

# College Rules and Regulation

## (i) General Instructions

1.	Being a co-educational institution, the students should maintain dignity and decorum with the opposite gender. Free conversation with the opposite gender is strictly forbidden. Cracking jokes and passing comments on the opposite gender is an offence.
2.	Students are not allowed to bring their guests to college during the working hours
3.	They should not leave the campus during working hours. If anybody wants to leave the campus, he/she should get "the out-pass" from their Head of the Department or the Principal
4.	They are advised to board the outside buses in an orderly manner and without making a noise
5.	They are warned not to lean on the parapet wall in the first floor facing the main entrance.
6.	While using the staircase, students should ascend and descend in a disciplined way.
7.	Any form of celebration like birthday parties is not allowed inside the college campus
8.	Formation of any club or association without the permission of the Principal is strictly prohibited.
9.	During the leisure hours, girls are advised to remain in the ladies waiting room and the boys in the class rooms. They should not loiter along the roads inside or around the campus or stand in verandahs and under the shade of trees.
10.	Firing crackers, even during festival times is strictly banned.

## (ii) Care of the College Property

1.	<b>Students should not damage the college property. They should not scribble anything on the green board, table, furniture and walls.</b>
2.	Cost of damage to property movable or immovable will be recovered from the students
3.	Students are advised to switch off the fans and lights when they leave the class rooms.
4.	Action will be taken against the students who damage the property.

## (iii) Cleanliness of the Campus

1.	<b>Waste paper and packets should only be thrown into the dust bins</b>
2.	Writing on walls, pillars, toilets, bathrooms, furniture and class room boards is strictly prohibited.
3.	Students who buy soft drinks, chocolates etc in paper packets from the canteen or Tuck-shop are informed to dispose the empty packets/paper in the dustbins.

#### (iv) Dress Code

1.	<b>Students should wear their ID card when they enter the campus</b>
2.	Students should dress in formal wear.
3.	Boys should not wear Tights and short shirts, Jeans pant, pants with designs, T-Shirts and shirts with write-ups and designer dresses.
4.	Boys should tuck in their pants and shirts
5.	Girls should wear only churidhars. On special occasions, girls can come to college in sarees with prior permission from their Head of the Department.
6.	Wearing Churidhars with tight fit short tops, designer tops and sleeveless tops is not permitted.
7.	Students should attend the laboratories and workshops classes only in their uniforms and they should wear shoes.

#### (v) Classroom Manners

1.	<b>Students should not come late to class. (Late comers should get permission slip from the Principal/HOD)</b>
2.	Students should apply for leave / on duty through proper permission from tutor, chair person and HOD in prior.
3.	They should not absent themselves without prior permission.
4.	Strict silence should be maintained in the classroom. Students should occupy their allotted seats.
5.	Students are not permitted to sit inside the class room closing the door in the absence of the staff
6.	Throwing paper arrows and small articles is forbidden
7.	Students should not shout, hoot or whistle during class hours and in College function. They should maintain strict discipline within the campus and students should occupy their allotted seats in college function
8.	Chewing bubble gum, chocolate and any other eatable item inside the class room should be avoided.

#### (vi) Library Rules

1.	<b>Strict silence should be maintained in the Library and the reading room.</b>
2.	Students should not carry any book or printed matter into the library
3.	Students can retain the books for two weeks (i.e. 14 days) from the date of issue.
4.	A fine of Re.1/- will be charged per day for overdue of books.
5.	Books will be issued and returned in all working days
6.	Students should not scribble anything on/inside the books, periodicals and newspapers.
7.	Students will be responsible for any damage done to the books or to other library properties.
8.	The librarian is empowered to send out any student who makes noise or misbehaves in the Library.

# Boys Hostel Rules and Regulation

## Attention to Parents/Students:

1.	The Government of India has banned Ragging in any form and ragging is treated as a punishable offence. So, if any student is found to be involved in ragging will be dismissed from the college and legal action will be taken against him.
2.	Students can possess and use mobile phones subject to the rules of the college
3.	Mobile phones should be kept in switched off mode during the Hostel Study Hours from 8:00 p.m to 11:00 p.m
4.	With prior permission from authorities, students are allowed to have personal computer/laptop and should be used for educational purposes. It should not be misused for watching films, listening to songs, playing games or chatting. They are not permitted to use accessories such as printers, head phones etc.
5.	All the students should open their own S/B accounts in TMB Extension Counter available within the premises of the college. They have to operate the account on their own by depositing money or withdrawing, using ATM. Handling over the ATM card to other students to withdraw money should be avoided. The college will not be held responsible for any of the consequence of such an action
6.	Whenever the students leave their rooms to attend classes or to the mess hall or to the play ground they have to keep their things under lock and key. They are not allowed to stay in their rooms during working hours, without prior permission. Whenever the room is locked, electric bulbs and fans are to be switched off.
7.	Students should take care of their own belongings and valuables. College is not responsible for the lost items.
8.	The college or hostel authorities are not responsible for any untoward incident happening outside the college premises to any students.
9.	Students should not cause any damage to the college property in any form. If found they have to pay for the damaged items, in addition to the penalty. He should accept any punishment given.
10.	Misbehaviour like whistling, shouting, howling, disturbing wardens, Hostel Clerks, Hostel employees or other students etc., by any student inside the hostel, will lead to immediate suspension from the hostel.
11.	Celebration of Birthdays and any other event in any form are strictly prohibited. If students violate the rule, disciplinary action will be taken against the student(s)
12.	Use of any kind of intoxicating material is prohibited in the hostel/college premises. Severe action will be taken against students who are in possession of alcoholic drinks, tobacco or any other material.
13.	Students who disturb and create pandemonium in the hostel rooms and cause damage to mess halls and the college campus will be dismissed from the hostel and the college, without any enquiry.
14.	Students suspended officially from the hostel are not permitted to enter the hostel campus and take food in the mess hall. The other hostel inmates should not entertain the suspended

	students in his room/mess hall. If they do so, they will also be punished for their act.
15.	The deputy warden/representatives nominated by the college management are empowered to check any room of the students and their belongings at any time. If there is a need. Possession of belongings which are injurious to health are strictly prohibited. Violation of this rule will be seriously viewed and stringent action will be taken.
16.	Students are not permitted to go out of the college premises on all working days. However they can go out on holidays after getting prior permission from the authorities concerned.
17.	For medical facilities, the college has a First Aid Medical Centre. In case further treatment is necessary, parents will be informed about it and that particular student will be allowed to go home to continues his treatment and take rest
18.	The college and hostel managements are not responsible for any untoward incident happening to any student who violates the rules and regulations of the hostel.

## Girls Hostel Rules and Regulation

### Attention to Parents/Students:

1.	As per the rules and regulation of our Indian Government, ragging is banned among students. If anyone is found to be involved in any form of ragging. He /She will be dismissed from the college and legal action will be taken
2.	Girls should paste a recent passport size photography with their parents and guardian (who has to be above 35 years of age)
3.	Apart from the permitted holidays, if the parents wish to call their wards to home, they can contact the hostel authorities only through their authorized mobile number.
4.	Also, the student can be sent home only with either of the parents or the guardian who is in the attached photography of the identity card.
5.	Parents are not allowed to meet their wards during the week days. One of the persons in the ID photograph only will be permitted to visit the student VISITING TIME: SUNDAYS – Morning 9:00 a.m. to Evening 5:00 p.m.
6.	The college and Hostel authorities are not responsible for any untoward incident happening outside the college premises to any student.
7.	Students can posses mobile phones but should strictly adhere to the rules and regulations of our college. They can contact their parents only on these mobile numbers. Ph: 92450-21838, 92450-21839
8.	Students must switch off the mobile phones during the hostel study hours (8:00 p.m. to 10:30 p.m.). In case of any violation, the mobile phone will be confiscated and broken in the presence of the principal. Once confiscated, the student will not be allowed to use mobile phones till his stay in the campus. TC will be given, if the rule gets violated.
9.	Students can posses Laptop or Computer in the hostel only for academic purpose by obtaining prior permission. But peripheral devices like printers, speakers etc. are not permitted.
10.	Students are not permitted to use electrical appliances (Iron Box, Electric Kettle etc.). In case of any violation, disciplinary action will be taken.

11.	Students should take care of their valuables and ornaments. The college and the hostel managements are not responsible for the lost items.
12.	Students should lock their rooms whenever they go out. They are not permitted to stay in the hostel during the college working hours. Electrical lamps and fans should be switched off before the rooms are locked and not used by the students.
13.	Students should remain in their allotted rooms only. They should not stay or sleep in other's room. Any violation of this rule will be dealt with disciplinary action by the college management.
14.	Girls can make use of the extension branch of the bank in the college premises. All girls are instructed to use only their accounts and ATM transactions personally. The college management is not responsible for any mistake.
15.	The deputy warden / representatives nominated by the college management are empowered to check any student room and their belongings at any time. If there is a need. Possessions of belongings which are injurious to health are strictly prohibited. Violation of this rules will be seriously viewed and stringent action will be taken.
16.	Students should not cause any damage to properties in hostel, mess halls and college premises under any circumstances. Any violation will lead to suspension from the hostel and college.
17.	Medical assistance is available in the hostel premises. Needed/further medical assistance can be given on Doctor's suggestion and the parents will be informed immediately.
18.	The college and hostel managements are not responsible for any untoward incident happening to any student who violates the rules and regulations of the hostel.

## Mess

1.	Wastage of food is an unsocial deed. It should be avoided.
2.	Hostel students must submit their mess reduction forms to the mess office, well in advance
3.	Reduction is not entertained in case of late submission and absence for less than five days.
4.	Hostel students should give their mess reduction / leave form / only in the prescribed forms. If a student does not take any food from the mess under special circumstances, it should be intimated to the mess office.
5.	If a student does not take food from the mess for a long duration without a prior intimation to the office, he will be fined. This is to minimize the wastage of food.
6.	Students should vacate the mess hall on or before the allotted time.

## Bus Rules

1.	Students should bring bus pass every day.
2.	Students are advised to come to the bus stop well in advance.
3.	Students should not shout, hoot or whistle while travelling in the college bus.
4.	If any student misbehaves or makes a noise or whistles, he / she will be immediately asked to get down from the bus
5.	Students should not bring and use electronic gadgets while travelling in the bus.