

Jatindra-Rajendra Mahavidyalaya

ESTD--1986

P.O.--Amtala ♦ Dist.--Murshidabad ♦ Pin Code-742121



Ref. No.---

Date.....

Code of Conduct of the Students:

All the students must abide by the rules and regulations of the college. The college authority may take disciplinary action if any student violates these rules and regulations. Students are advised to adhere to the following code of conduct and discharge their responsibilities as a student:

1. Students must be punctual and regular in attending classes, tutorials, class tests and examinations. They shall strive hard to discharge the duties and targets assigned to them.
2. Students must be present in their class within the scheduled time. Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.
3. Students should not miss their classes while in college and should not leave the college campus during the college hours without prior permission of the principal/HOD.
4. Impersonation during Roll call is a punishable offence.
5. Any kind of malpractice will not be tolerated and will be dealt with severe punishment.
6. When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relief orders from the Staff room.
7. Students are not allowed to loiter or stand about the verandas or corridors of the college during class hours.
8. The students shall act ethically and honestly in the preparation, submission and publication of academic work, and during all forms of assessment, including formal examinations, informal tests and practical examinations.
9. Failure to obtain the required percentage of attendance, non-submission of assignments in required time, unjustified and long absence from class, tests or examinations will be treated as breach of code of conduct.
10. For long and repeated absences on medical grounds, students have to submit the prescription and certificate of a Registered Physician.
11. Students are expected to read notices/circulars displayed on the noticeboard regularly.
12. The student shall be conversant with the rules and regulations of the Institution. Any disruptive activity in a classroom or in an event sponsored by the Institute are to be legally penalized.
13. Students must refrain from mishandling and tampering with library books or college computer systems.

Handwritten signature

contd...

Jatindra-Rajendra Mahavidyalaya

ESTD--1986

P.O.--Amtala ♦ Dist.--Murshidabad ♦ Pin Code-742121



Ref. No.---

Date.....

14. Students are not permitted to use other's Lending & Reference cards in the library. Students must carry the Lending & Reference-cards with him or her to get the books issued/returned.
15. Use of mobile phones/tablets/similar electronic gadgets is strictly restricted inside the classroom/examination hall, library and corridors. Violation of this rule may be followed by a penalty.
16. All students shall maintain a decent and formal dress code as instructed by the Institution.
17. All students must carry their Identity cards with them at the college time and wear the same visibly around the neck. Any violation of this will lead to disciplinary action.
18. Lights and fans have to be switched off before leaving the classroom to save energy.
19. A student shall not commit or cause breach of peace inside and around the College campus. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
20. Students shall not discriminate against any other fellow student based on caste, creed, language, and place of origin, social and cultural background.
21. Students are forbidden from inviting friends from other institutions and outsiders to the College. No outsider is to be entertained inside the college premises without prior permission from authority/teachers/staff.
22. The college campus must to be kept neat and clean and the garbage bins have to be used for waste disposal.
23. No posters are to be pasted or fixed anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
24. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action.
25. The students shall nurture and ensure a dynamic academic, cultural and social atmosphere which acts in accordance with the core values of the institution.
26. The students shall treat all other students, faculty members, staff, visitors and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
27. Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

Oba

contd.---

Jatindra-Rajendra Mahavidyalaya

ESTD--1986

P.O.--Amtala ♦ Dist.--Murshidabad ♦ Pin Code-742121



Ref. No.---

Date.....

28. Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage that cannot be detected.
29. Disciplinary action will also be initiated against students indulging in eve teasing, molestation, ragging, harassment, bullying and/or any such incidents.
30. Misuse or unauthorized use of the institute premises or items of property, including computers, projectors, website misuse etc. should lead to disciplinary and penalized action.
31. Unauthorized possessions, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy are strictly prohibited.
32. Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles are strictly prohibited.
33. Rash driving on the campus that may cause any inconvenience to others is strictly prohibited.
34. Students are not permitted to organize any kind of programme or form associations /organizations without the prior permission of the principal.
35. Students are expected to maintain a good environment conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any fellow friends.
36. Students are expected not to interact on behalf of the Institute with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
37. Students are not permitted to provide audio and video clippings of any activities on the campus to the media without prior permission.
38. Students must have a sense of discipline, belongingness and commitment towards the institution.
39. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
40. Students are expected to spend their free time in the Library/Reading Room.

Violations of code of conduct by the Teaching, Non-teaching staff and Students are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee etc. or any other action as per the Competent Authority.

C. D. S.

22-6-23

Teacher-in-Charge
Jatindra-Rajendra Mahavidyalaya
P.O. Amtala, Dist. Murshidabad

C. D. S.

contd. ---