

GENERAL AND DISCIPLINARY RULE

All Students must abide by the College Rules, Regulations, Policies and Guidelines as may be promulgated by the College Administration from time to time. Breach of these Rules, Regulations, Policies and Guidelines shall render them liable to disciplinary, administrative and legal action including but not limited to imposition of fine, suspension or expulsion (both provisional and permanent) from the College.

1. No student is allowed to paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill in the College premises without prior permission from the Adm.officer.
2. Any student aggrieved by any happening in the College shall lodge a complaint with the AO and not with any outside authority unless the AO permits him/her to do so.
3. Use of mobile phones and cell phone cameras are strictly prohibited in the Academic Building and during College Hours. Mobiles and Cameras confiscated shall only be returned if disciplinary committee permits.
4. Smoking/chewing tobacco/pan/any drugs consume in the College premises is strictly prohibited and penalized.
5. Every student of the College is required to be punctual in the class with proper uniform. Any student remaining absent from classes without proper permission for a continuous period of 06 days, excluding holidays, shall ask for explanation unless the cause of absence is not explained to the satisfaction of the AO/SWO/CC.
6. Students are forbidden to contact any higher authority directly. Intended communication with any higher authority must be submitted through the AO/SWO/CC who will forward it, if he/she considers it desirable.
7. College authorities can revise the dues with prior notice. This revision will be applicable to all students enrolled at that time or in future.
8. No student is allowed to leave the college/class without the permission of his/her teacher/AO or until the college/class is over.
9. Late-comers in the class may be marked as absent.
10. Any student misbehaving in the classroom/College shall at once be reported to the CC by the teacher. The CC will take such action as he may deem proper. The teacher can recommend a penalty as well.
11. Any political or immoral activity is strictly prohibited in or around the College premises.

12. A fine of Rs. 50/- per lecture will be imposed for absence without proper leave.
13. Private telephone calls of the students will not be entertained. However, an emergency message can be conveyed.
14. Students must keep the College Identity Card during their stay in the College premises and during College functions.
15. Students are required to wear the prescribed uniform & tie while attending the College.
16. The College authorities reserve the right to revise any class schedule or to re-arrange the classes.
17. The College will not be responsible for loss of any mail/valuables sent to a student at the College address.
18. The College is not responsible for any loss/damage regarding the students' belongings.
19. The College students, while parking their bikes/motor cars, are required to put proper lock on them. College administration shall not be responsible for any loss on this account, whatsoever.
20. Any false information to the college authority may render the student liable to expulsion from the College.
21. Students can get benefits like fee-concessions in case of fulfilling the attendance requirements and observing the fee-schedule. However the request application for fee concession must be submitted within the time frame given by the College. Applications received after the lapse of that time period will not be entertained.
22. Any concession/prize/scholarship is granted only at the discretion of the College Administration and can be withdrawn at anytime.
23. The College reserves the right to make, amend and introduce any rule as and when deemed appropriate.
24. If a student defaults in submission of College dues for a period of one month, He/She will pay late fee as fixed by the college authority.
25. The College, in its sole discretion, shall have the right to take any disciplinary, administrative and legal action against a defaulting Student committing breach of any of the College Rules, Regulations, Policies or Guidelines. Such an action may include, but shall not be limited to, expulsion, suspension, withholding of Examination Admission Forms of the University, release of the Examination Roll No. Slips or withholding the examination result card issued by the University particularly due to any of the following:
 - Poor Attendance
 - Non-payment of College Dues

- Poor overall Academic Record
 - Failure in the College Examinations
 - Misconduct
 - Any other reason not specifically mentioned herein.
26. Notwithstanding anything contained in any College Rule, Regulation, Policy or Guideline, if a student's Examination Admission Form, Roll No. slip or Result Card is withheld by the College Administration the name of the affected student shall be deemed to be provisionally struck off from the Rolls of the College with immediate effect, whether he has been given notice of this action or not. In such an eventuality it will be the student's duty to apply to the concerned College authorities for re-admission to the College. The College may in its sole discretion approve or disapprove such re-admission and may also impose such conditions and fines as it may deem necessary.
27. The Students alone are responsible for submission of their College dues/fee and observance of the College Rules, Regulations, Policies and Guidelines promulgated by the College from time to time. The College or its Administration shall not be liable for any loss accruing to the students due to any such failure or non-observance. As regards the financial liability of a Student, the Parent/Guardian of the Student, signing the College Admission Form of the Student in such capacity, shall act as the surety of the Student and shall be jointly and severally liable to discharge any financial liability of the Student accruing under the College Rules, Regulations, Policies and Guidelines.
28. If the College Administration pays any amount to any Authority, Board, Government Department, Hospital, police deptt etc. on behalf of any Student(s), all such amounts shall remain recoverable from such Student(s) as outstanding College Dues.
29. Shifts and Sections once allotted to the students shall not be changed in any case.
30. The provisions contained in the College Rules, Regulations, Policies and Guidelines, including but not limited to the General & Disciplinary Rules and Admission Rules, and the Declaration of the Student in the College Admission Form shall collectively form a contract between the College Administration and the Student and shall remain binding till a Student is on Rolls of the College. The College Administration shall have the right to amend, repeal and replace all or any of the College Rules, Regulations, Policies and Guidelines. Such amended or replaced provisions shall also remain binding till the Student remains on the Rolls of the College. The College shall be

entitled to initiate legal proceedings, in addition to other disciplinary or administrative actions, against a Student who fails to comply with these binding provisions.

Library Rules

Libraries play a vital role in every educational system, and their importance in modern education is undeniable. They not only consolidate classroom knowledge but give the students opportunities to develop insight, and research-oriented learning.

College having extensive academic libraries. A large variety of periodicals and journals is available in the libraries, along with invaluable books on Information Technology, Business and other related fields.

Books on Literature, Language, Religion, Philosophy and other disciplines are available in all libraries of our Colleges. Faculty members, students and research scholars can borrow library material barring reference books for a period specified for each category. Reference books are to be consulted within the library premises to ensure availability to all students.

For the smooth functioning of the libraries, certain rules and regulations have been chalked out which are to be strictly followed. The library staff is polite and accommodating to the students who in turn are expected to be respectful and co-operative.