

Dr. N.S.A.M. FIRST GRADE COLLEGE

**STANDARD OPERATING
PROCEDURES**

CODE OF CONDUCT – STUDENTS

(AY – 2021-22)

Dr. N.S.A.M First Grade College

(A Unit of Nitte Education Trust (R), Mangalore)

Affiliated to Bengaluru City University

Krishnarajapura Village, Bangalore-560 089

CODE OF CONDUCT - STUDENTS

RULES & REGULATIONS GENERAL

1. The College admits students with the requisite qualification without any discrimination.
2. Admissions made to the college are provisional subject to the approval of the University.
3. The Principal may refuse admission to any student without giving reasons.
4. All those admitted will sign an Undertaking, promising to follow the rules and regulations in force in the College.
5. The College, though not responsible for the conduct of its students outside its premises, will take cognizance of any serious misconduct of its students committed outside its premises.
6. Ragging in any form is strictly prohibited in the campus / Hostels. Those who indulge in ragging will be dismissed from the College.
7. Classes will be held between 9.00a.m. to 3.10 p.m. on Mondays through Fridays and between 9.00am and 1.10pm on Saturdays.
8. Every student should possess an identity card issued by the college which should be WORN every day.
9. Late coming is not acceptable. However, the student may enter the class, only if permitted by the Lecturer in the exceptional cases.
10. Attendance at the College functions, Forum meetings, Industrial visits, Project work etc. is obligatory on all students.
11. The curriculum requires that Educational tours and excursions are organized by the college, for which the students are given marks. The parents will be informed of the date, place of visit, route, and the amount to be contributed. The parents should give their written consent.

CONDUCT AND BEHAVIOUR

1. Students shall strictly observe the disciplinary rules framed by the College. Non-compliance of these rules will be dealt in the manner which is considered fit.
2. No student shall enter the class or leave the class without the permission of the Teacher.
3. Every class is in charge of Class Teacher and a Mentor who monitors the students' attendance, progress and conduct and looks after their general welfare.

4. The college will view very seriously and will take the appropriate action including expulsion of the student, in case, the student is Irregular in attendance; indifferent in regard to class work, test and examinations; discourtesy towards the teacher's; insubordination; obscenity in words and act.
5. Disciplinary action which includes expulsion from the College and recovery of damages / penalty etc will be enacted in the case of any willful damage to College or Hostel property, antisocial activities etc.
6. The students shall not organize any events with external agencies / institutions without the permission of the Principal.
7. Students are expected to be neatly dressed in accordance with the rules of approved etiquette, both during normal working days and during special occasions within the campus.
8. Use of alcohol or using tobacco in any form in the College campus is strictly prohibited.
9. Students are not authorized to collect donations from public for any of the College activity without the permission of the Principal.
10. The Principal has the power to rusticate any student found guilty of serious misconduct or if his / her presence in the College disturbs order and discipline.

ATTENDANCE

A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she has **attendance not less than 75% of the number of classes** actually held up to the end of the semester in **each of the subjects**.

There shall be no minimum attendance requirements for the co-and Extra- Curricular activities.

Only those students who have fulfilled the attendance requirements as laid down in the regulation of the course, shall be **allowed to fill in the examination application** and only such students shall be **permitted to appear for examination**.

The mere payment of examination fee and submission of application **does not entail the student to appear for the examination**, unless he/she fulfils all the conditions of the course laid down in the regulation of the course by the university

For Non NEP Batch: The marks based on attendance shall be awarded as per University norms.

Whereas for NEP Batch: There is no marks based on attendance shall be awarded.

Note: The Code of Conduct is reproduced version from the Service Rule Book of Nitte Education Trust and from Syllabus of various programs of Bengaluru City University.

For NITTE EDUCATION TRUST

Yohit
ADMINISTRATOR