

A HANDBOOK OF CODE OF CONDUCT FOR STUDENTS

1. Students must possess and wear their identity card all the time whenever they are on the college campus and produce it whenever asked for by any college authority. Only students who are on the rolls of the college and their parents shall enter the college campus.
2. Students must be seated in their respective classrooms at least 10 minutes before the stroke of the first bell and wait for the teacher. During lecture hours' students are not permitted to loiter around the corridors. If a teacher is on leave, alternate arrangements will be made to engage the class
3. The class representatives are expected to inform the Head of the Department if there is no teacher to engage that particular lecture. Students are requested to make use of the library during free periods.
4. Students are not expected to sit on the steps of the staircase or on the steps of the portico of the college
5. A student will be denied admission to the college/classes without a valid Identity Card. Any student found not wearing the I-Card will be fined Rs. 100/- per day except for genuine cases.
6. Loss of an Identity card must be reported to the College Office immediately. A duplicate card will be issued on payment of the prescribed fee.
7. Students must attend all lectures /tutorials/practical's as per the time-table on all working days. Absence without prior permission from the Principal may lead to disciplinary action as per the directives of the Goa University and the College Authorities.
8. Students are liable to lose their terms for disobedience, misconduct, misbehaviour, violation of rules, norms & instruction & may also be suspended, expelled & even rusticated for their acts of immodest & unpalatable conduct of serious nature.

9. Students should follow a proper and decent dress code.
10. Those who are guilty of serious misconduct or whose presence in the college is detrimental to the order and discipline on the campus are liable to be expelled.
11. Due care of the college property has to be taken by the student/s. Damage to college property, disfiguring the walls, portraits, doors, windows, breaking the furniture, scribbling on the furniture, writing objectionable things or trying to cause any harm to the person & / or property of the college or students will amount to serious breach of discipline & misconduct & is punishable individually or collectively. In addition to the punishment, they will have to pay for the damage.
12. No student should interfere with the LCD or any electronic gadgets fitted into the classrooms without the permission and the presence of the concern teachers or any college authority.
13. Students will not do anything within or outside the college, which may interfere with its administration, hamper the functioning of the college & prove in any way detrimental to the overall management of the college & it's working.
14. Students are restrained from communicating any information or writing or help in writing anything about the college to the press that would damage the repute & affect the status of the college & prove harmful in any way.
15. Deliberate failure to perform the required number of experiments and maintaining a practical Journal/file, unjustified absence from exams, etc can seriously prejudice the student's record.
16. Any student found in possession of pornographic books, cassettes, CD's, I-Pod, Cameras, Pendrive, Cell phone etc. will be seriously dealt with in addition to confiscation.
17. Students are forbidden to organize or attend any meeting within the college or collect money for any purpose or to circulate among the students any notice or petition of any kind or paste it on the college notice boards/walls without prior written permission of the principal.

18. Students must not join any club or society or make any engagement that would interfere with their studies without the prior permission of the Principal. They are not allowed to play in any team against the college.
19. Students are not allowed to make complaints in a body or present any collective petition, but they are welcome to present their cases, if any, either individually or through their proper representatives.
20. Students who are qualified in one or the other activity should always be available for the College activity first and in no manner associate him/her self with any club or associations.
21. The students shall not litter plastic, paper or any other waste in the campus. They should dispose such waste in the dustbins located in the campus.
22. Smoking, chewing paan, chewing gum, consumption of any narcotic, alcoholic substance etc. in the classrooms and on the campus is strictly prohibited.
23. In case of illness, a student must apply for leave and produce a medical certificate from a registered medical practitioner within three days of resuming/ attending the classes.
24. Students must not attend classes other than their own without the permission of the Principal.
25. Students must in no way disturb the orderly functioning of the college and the classes.
26. No student is allowed to collect contributions in money or any kind without obtaining a prior permission from the Principal.
27. No visitors/outsideers are allowed to meet the students in the college without the permission of the Principal.
28. The college reserves the right to withhold the final examination results of those students who fail to clear their dues (sports, breakage, damages, etc) and return library books and other college, items within the notified time.
29. All students are responsible to the Principal and other college authorities in the college and on the campus.

30. Insubordination to any teacher or to any college authorities, use of indecent language, misbehaviour or misconduct is liable for disciplinary action as per the rules.
31. No student will accompany with him/her any unauthorized person in the college premises and/or canteen or allow him/her to use any college premises &/or property.
32. Parents/Guardians are advised to contact the college authorities from time to time in order to appraise themselves of the progress of their wards and their attendance.
33. Whenever a student has any genuine problem, he/she is advised to bring the matter to the notice of the Principal. Similarly, if a student has any suggestion for the improvement/development of the college, he/she may drop the suggestion in the suggestion boxes installed in the college. Every effort will be made to see that genuine problems and suggestions are addressed.
34. Students are advised to refrain from going to tours and picnics by themselves.
35. The college is not responsible for the loss of personal property. Students should deposit any lost property found by them at the Office Counter. Owners can claim their lost property (if found) from the Office on producing necessary evidence.
36. A student who wishes to apply for any certificate from the college shall approach the College Administrative Staff.
37. Ragging and Sexual Harassment of fellow students is strictly prohibited. A student, if found guilty of such acts, is liable for punishment as prescribed by the Competent authority.
38. Students are advised not to bring their personal vehicles into the college premises as the college shall not take any responsibility for any loss/damage caused to personal vehicles.
39. Use of Unfair Means during examinations (ISA/SEE) is strictly prohibited. A student, if found guilty, shall be liable for punishment as per the rules prescribed by Goa University.

40. The Principal's decision on all matters of the college shall be final and binding on all the students at all times

41. Maintenance of college discipline, adherence to its rules and code of conduct and obedience to the instruction issued from time to time by the Principal or other college authorities will be mandatory and binding on each student & violation there to will render the concerned student to appropriate disciplinary action including suspension, expulsion from the college & rustication in accordance with the relevant rules as per the Directives of the Goa University and the Guidelines formulated by the College Discipline Committee.

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