

KRISTU JYOTI COLLEGE OF MANAGEMENT & TECHNOLOGY



CODE OF CONDUCT FOR THE STUDENTS

CODE OF CONDUCT MEANT FOR THE STUDENTS OF THE COLLEGE.

The students of the college must adhere to the following guidelines in letter and spirit.

- 1) College commences the day with a college prayer song. Once it is on, all the students in the college whether they are in the campus or in their classrooms should stand in a attention. The working hours of the college are from 9am to 4pm. The classes are held from 9am to 1.15pm and the from 2pm to 4pm.
- 2) The students should conduct himself/herself properly and in a respectful manner in the college and the hostel.
- 3) The students should be courteous towards the teachers
- 4) The use of nay banned substances within the college campus is strictly prohibited, and those found to be in possession of such items will be dealt with as per the laws of the land.
- 5) The students should not indulge in any activities deemed to be against the interests of our nation, institution, society and greater common good.
- 6) The act of destroying public and private properties is not a rightful behavior. So the students of the college should not resort to violence with the aim of damaging private or public properties. If the students go to the extent of the impairment of properties of public or private kinds, then the cost of the damaged properties will be recovered from the students concerned and they need to face the disciplinary actions for the same.
- 7) The learning atmosphere of the college should be kept intack by the students and there should be ample silence to be observed in the college Administrative Block.
- 8) No kind of entry is entertained to the college campus and the Hostel to the outsiders without the permission of the authorities.
- 9) The distribution of all the notices and pamphlets of objectionable nature is prohibited in the campus. The handling of such materials can bring penal actions against the students doing the same.
- 10) The college does not promote politically based organisations in the campus. The students of the college are not allowed to hold meetings of political parties within the campus.

- 11) All placards and allied publicity materials of outside agencies should not be displayed in the college campus unless and until permitted by the college authorities.
- 12) Nobody does have the authority to collect money from the students for any purpose without the consent of the principal.
- 13) Since the college is a place for serious academic pursuits, all descriptive activities such as dharna, gherao ,burning of effigy and sloganeering are prohibited in the campus. The peaceful environment prevailing in the college campus should not be tinkered with.
- 14) No student should exert pressure on other students ,if so such cases will result in disciplinary actions from the part of the authorities.
- 15) The students of the college should not go out of the classrooms while a teacher engages them in a session.
- 16) If a students is absent for three days without furnishing leave form or prior information, such a student will be taken out of the roll and thereafter his/her readmission is solely the prerogative of the principal of the college.
- 17) The mobile phone usage in the campus is not allowed. If this rule is taken apart, the cell phone will be confiscated and a fine is imposed. The students should not misuse social media at any rate.
- 18) The college does have a student's grievance redressal cell if a student does have a grievance, he /she can approach the Head of the Department and if that is not enough he/she can submit the grievance to the principal, a Head of the Department and a teacher will look into it.
- 19) The students who are placed under suspension are not admitted into the campus without the sanction of the principal.
- 20) The sole authority to declare holiday for the college is vested with the principal in case the college can not function smoothly because of the uneasiness prevalent in the campus.
- 21) The cases related to criminality and violation of laws will be referred to the police and they can take legal action against the wrongdoers.
- 22) The code of conduct and terms and conditions of admission are given to each and every student and parent at the time of admission and it is imperative that the students and parents abide by the college norms as mentioned in the code of conduct.
- 23) The principal of the college does have the sole discretion when it comes to internal discipline.
- 24) The students should keep the campus neat and clean and there should not be any action from their part that makes the campus unclean.

- 25) All the students of the college should wear their college uniforms on all working days Wednesdays. The students of the college should not wear low waste jeans, colour dhothis, collarless T-Shirt, inappropriate cloths and revealing cloths while they are in the college campus. The clothes worn by the women students should be decent and dignified ones.
- 26) The students are allowed to bring their vehicles to the campus on the condition that they should park their vehicles at the designated spots.
- 27) If the students engage in malpractice during the time of the exam process in the college and instigate others to do the same, then such students will be removed from the rolls subject to an internal inquiry.
- 28) When a teacher enters a classroom, the students do have to stand up and remain in that position still he/she asks you to sit down and likewise when a teacher leaves the classroom, stand up and say 'Thank you Sir'
- 29) The student must be at their best behavior while in the campus and outside it. When you move around the campus, greet the teachers passing by. Don't enter a classroom before being asked to do so. The words such as 'Excuse me' and 'Sorry' should be part of your daily life.
- 30) The students of the college should use the library in their spare times. You should not wander around the campus aimlessly or gather as part of a crowd at any point of the college campus without prior permission.
- 31) Our college is a ragging or eve-teasing free institution, so any act of such nature will be notified immediately to the police.
- 32) After each hour, attendance of the students will be marked by the teacher concerned. If a student is absent for one hour, then that will be marked as half day leave and if two hours absence is registered by a student, he/she will be considered as absent for the full day.
- 33) Leave for one hour can be granted by the teacher concerned. A student present in the college can not leave without the permission of HOD.
- 34) In order to take leave more than one hour from the college, an application for leave should be submitted to the HOD and if he / She approves such a thing only, the leave can be availed upon.
- 35) Leave from any examination can be given by the principal of the college only. Leave from the internal exams should be brought to the attention of the principal by the students who avail upon such leaves.

- 36) A student who is on leave for one day should submit a leave letter to the principal specifying the reason for such a leave duly signed by HOD.
- 37) The leave application form should be submitted by the students concerned with signature of the parent or guardian in it to the principal and after getting his signature, it should be handed over to the HOD.
- 38) The students who are members NCC can take leave as per their requirements.
- 39) Those students who have 75% average attendance can only get registered for the university exams.
- 40) Attendance is bestowed upon students who participate in university-oriented and also intercollegiate competitions.
- 41) The students of the college should wear their identity cards while in the campus and when they represent the college outside. In order to receive the services from the college, the students should have their identity cards with them.
- 42) If a student loses his original identity card, a duplicate one can be secured from the college office by paying the necessary fine.
- 43) The students should furnish their identity cards at anytime on demand from the college staff.
- 44) The students should only take accommodation in the approved lodgings.
- 45) The students should intimate with the college office their authentic residential address.
- 46) The girl students can get admission in the ladies hostel owned and operated upon by the college. For getting accommodation in the ladies hostel of the college, an application form should be taken from the college office during the time of admission filled up and returned to it.
- 47) The principal of the college is the sole authority to take decision on matters related to admission, accommodation and disciplinary action against the boarders.
- 48) In case a hosteller leaves the college, he/she will not be issued T.C and caution money unless and until he/she clears all the dues of the hostel.
- 49) If a hosteller is absent from the college without any credible reason, then he/she will be shown the door.
