



## POLICY FOR CODE OF CONDUCT AND DISCIPLINE FOR STUDENTS FOR THE ACADEMIC YEAR 2024-25

### General Conduct:

- Students must maintain dignity, decency, and calmness both inside and outside the campus.
- No student shall, through any act, speech, or gesture, incite feelings derogatory to any sect, ethnic group, caste, religion, creed, gender, or place of origin.
- Engaging in any form of malpractice during internal or semester exams is strictly prohibited.
- Students are required to ensure punctuality and regular attendance in classes.
- Students must not be seen in the canteen or any public place during class hours.
- Any form of misbehaviour, violence, destruction of property, or misconduct towards lecturers, staff, or fellow students will be dealt with seriously.
- Ragging in any form, within or outside the campus, is strictly prohibited.
- Attendance at all counselling sessions with mentors is mandatory; students should seek guidance for academic and personal difficulties.
- Students must adhere to the rules and regulations of their respective departments, as well as those of the Training and Placement Office, Library, Sports facilities, and any other institutional departments throughout their tenure at the institution.

### Prohibited Actions:

- Speaking on phones in the corridors is strictly prohibited.
- The use of phones or ear pods within the academic block is not allowed.
- Speaking loudly in the corridors and forming groups for arguments is discouraged.
- Hostel residents are prohibited from possessing vehicles.
- Late arrivals after 9 AM are not permitted.

### Dress Code

- Students are required to follow the prescribed dress code at all times:
  - **Mondays:** Perfect formals paired with shoes.
  - **Other days:** College T-shirts paired with blue or black trousers, or presentable casuals as instructed by the college authorities.
- The following dress code is not permitted:
  - Low-waist, pencil-fit, ankle-length, faded, acid-washed, torn, or ripped jeans, multi-pocket cargo pants, short-length, round or V-neck T-shirts, T-shirts with captions or messages, short-length tops, crop tops, cold shoulder tops, sleeveless tops, transparent or netted tops, Capris, gowns, short skirts, tight-fitting clothes, and kaftans.
  - Flip-flops, slippers, sliders, and any other casual footwear.
- During all internals and semester exams, first and second-year students must wear college T-shirts.

### **Campus and Hostel Movement Regulations:**

- Day scholars and PG students are strictly prohibited from entering the hostel premises. Violations of this rule will result in disciplinary action.
- After 7 PM, any hostel resident/PG students/day scholars entering or exiting the college campus must surrender their ID card at the main gate with the security personnel.
  - ID cards can be collected the following morning: Hostel students from the Chief Warden; day scholars/PG students from the Student Welfare Office.
- Day scholars must park their vehicles in their designated parking area.

### **Disciplinary Actions**

- Any student found involved in any of the above-mentioned indisciplinary activities or not following the norms of the institution will face the disciplinary committee as decided by the department.
- A separate register must be maintained at the department level (HOD's office) for all indisciplinary activities.
- Cases of malpractice and any other major issues will be reported to the Office of Student Welfare.
- Any misbehavior will result in a warning by the department HOD/Deans/Principal, followed by counselling. A second offense will incur a Rs. 500 fine, a third offense will incur a Rs. 2000 fine, and a fourth offense will result in suspension.
- In serious cases of misbehaviour, immediate action will be taken.
- The Deans/Principal's decisions on all disciplinary matters are final and binding.
- The governing body of management will have the final decision-making authority on all mentioned concerns.

**Students are expected to adhere strictly to these guidelines to maintain a conducive learning environment.**

*Dr. Priya V. Frank*  
6/8/24  
Dr. Priya V. Frank  
Dean – Student Welfare

*Forwarded for Approval*

*Dr. Nagesh H.R.*  
06/08/24  
Dr. Nagesh H.R.  
Principal

*Approved*  
*Dr. Nagesh H.R.*  
8/8/24