

**Sri Poornaprajna Evening College, Udupi**

**Internal Quality Assurance Cell**

**General Code of Conduct for Students:**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. Disrespect or disfiguring the college uniform in any form is a major act of indiscipline. Hence, it will be viewed very seriously.
3. A six day working schedule from Monday to Saturday is followed. All the students are expected to be present in the class well -within time. Mass Bunking of classes and any other college activities or causing disruption in any manner in the functioning of the college will attract serious disciplinary actions against the defaulters.
4. Silence shall be observed during class hours.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
7. All the students are expected to attend all college functions in college uniform unless otherwise specified.
8. All the students shall wear their identity cards, well displayed. An identity Card is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
9. Students are expected to maintain silence in the academic buildings to maintain decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
10. For independent study, students are expected to use the classrooms, library or the assigned areas of the academic building and shall not resort to sitting in staircases/Canteen or outside premises/public areas where they could interfere with the free movement.
11. Students are encouraged to make use of the library, and common computing facilities and to be involved in professional body activities or any program authorized by the college before class hours.
12. Access to academic buildings beyond the above timing and on holidays without written permission from the Principal will be treated as a case of indiscipline.
13. Keep the Classrooms/campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
14. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
15. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambience.
16. Carefully handle the furniture, equipment, fixtures and appliances of the college. Careless handling/misuse of the above could result in personal injuries or damage to property. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair with a fine.
17. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude on the campus.
18. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
19. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned Convenors and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
20. Political activity in any form is not permitted on the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College Campus.
21. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
22. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
23. Pay fees in advance or in time to avoid fines and unnecessary crowding in front of cash counter
24. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
25. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of the college, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
26. The college does not hold itself responsible for the conduct of the students outside the campus unless such a conduct arises out of his / her college life. However, the college takes cognizance of any serious misconduct of the students committed outside its campus which is likely to reflect upon the reputation of the college. If any serious charges are fairly substantiated, the guilty shall be punished according to the gravity of offence, which can also lead to refusal of renewal of admissions to the subsequent year of study in the college.
27. Any attempt made to tarnish the name of any person / institution in any form on a social media (such as Whatsapp, Facebook, Instagram, Twitter, E-mail, SMS, etc.) that is intended to cause physical, social or emotional harm is a serious punishable offence under Cyber Crime. Defaulters will have to face legal consequences and dismissal.
28. Students coming to college by two-wheeler should possess a valid license. They are expected to park their vehicles only in the parking lot in an appropriate manner. Entry of four wheelers into the campus is strictly prohibited. Sportively riding vehicles within the college premises is strictly prohibited.
29. **Guidelines on Usage of Cellular Phones:** With a view to maintain the sanctity and academic atmosphere on the campus, cellular phones are strictly forbidden inside the college campus. However, the college allows the students to carry cellular phones provided they are kept in switched off mode only (Due to the Evening hours of classes and Parents insist for the same). Use of cellular phones inside the college campus is strictly forbidden. Even if it is found in silent or vibrating mode or used by any student, it will be confiscated. A fine of Rs.1000 will be imposed at the first instance and thereafter it will be progressively fined. Confiscated cellular phones will not be returned until the end of the semester.