



## **T.H.K. Jain College**

### **Code of Conduct for Students**

The college website has a dedicated section mentioning the code of conduct that the students are expected to follow. Violation of any of the following rules and regulations specified will lead to disciplinary action taken by the authorities against the concerned student.

- Students are expected to maintain a **good environment** conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any religion/caste/creed etc.
- Regular & punctual attendance is compulsory for every student. A student will be considered **non-Collegiate** if his/her attendance in any subject/Group of subjects falls short of **75% but not below 60%**. Candidates declared non-Collegiate may be allowed to fill in application forms for Examination on payment of requisite non-collegiate fees as per Calcutta University norms. A candidate who has not attended at least **60% of lectures delivered/practical class** held in any subject/group of subjects shall be considered as **Dis-Collegiate** and shall be debarred from appearing in any examination as per Calcutta University norms.
- Each student should carry his/her **identity card** inside the college which should be exhibited on demand. In case of loss of Identity Card Rs.200/- will be charged for issuing the duplicate Card.
- No outsider is to be entertained inside the college premises without the prior permission from authority/teachers/staff.
- The college campus is to be **kept clean** and the garbage bins have to be used for waste disposal.
- Students should **not gather or loiter** unnecessarily in the corridors.
- Lights and fans have to be switched off before leaving the classroom to save energy.
- It is the responsibility of each student to **look up the notice board/College website/Google Classroom Notification** regularly to remain updated. Ignorance about the notices cannot be an excuse in any case.
- For long and **repeated absence on medical ground**, students have to submit the prescription and certificate of a **Registered Physician**.
- Students must be present in the **class within the scheduled time**.
- Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.

- Ragging, in any of its forms, is strictly prohibited inside and outside the college premises. Strict action (even rustication) would be taken against anyone found guilty in this matter (UGC Regulation 2009).
- Students' **behaviour** towards the teachers, non-teaching staff and other students should be **decent** and **humble**. Arrogant attitude or rude behaviour shown towards any would be considered condemnable and **punishable** as well.
- The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.
- Consumption of tobacco in any form (cigarette, Gutkha, Khaini), alcohol, is strictly prohibited inside the college premises. Anybody found in such act would be penalized.
- Use of **mobile phone/tablet/similar electronic gadget** is strictly restricted inside the classroom/examination hall, library, laboratories and corridors. Violation of this rule may be followed by a penalty.
- Students **must dress themselves appropriately** in a simple and **decent** manner.
- Students must carry the Lending & Reference - cards with him or her to get the books from Library.
- Students are not permitted to use anyone else's Lending & Reference cards.

## **DECLARATION**

I, Mr./Ms. .... of B.A./B.Sc./B.Com/BBA .....,  
son/daughter of ....., residing in  
....., sincerely  
declare that I have read and understood the above mentioned points in the code of conduct and  
do hereby undertake on this day.....month.....year....., that if any  
violation of the above code of conduct takes place from my part the institution is empowered to  
take appropriate disciplinary action against me.

.....

Signature of the student

College ID No:-.....