

### **Circular**

The Department gives utmost priority for discipline and every one, student or staff, is bound to follow the rules and regulations of the department and maintain strict discipline.

1. Under disciplinary action, the principal/HOD/CDC In-charge is empowered to fine, suspend or even expel a student from the college in the interest of the institution.
2. Students are not permitted to bring Mobile Phones to the college.
3. BROWSING IS NOT ALLOWED DURING LAB HOURS. Staff and students are not allowed to misuse the internet facilities.
4. No one will be allowed to listen to Music from any device inside the college campus.
5. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
6. RAGGING, CONSUMING ALCOHOL AND SMOKING ARE STRICTLY PROHIBITED IN THE HOSTEL AND COLLEGE CAMPUS.
7. No function shall be arranged by the students in the hostel or college campus without prior permission from the principal.
8. Students are not allowed to exchange greeting cards, photographs, gift articles or letters, with Students of opposite gender.
9. Writing on benches, walls, pillars, bath rooms and furniture is strictly prohibited.
10. Eating snacks inside the classrooms during class work is not permitted.
11. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
12. Students are advised to switch off fans and lights when they leave the class rooms.
13. Furniture in the classrooms should not be moved or displaced.
14. Students are not allowed to attend classes without dress code.
15. No one will be allowed to whistle, hoot, shout or sing aloud while traveling in the bus. They are also not allowed to throw papers or other articles while traveling.

16. No student shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
17. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal/HOD has the authority to withhold permission for him/her to write the university examinations.
18. In the view of safety of our students we are advising our students to not to come to college by bikes.
19. In case of leave or in any emergency case the student must take prior permission.
20. The students who belongs to one class(any branch/any section) will not be allowed to enter into (or interact with the students of) other class without permission through the entire day (during lunch & short breaks also)
21. The students must attend all the classes' in-time. The teacher has the right to not allow the students to attend the class after commencement of his/her class.
22. Don't go to the shops near the main road for break-fast, snacks, Lunch, because those two shops are not good places for students.
23. We are advising all our students to communicate in English with-in the college premises.
24. Every student should strictly follow the dress code ( Uniform with in-shirt, Black belt, Black formal shoe and ID card).
25. After 09:00 AM no student should be at the canteen or other common areas of campus. The students must be in class. Students shall not roam in the corridors and outside of the campus during the class work hours.
26. Action will be taken against late comers and undisciplined students

HOD