

## **Staff Code of Conduct**

- a.** Staff shall stand as one before students and be united in conveying the policies of the college to students.
- b.** Staff shall set examples for students with respect to all matters of the college campus.
- c.** Staff shall report on time for duty and sign the attendance register as soon as they reach the college.
- d.** Any casual leave shall be applied for using the casual leave slip. If casual leaves cannot be notified in advance, they shall be reported to the principal by phone, and the casual leave slip shall be written on the first working day after leave.
- e.** Staffs are to be present in the college campus during working hours. If for any purpose, staff has to leave college premises such absence shall be reported to the Principal and entered in the Outgoing register.
- f.** If faculty takes up academic assignments/consultancies outside teaching, during working hours, they shall apply for duty leave in advance, submitting proof of such assignment in the form of solicitation letters.

## **Students Code of Conduct**

- a.** Students of DBMS are expected to deeply imbibe the goals of DBMS TRUST and shall manifest the same in their behavior. They must show responsibility, hard work and discipline.
- b.** We insist on daily attendance and punctuality in classes, library hours, special talks and seminars, association meetings, and any other curricular and extra-curricular program notified by the Principal.
- c.** Students are not allowed to hold any public demonstration in the college premises except with permission from the principal.
- d.** Indiscipline, irregularity and unbecoming manner of behavior will be sufficient reasons for temporary or permanent deletion of a student from the College rolls.
- e.** Value Education, Internship, practice teaching, study tours and such other development-oriented programs will be compulsory and students are expected to actively participate in them.

- f. All should take care of the College furniture, books and premises and any damage caused must be made good where the cost must be borne by the students concerned.
- g. Students are forbidden to collect money for any purpose without the written permission of the Principal.
- h. The interpersonal relation among the students must be characterized by mutual respect and maturity.
- i. All students should earnestly seek to live the ideals of Indian culture and promote a genuine family spirit among the staff, students and College authorities.

### **Student Leave and Attendance Rules**

- a. The certificate of attendance required for promotion and for admission to the University Examination will not be granted unless: the student has the attendance prescribed by the University for the Course and the student has completed the course of instruction as per university guidelines.
- b. Every absence from college or during college time must be with the permission of Principal or the Vice - Principal and informed to the Teachers concerned.
- c. Absence for more than three continuous working days must be informed to the Vice Principal and Principal. On return from absence, the students shall submit a leave letter countersigned by the parent/guardian/warden.

### **Rules for the Collection of Fees**

- a. At the time of admission, the fees for the first semester has to be remitted and for the subsequent semesters at the beginning of each semester.

### **Rules regarding excursion, picnics, camps & study tour**

- a. Students are not permitted to organize or conduct Excursion, Picnics or Study tours without the knowledge and consent of Principal.
- b. Teacher -in-charge shall be contacted for necessary arrangements and a detailed program of travel, stay, places of visit etc. should be submitted to the Principal.
- c. There should be at least two teachers (a male and a female) to accompany each team.

### **Timing of the College**

- i) The college will be following the timings specified by Kolhan University  
However, the college may reserve its right to adjust timings to meet contingent situations, like sudden scheduling of university exams, NAAC preparations and so on.
- ii) Student shall cooperate in the conduct of extra classes in the event of non-completion of portions.
- iii) Internship timing decided by the school/college are to be followed by the students to meet requirements.

### **Awareness about Code of Conduct**

- a. All students shall attend the Induction program and accept it as a platform for imbibing conduct expected of them.
- b. A separate slot shall be allotted during the Induction program to consolidate matters related to the Code of Conduct.
- c. The Code of Conduct shall be on the college website. Students shall carefully read the Code of Conduct and abide by them.
- d. The code of conduct committee shall be the designated monitoring body for code of conduct and awareness related to conduct.

### **ANTI-RAGGING POLICY**

- a. Regarding Ragging the college shall adhere to “UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.
- b. “Ragging“ is defined to include the following: Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Other punishable ingredients of ragging include:

Abetment to Ragging; Criminal conspiracy to ragging; Unlawful assembly and rioting while ragging; Public nuisance created during ragging, Violation of decency and morals through ragging; Injury to body, Causing hurt or grievous hurt; Wrongful restraint; Wrongful confinement; Use of criminal force; Assault as well as sexual offences or unnatural offences; Extortion; Criminal trespass; Offences against property; Criminal intimidation; Attempts to commit any or all of the above mentioned offences against the victim(s); Physical or psychological humiliation; All other offences following from the definition of “Ragging”.

- c. The college shall constitute an Anti-Ragging Committee which is empowered to take action in instances of ragging.
- d. The college shall strictly follow the circular issued by the UGC and from the University from time to time with regard to "Curbing the menace of ragging in Higher Educational Institutions.
- e. At the time of new admissions and during the entry of freshers, an Anti-ragging notification shall be put up in a place visible to all students and their parents.
- f. Punishments: Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institute, punishments as per UGC guidelines shall be given to those found guilty.