer, only after knowing the sufficient reason for being late.
- i. If the student is unwell, he could stay absent but a leave note needs to be submitted (duly signed by parents) to class teacher.
- j. Parents shall have to come to pick up their child, if he/she is unwell. We shall not send him/her home alone.
- k. No picnics, excursions shall be organized without prior written notice by Headmaster. If students do join any unofficial picnic or excursion, the college shall not be responsible.
- l. Students are advised to switch off fans and lights if not in use.
- m. All the labs follow certain safety and academic norms for smooth functioning. Students should keep themselves updated about these norms.
- n. While performing practical students should maintain proper discipline and safety regulations so as to not harm self or the institutions property. In case of loss of institute's property, amount will be imburse from the student himself/herself.
- o. In case of medical emergency in classroom or laboratory, the student must inform the lecturer without hesitation.
- p. Students should be dressed in neat and clean uniform, hair properly trimmed and oiled regularly (Boys and girls), also nails should be trimmed (Use of nail polish or mehndi is not allowed).
- q. At the time of Open House, students (in uniform) shall have to accompany their parents.
- r. Wearing shorts or capris (3/4th) is not recommended for the students in the college premises at any time.
- s. Matters not discussed in the above rules shall be at discretion of the Headmaster.