



## **Students and their responsibilities**

- Attend classes and tutorials as per the allotted timetable and scheduled timings;
- Submit assignments and assessments in due time and follow faculty members' instructions on submission carefully;
- Approach and interact with teaching and non-teaching staff in a respectful manner;
- Explore various opportunities provided by the college to enlarge their scope of learning and improve their personalities;
- Use the library, visit the canteen, participate in sports activities, read notice boards, and gather with friends at hanging out points during their free time without disturbing the overall discipline of the college;
- Promote a spirit of active academic learning and holistic engagement in the classroom and tutorials;
- Be mindful and appreciative of the caste, gender, religious, regional, and intellectual diversity in the college;
- Remember that they represent the values and ethos of the college while representing the college in events and programmes, and their conduct will be treated as representative of the same;
- Carry Identity Cards when in college; In case the student loses or damages the Identity Card, a duplicate will be issued on the application upon payment of the fee; Further, in case of loss, the duplicate is issued after submitting a copy of F.I.R. lodged with the police;
- Keep track of Notices posted on various College notice boards and websites regularly;
- Peruse each mail sent by the college to the registered email IDs carefully;
- Timely submit all information sought by the college when asked for via email or another medium;
- Help to keep the campus neat and clean; Must always throw garbage/waste papers/items in the nearest dustbins as per the Color Coding Scheme (Green: Biodegradable, Blue: Non-Biodegradable);
- Follow the respective rules and regulations of the Library, Hostel, Computer Centre and Sports;
- Inform college officials of any undesirable / suspicious activity on the College Campus;
- Hand over any lost item found in the College Campus to the administrative office;



- Maintain friendly, congenial, and amicable relations with other students and foster the same spirit among students' community;
- Play the respective sport only in the Sports playground or the relevant space provided for the same;
- Not create any disturbance near classrooms while teaching is in progress;
- Not misbehave with faculty members, whether in person or through electronic channels;
- Not remove notices from the notice board;
- Not take away or move college equipment/gadgets/furniture without prior permission of official authorized/competent for granting permissions;
- Not deface/destroy/mishandle/vandalize the college property;
- Not smoke or consume liquor, narcotic substance, tobacco, intoxicants, etc. on College Campus; These are very serious and punishable offences;
- Not engage in or promote activities like ragging, eve-teasing and sexual harassment; These are punishable offences;
- Have a minimum of two-thirds 67.66% of the total lectures, tutorials, and practical's delivered separately, failing which the student will not be permitted to sit for the University Examination;
- Need minimum required attendance (as per University rules) for playing sports at any level (state, national or international);
- Attend the following college functions: Founder's Day Celebrations, Annual Cultural Festival, Sports Day, NSS Day for NSS Students, the Annual Day Function, and other college events;
- Obtain clearance from the college before the University examination based on their attendance record;
- Inform the Principal/Teacher In charge in writing for not attending classes for more than four consecutive weeks, or else their names shall be struck off the rolls of the college;
- Apply for leave in advance and submit it to the Principal, in case of illness. An application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and countersigned by concerned teachers should be submitted within "one week" of rejoining the college. And students should submit fitness certificates on resuming classes;
- Use of Mobile phones during lectures is strictly prohibited. Any violation of this will lead to disciplinary action.

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