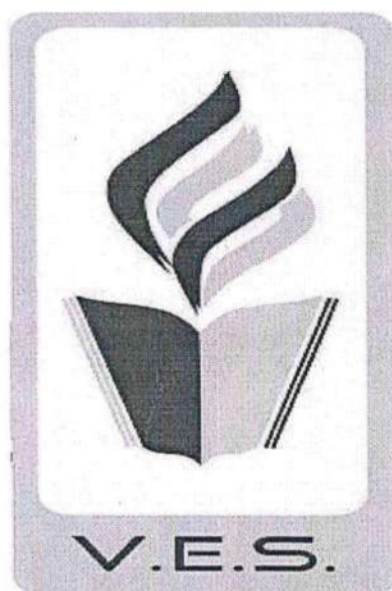


CODE OF CONDUCT FOR TEACHING, NON-TEACHING STAFF AND STUDENTS

**Vivekanand Education Society's
College of Pharmacy**



Since 1962

Updated on 27 May 2022

**Vivekanand Education Society's College of Pharmacy Hashu Advani
Complex, Collector Colony,
Chembur East, Mumbai 400074 Maharashtra India**



CODE OF CONDUCT DOCUMENT

CODE OF CONDUCT FOR TEACHERS

{Ref: circular # क्र./अनिवि/ आयसीडी/२०१५-१६/२५५, dated 29th August, 2015}.

1. A teacher shall comply with the provisions of the Act, Government Resolutions, Statues, Ordinance, Regulations, Rules, Circulars and other directions issued thereunder from time to time by the University and the Central and the State Government,
2. A teacher shall not in the course of his/her duties disobey, disregard or wilfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Head/Management/University, A teacher shall however, have the right to express his/her difference with the policies and decisions of the institutions/management/authorities and officers of the University.
3. A teacher shall not commit acts of insubordination and defy lawful orders.
4. Every teacher shall at all times maintain absolute integrity and devotion to duty.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the university or the college, as the case may be, and to the cause of education and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.
6. It shall be incumbent on every teacher to perform the academic duties such as preparation of lectures, class lecturing, tutorials, assignments, demonstrations group discussions, Library assignments, guidance etc. A teacher shall engage classes regularly and punctuality and impart lessons and instructions, do such internal assessment/examinations evaluation as the Head of the institution shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
7. A teacher shall report to the duty regularly and punctually.
8. A teacher shall sign the attendance register on arrival and also before leaving the campus after the working hours. A head of the institution shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head.
9. A Head of the institution shall keep record of attendance of the teachers working in his institution. Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
10. A teacher shall devote the requisite number of teaching hours as assigned by the head of the institution according to the teaching work load.




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- 11 A teacher shall not neglect in correcting practical records, class work or home-work done by the students;
- 12 A Teacher while being present in the institution shall not, absent himself (Except with the previous permission of the principal) from classes which he is required to attend,
- 13 A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of institution to do so,
- 14 A teacher shall not leave the institution during working hours without the permission of the head of the institution. A teacher leaving the institution for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency.
- 15 A teacher shall not remain absent from the institution without leave or without the previous permission of the Head of the institution/Management/University.

Provided that where such absent without leave or without the previous permission, is due to reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.
- 16 A teacher shall report for any additional duty assign by the Head of institution/Management/University, whether before or after the working hours.
- 17 A teacher shall do all work connected with extracurricular and co-curricular activities assigned to him from time to time by the Head of the institution/Management/University,
- 18 A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment /home examinations conducted by the institution. It shall also be obligatory for a teacher to do all work connected with examinations such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, Working as a member of team of squad/observer, Coding – decoding of answer books, coordinating work of Central assessment etc. assigned to him by the University or by the head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties.
- 19 A teacher shall not be partial in assessment of a students or deliberately over mark, under mark or victimize a student/s on any grounds.
- 20 A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.
- 21 A teacher shall not discriminate against any student on political grounds or for reasons of caste, creed, sect, religion, sex, nationality, or languages or for reasons of personal nature.


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- 22 A teacher shall not practice or incite any student to practice casteism, communalism or un-touchability.
- 23 A teacher shall not use his position to spread their political, religious or other ideologies among student/s.
- 24 A teacher shall not propagate through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.
- 25 A teacher shall not behave or encourage or incite student/s, teacher/s, or employee/s to behave in a rowdy or disorderly manner in the institution premises.
- 26 A teacher shall not cause or incite any other person to cause any damage to the institution property.
- 27 **A teacher shall not incite students or teachers against other students or teachers, colleagues or administration/governing body of the college and the university, this does not interfere with the right of a teacher to express his opinion on principles in seminars etc.**
- 28 A teacher shall help the head of the institution to enforce and maintain discipline amongst the students.
- 29 A teacher shall work in the best of interest of students and of University/institution.
- 30 A teacher shall not subject a student to or encourage other students to subject a students to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.
- 31 A teacher shall not do anything that shall suggest or create the impression that a student is more favoured than any other student.
- 32 The teacher shall serve as a role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and general..
- 33 A teacher shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
- 34 **A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organised by the university/institutions/ on other days of national importance,**
- 35 A teacher shall not misbehave with students or their parents/guardians, teachers or other employees of the institution.
- 36 A teacher shall not use abusive language, quarrel or display riotous behaviour.




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- 37 A teacher shall not make false accusations against the head of the institution/management/authorities of the university/colleagues/employees/students whether after being provoked or otherwise.
- 38 A teacher shall refrain from lodging unsubstantiated allegations against colleagues and higher authorities,
- 39 A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employees/s or any person at his/her work place.
- 40 A teacher shall not engage in any other gainful economic activity at the work place. A teacher shall not engage himself in any private tuition for which a fee/remuneration is charged either within or outside the premises of the institution in which he is working.
- 41 A teacher shall not prepare or publish any book commonly known as 'Keys',
- 42 A teacher shall not engage himself as a selling agent or canvasser for any published firm or trader,
- 43 A teacher shall not furnish incorrect information regarding is qualifications,, experience, age, etc. in respect of his appointment/promotion.
- 44 A teacher shall not raise questions of caste, creed, religion, race or sex in his relationship with his colleagues, and trying to use the above considerations for improvement of his prospects.
- 45 No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall not be under the influence of any intoxicating drink or drug during the course of his duty,
- 46 A teacher shall not smoke in the classroom during working hours or in any place within the campus of the institution/university,
- 47 A teacher shall not, except in accordance with any general or special order of the university or the institution, as the case may be, or in the performance in good faith or duties assigned to him/her, divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document.
- 48 A teacher shall not misappropriate institution's property, or commit acts of theft, fraud or embezzlement of funds.
- 49 A teacher shall submit report of the project/activity undertaken by him along with statement of accounts (with all vouchers) to the sponsoring agency within a stipulated time,




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- 50 A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities/University,
- 51 A teacher shall not take active part in politics so as to cause interference in the discharge of his duties, nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the institution/University education. But a teacher can become, or continue to be a member of any literary, scientific or professional organisations,
- 52 A teacher shall not without previous intimation to the Vice-Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the State or Parliament. Nor shall he/she in any manner force his/her subordinates of his/her students against their will for the canvassing of his/her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his/her being elected or nominated he/she shall, if so, required by the University or the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such local body, Legislature or Parliament. The University or the Institution, as the case may be direct a teacher who has been elected or nominated to any local body, legislature or Parliament to apply for leave for the whole or part of the period and the teacher shall comply accordingly; provided that the granting of any leave to a teacher nominated to any local body, Legislature or Parliament shall not prejudice his/her right to promotion, increments or other benefits, if any, to which he/she would have been entitled had he/she not proceeded on leave.
- 53 A teacher shall not contest any election of Banks/Societies/Sports or Socio-Cultural Associations without previous intimation to the Head of the institution/Management/University,
- 54 A teacher shall not approach court of law regarding any matter related with his service/employment without exhausting available remedies and without giving proper intimation to the Head/Management/University,
- 55 A teacher shall not misuse or carelessly use amenities provided to him/her by the University or the Institution to his/her duties. A teacher shall not make use of the resources and/or facilities of the institution/University/Management for personal, commercial, political or villainous purposes.
- 56 A teacher has academic freedom which entitles him to criticise ideas and methods but he shall not defame others,
- 57 A teacher shall not rudely and aggressively behave persistently with other staff members and students.




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- 58 A teacher who supervises other staff have especial responsibility to treat their staff fairly and honestly, He shall make available development and training opportunities without patronage, favouritism, or unfair discrimination.
- 59 A teacher shall not participate in decisions to the appointment of a relative or a family member.
- 60 A teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any students or his parent/guardian or any person with whom he has come into contract by virtue of his position in the institution, in order to do any kind of favour to the student/any person,
- 61 A teacher shall take paid outside consultative work only in accordance with institution/university's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research and administrative duties.
- 62 A teacher shall not join or continue to be a member of an association the objects and activities of which are prejudicial to the interest of the Institution/university as the case may be, or the sovereignty and integrity of India or public order or morality. Provide that a teacher may become a member of the Association of teachers as may be approved by the University according to rules.
- 63 A teacher shall not give unauthorized interviews or releases to electronic and print media. He shall not use the electronic/print media with malafide intention of defaming the institution/university.
- 64 A teacher shall not in any radio broadcast or in any document published anonymously or in his own name person or in any communication to the press or in the name of any other any public utterance ,make any statement or express an opinion.
- (i) Which is in the nature of character assassination, reflection on the personal life of his superiors/colleagues,
- (ii) Which is in the nature of criticism of individuals as destined from policy decision.

Provided that nothing in this rule shall apply to any statement made or views expressed by a teacher in his official capacity or in the due performance or the duties assigned to him on academic matters.

- 65 A teacher shall not, except with the previous sanction of the Vice-Chancellor or the authorities of the institution, as the case may be, engage directly or indirectly in any trade or business or under any other employment.
- 66 A teacher shall not bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.
- 67 A teacher shall not involve himself/herself in any act that is likely to bring the teaching profession into disrepute. ii. It shall therefore be the responsibility of every teacher to preserve the dignity and honour of his profession and also maintain his/her own dignity, honour and integrity.



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68. Notwithstanding anything herein before contained, bonafide criticism or expression of opinion by any teachers shall not constitute misconduct.
69. The teacher should complete the duty of seven hours per day anyhow, with reporting timing from 9 a.m. to 10 a.m., not exceeding 10 a.m.
70. As a policy, Institution will not allow faculty members to go as a guest faculty or visiting faculty to take lectures in other institutions. However, permission will be granted to be a resource person for Seminar/ Symposium or refresher programme.
71. As a policy, maximum number of days for attending seminar/ conference is 6 days per academic year and sanctioned budget per head is maximum Rs. 4000 (towards registration fees) /- per academic year.
72. No duty leave will be granted for Examinership for University other than University of Mumbai. However, faculty will be permitted to go as a referee to conduct viva voce for M. Pharm. or Ph.D. Dissertation.

Misconduct: Failure to Confirm to the above mentioned rule/s shall be construed as misconduct.

CODE OF CONDUCT FOR NON-TEACHING STAFF

{Ref. STANDARD CODE Rules hand book, 1984}

Office Superintendent (In the absence of Registrar)

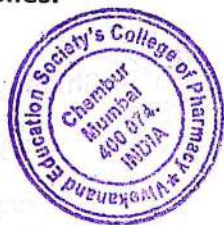
1. The office Superintendent shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Office Superintendent to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he/ she deems fit to regularise and to improve the working of the College.
2. The Office Superintendent shall have the power to issue warnings, reprimands, and memos to the non-teaching employees subject to the approval of the Principal.
3. The Office Superintendent shall be the custodian of the records, the commons seal and such other property of the College as the Principal may commit to his charge.
4. The Office Superintendent shall keep the Minutes of all the meetings, and records of such meetings attended by him / her as ex-officio member- secretary.
5. The Office Superintendent shall co-ordinate the work in the college amongst the teaching and the non-teaching staff.
6. The Office Superintendent shall bring to the notice of the Principal any of the act of the staff or the students, if prejudicial to the college and/ or is not in the interest of the institution/ College.
7. The Office Superintendent shall maintain the enquiry service for students, staff and also for visitors to the college regarding courses, being conducted, examination and admission rules and such other allied matters of important nature.



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8. The Office Superintendent shall sign letters issued from the College Office of routine nature.
9. The Office Superintendent shall watch over the work of college affiliation, staff recognition and follow procedure for appointments. He shall also watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep the check on Accounts of the College.
10. The Office Superintendent shall look after the Examination work (College/ Board/ University) and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in this connection.
11. The Office Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to this subordinates who shall be directly responsible to him/her with the prior approval of Principal.
12. He/ She shall convene the regular meeting of the office staff and laboratory assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
13. He/ She shall inspect attendance register of the non-teaching staff and take such action as he/ she may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Principal to take the disciplinary action, in case, the same employee shows no improvement.
14. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Principal to Government, University, University Grants Commission, Managements and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.
15. He/ She shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
16. He/ She shall be responsible for the work of the highly confidential nature that may be undertaken by his section. He/ She shall be responsible for preserving of the documents, etc. concerning his section.
17. The Superintendent shall personally look into the court cases concerning the college and obtain orders from Principal whenever necessary.
The Superintendent shall mark and distribute the letters in the names of dealing Assistant or to Heads of Departments in the College. He shall exercise check and follow up letters received from the Government, University Grant Commission, University, Management etc.
18. He/ She shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and
19. Implications etc. or special cases and submit to higher authority i.e. Principal and give interim replies.



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20. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned.
21. The Superintendent shall scrutinise notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Principal.
22. The Office Superintendent shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.


Personal Assistant:

1. The Personal Assistant shall be responsible to the Principal.
2. He/ She shall be responsible for Principal's personal correspondence, appointments, engagements etc., other than normal office duties.
3. He/ She shall perform the duties and responsibilities assigned to him by the Principal from time to time.
4. He/ She shall maintain programme sheets of Principal, prepare drafts of meeting and correspondence of routine nature. He shall organise plan and follow tour programme of Principal.
5. He/ She shall maintain the confidential and other files as per requirements and make suitable arrangement for the safe custody.
6. He/ She shall sort out the mail and despatch it promptly to the relevant section.
7. He/ She shall issue reminders etc. in respect of such cases, where the Principal has called for information/ date or has suggested or ordered immediate action in any of the cases. He / She shall maintain absolute confidentiality and integrity in respect of the work assigned to him/ her.
8. Any other work assigned from time to time by Principal.

Senior Clerk / Junior Clerk and Equivalent Cadres:

1. To enter the mail and letters and inter-departmental correspondence / files etc. letters, documents etc. addresses to Principal by name will be received by the officers themselves or through P.A's Stenographers / Secretaries.
2. To acknowledge letter received.
3. To submit dak to the Section Officer/ Assistant Section officer daily, despatch and watch every entry in the register bearing the initials of the recipients of the letter / documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part or a receipt, through Superintendent to the Section, branch concerned for remarks and / or necessary action.
6. To open and maintain service-book / new file(s) note book(s), do copying work/rubber stamping and to attend to all types of administrative / clerical work.
7. To maintain different registers, forms etc.
8. To keep a note-book to watch timely disposal of urgent papers.




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9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/ files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/ replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officer and / or Assistant Section Officer.
13. To prepare monthly arrears report and submit it to the assistant Section Officer and / or Section officer for perusal and guidance / instructions.
14. Any other work assigned from time to time by Principal.

Accounts Clerk:-

1. To maintain various books of accounts such as ledger, salary registrar, income tax registers.
2. To ensure filling of vouchers and papers.
3. To prepare bills for payment.
4. To file various returns.
5. Any other work assigned from time to time by Principal.

Examination Clerk:-

1. Arrangement of blocks as per instructions given by Examination In-charge
2. Holding of stock of stationery required for examination and supplying the same day-to-day to Senior supervisor of the examination
3. Follow up of Question Paper and Evaluated Answer Sheets of examination
4. Follow up with the University for Results, Revaluation results & other correspondence with the University.
5. Timely submission of examinations forms submitted by students.
6. Maintenance of Register and Records of examination.
7. Making of Results and Mark sheets in co-ordination with Examination co-ordinator
8. To maintain confidentiality of all examination records
9. Any other duties assigned by Principal & Examination In-charge

Laboratory Technicians / Assistant:-

1. To assist students and teachers in conducting practical's and experiments.
2. To maintain dead stock register and register of consumable material and to undertake physical stock verification of laboratory materials.



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3. To assist the in charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of Laboratory attendants working under him.
5. To assist the in charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakage/losses in laboratory, to his superiors.
7. To report to In charge of Laboratory about misbehaviour inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the Laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the head of the Department.
10. Any other work assigned from time to time by Principal.

Laboratory Attendants/Library Attendant:


1. To clean laboratory and to keep laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to Students, Teachers and other Laboratory Staff in movement of Laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other Laboratory staff in physical stock verification of laboratory equipment, instruments, chemical and other materials.
4. To render Physical assistance to students and teachers in conducting practical's and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and a gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the laboratory staff, with the approval of In charge of the Laboratory.
9. Any other work assigned from time to time by Principal.

Peons/Peons-cum-Hamal:

Persons shall-

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dusting of Office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required remove and replace covers of machines, filling up inkpots.




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3. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with Instructions of the seniors, and also do the work of sticking agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside and outside as the case may be.
6. Carry out any other work of similar nature which the Officer incharge/ Principal / Office Superintendent, may instruct.
7. Serve drinking water to employees and to visitors, when required.
8. Dispatch letters including letters by hand delivery (all peons getting bank duty allowances shall take cash / cheques etc. to banks, as per instructions.)
9. Any other work as may be assigned to him by the concerned officer / Principal from time to time.
10. Peon-cum-Hamal shall also have to attend to the duties assigned to Hamals.

Misconduct: Failure to Confirm to the above mentioned rule/s shall be construed as misconduct.

CODE OF CONDUCT FOR STUDENTS

1. Students should
 - Be respectful.
 - Abide by the rules and regulations of the institute.
 - Show tolerance and accept feelings, habits, or beliefs that are different from theirs.
 - Be punctual, meet deadlines and value others' time.
 - Abide by the plagiarism regulations of the institute.
 - Not give any false information at the time of admission.
 - Treat all employees, honorary appointees, consultants, contractors, volunteers and other students with respect, dignity, impartiality, courtesy, and sensitivity to maintain a cooperative and collaborative approach to interpersonal relationships.
 - Not indulge in any anti-social and anti-national activities on the college premises.
 - Not use mobile phones in the instructional area.
 - Not indulge in smoking and consumption of alcohol, drugs and narcotics
 - Not leave in between the class & Laboratory without the permission of the faculty.

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- Not be loitering in the corridors when they are not engaged in the lectures.
 - Use sports room facilities only in leisure time.
 - Not play games that are prohibited on the College premises or games involving monetary components.
 - Not damage/misuse the College property including ICT facilities such as smart boards, mic, and speakers, and shall follow SOP while using the College Property.
 - Take prior permission from respective Authorities before using college property/premises for any other purpose than specified.
 - Use/follow proper channels of communication. However, if a problem remains unattended, shall approach the Head of the Institute.
2. Copying in the examination, possessing any scribbled material, exchanging answer sheets, and allowing proxy writers will be treated as an offense.
 3. Ragging is strictly prohibited on the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are/were expelled because of their indulgence in ragging.
 4. Students are prohibited from indulging in activities that adversely affect the reputation of the college adversely.
 5. Wearing Identity Cards while in the College Campus is compulsory.
 6. Students are expected to wear appropriate clothes to maintain the academic decorum of the institute.
 7. Students should report in time for the classes and also maintain the attendance as per the rules.
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.

Misconduct: Failure to comply with the rule/s mentioned above shall be construed as misconduct.




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