

GENERAL DISCIPLINE

1. Every student shall attend classes regularly and shall refrain from doing anything calculated to impede the attention of other students or disturbing adjacent classes.
2. After ringing of the bell or blow of siren at the end of each hour all students shall be seated in their seats for the next hour.
3. Students shall not leave the class room without prior permission of the teacher before the class is discharged.
4. Students are forbidden from organising any meeting in the college or collecting money for any purpose without the permission of the Principal.
5. Every student shall handle the College property with care and do everything in his/her power to preserve the cleanliness of the campus.
6. Students are not allowed to address any authority in a body except with the permission of the Principal.
7. Smoking is strictly forbidden within the college campus.
8. Intoxicants are strictly prohibited.
9. Every student shall wear clean and suitable clothing and not appear in the College improperly dressed.
10. On all the important occasions or functions in the College all the students should be present neatly dressed in specified uniform.
11. Anyone who infringes any of the rules of the college either in word or deed shall be deemed to have committed breach of discipline and the Principal shall have full power to inflict the following corrective means: fine, loss of attendance, refusal to issue term certificate and conduct certificate, suspension and expulsion.
12. Students of the college are bound to obey the rules and promote the corporate life in the campus. In the interpretation of the rules and in any academic or disciplinary matter not covered by the rules, they shall accept the decision of the Principal.
13. If any student or groups of students are found indulging in violence or vandalism causing damage to the College assets, the individual student or the group of students shall be required to bear the cost of replacement of those assets individually or collectively along with the payment of fine for such misbehaviour.
14. No notice of any kind shall be circulated by the students or pasted anywhere in the College campus without prior permission by the Principal.

LIBRARY RULES AND REGULATIONS

1. Library and Reading Room are open to all students and members of staff of the College.
2. The Library is open on all working days of the College from 8.30 am. to 7.00pm and Saturday 9.00 am to 5.00 pm. The library will remain closed on all holidays.
3. Strict silence shall be maintained in and around the Library. The Librarian may refuse to issue of books for breach of this rule.
4. The college uses bar-coding facility for the students and faculty identity cards that ensure effective usage of library.
5. Open Access System will be followed in the Library.
6. Every UG student shall be permitted to borrow three books and every PG student shall be permitted to borrow four books from the library.
7. Books will be issued to the students during any time during library working hours.
8. Reference books will not be lent out.
9. While borrowing books, students are requested to verify that the books are in proper shape without any mutilation of pages or missing of pages. If any damage or scribbling is found it should immediately report it to the Librarian.
10. The period of loan will be only 14 days for students and one month for staff.
11. The book should be returned on or before the due date mentioned in the due date slip of the book. No renewal of book will be allowed for students.
12. Students who fail to return the books on or before the due date will have to pay a penalty of Re.1/- per day from the due date.
13. The cost of the book and penal fee will be charged from 15thday after the due date from the students.
14. A student will lose the privilege of borrowing book if he/she repeatedly returns the books late or damages the books in any form.
15. For any mutilation of book(s) found at a later date, the last borrower of the book will be held responsible.
16. The librarian reserves the right to recall any book at any time.
17. Students who have been issued with identification card shall produce the same before the Librarian on demand.
18. Guard the book as your property but do not misuse them as your property.
19. All complaints and suggestions should be made to the Librarian, refer them to the Principal.

. 20. Students must return all the Library books at the end of their course or at the time of their leaving the college whichever is earlier. All dues should be paid.

21. Transfer Certificate and Conduct Certificate will not be issued to the students unless all the books due from them are returned.

LIBRARY: DIGITAL LIBRARY Rules to be followed for using Computer facility

1. Each student can use the Computer in Digital Library for a period of 60 minutes only.
2. The students should make a compulsory entry in the log book before switching on the terminal.
3. The students can reserve their slots in advance but would be allowed to do so only on the previous day.
4. The students will not be allowed to use the above facility during class hours.
5. The students will not be allowed to use their own DVDs/CDs.
6. Playing games is strictly prohibited.
7. The students should shutdown the system properly. If he or she is unable to do so, he/she should contact the staff-in-charge.
8. The student will be held responsible for any damage to the system or CDs being used by him or her
- . 9. Copying files from the CDs to the Hard-disk and deleting files in Hard-disks are strictly prohibited