

## DISCIPLINE AND CONDUCT

(i) Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the institute. The following additional acts of omission and / or commission by the students within or outside the precincts of the College shall constitute gross violation of 'code of conduct' punishable as indiscipline.

- a. Lack of courtesy and decorum, as well as indecent behavior.
  - b. Willful damages to property of the College/ Hostel or of fellow students
  - c. Profession/consumption/ distribution of alcoholic drinks, banned drugs, tobacco products etc.
  - d. Mutilation or unauthorized possession of library materials, like books, computer, journals etc.
  - e. Noisy and unseemly behaviour, disturbing peace in the College/ Hostel.
  - f. Hacking and misusing the computer systems, either hardware or software or both.
  - g. Any other act considered by the College as of gross indiscipline.
  - h. Any act of indiscipline including Internal / University Examination malpractice and misconduct of a student to the Principal will be discussed in a Complaint redressal Committee constituted by the Principal. The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The Principal will consider the recommendation of the Complaint Redressal Committee to take appropriate action. The student may appeal to the Governing Council through Principal for re-consideration on the action taken. The decision of the Governing Council will be final and binding.
- ii. If a student while studying in the institute is found indulging in any form of criminal acts/ violent acts/ ragging and / or anti-national activities contrary to the provisions of acts and laws enforced by Government he/she will be liable to be expelled from the institute without any notice.
  - iii. If any statement/ information supplied by the student in connection with his/ her admission is found to be false/ incorrect at any time or if he/ she knowingly withholds information in any documents or materials submitted to the institute., disciplinary measures will be taken and his/ her admission will be cancelled and he/ she will be expelled from the institute and fees paid, forfeited. Such student shall be liable to pay the fee the full period of the course
  - iv. Student once admitted in the institute has to follow dress code including uniform as well as other instructions issued from time to time. Students are expected to be dressed in formals as prescribed by the college authorities.
  - v. Every student admitted is issued a photo identification card which must be retained by the student while he or she is at the institute. The ID card remains the property of the institute. The student must have the valid ID in his/ her possession well displayed as directed by the college authorities while in the institute and in the bus.

- vi. Any student who alters or intentionally mutilates ID card or those who uses the ID cards of another student or those who allows his / her ID card to be used by another will be subjected to disciplinary action.
- vii. The valid ID card must be presented for identification purpose as and when demanded by the College authorities. Any student refusing to produce the ID card shall be subjected to disciplinary action including sending out of the college campus.
- viii. Use of mobile phones within the college campus is strictly prohibited. Phones will be seized if found using in classrooms and common areas and in campus. Use of Cell phones in hostels are also prohibited.
- ix. Regular attendance in the classroom as well as in the laboratory and the fulfillment of required assignments are expected of all students.
- x. Attendance is taken at every lecture, practical and tutorial.
- xi. In case of absence due to illness the student must submit a medical certificate at the earliest ( The Day He/ She Reports to College After Leave).
- xii. Students must be present on the re-opening day of each semester.
- xiii. The students will not be permitted in the college campus after the class start time. Such students shall be permitted to the campus only after the lunch break time. It will be the students responsibility to be present in the college before the class start time. The gate will remain closed for the students in the morning and noon after the class start time. The college will not be responsible for any inconvenience caused to the students for being outside the college due to the delay to come to the college.
- xiv. Students shall not indulge in any political activities inside the college. No associations or units affiliated to any political party shall be started in any of Devaki Amma Memorial Institutions. Students shall not indulge in any strikes or any other activities that shall cause break to academic and non academic activities of the college. Any such activities will be treated as indiscipline and necessary disciplinary action and will be dismissed from the college. All strikes, Dharnas, Bandhs, Etc are completely banned/ prohibited in the college and campus. Any student or Students indulging in Strikes, Bandhs, Hartal Etc will be summarily dismissed from the college. Banners, Posters, Flexes etc indicative of propagation of politics and political activities are also completely prohibited in college campus. Any student or students found contravening these regulations and rules will also be summarily dismissed from the college.