

DISCIPLINARY RULES

- 1. Class timing will be from 9.30 am to 4.30 pm: students must be present in all their classes:**
- 2. College prayer:** During the college prayer time all should stand in perfect silence and devotion.
- 3. Students should wear their identity card on the campus.**
- 4. Possession and use of tobacco, pan Parag, drugs, liquor and such other intoxicating items are strictly prohibited inside campus and in hostels.**
- 5. Mobile phones are strictly banned on the campus. In the event of violation, the phone will be confiscated and heavy fine will be levied.**
- 6. Any act, in any form, against a new entrant of college will be treated as ragging and is strictly prohibited. The accused will be made liable for punishment as per the Indian Penal Code. Ragging of any form is non-bailable offense and requires criminal procedures. If any incident of ragging comes to the notice of the authority, severe action will be taken against such students if they fail to give satisfactory explanation and the matter will be forwarded to the police for further action under criminal procedure. **They will be forbidden from pursuing their studies in any other institution for five years.****
- 7. Students are strictly prohibited from participating in any agitation, strike, dharna, gherao or any form of activities which disturb the classes or affect the peaceful atmosphere of the college campus.**
- 8. If classes are disrupted or functioning of the college is affected in any way disruptively, students who are responsible for such act shall be liable to pay actual damages to the college. The damages shall be assessed by the principal.**
- 9. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.**
- 10. No student shall enter or leave the classroom when the session is on without the permission of teacher**
- 11. No one shall distribute or circulate any notice, pamphlet, leaflet etc. at the gate of the campus, within the campus (including hostel premises) and shall not exhibit any type of**

banner, flag, poster etc. without the prior approval from the Principal.

12. Students shall keep the campus and the class rooms clean and tidy without writing or disfiguring the walls, furniture, doors, windows, etc., The campus should be free from posters, banners and all kinds of graffiti. The college road also included under the premise of campus.
13. Strict silence shall be observed while moving about on the campus. During the official meetings conducted in the college, strict discipline must be maintained.
14. Students shall not leave the campus during the class hours. In case of any emergency, they shall seek special permission from the HOD.
15. Any act of indiscipline of the students committed in other colleges / institutions shall be constrained as indiscipline of the college and shall be dealt with in accordance with these regulations.
16. Students shall keep the buildings, premises, compound walls and all other infrastructure of the campus tidy and clean. They shall not affix posters put graffiti, writings on the walls of the campus.
17. The students shall wear neat, tidy and formal dresses. **T-shirts, leg-ins and sleeveless dresses are not allowed.** They shall wear dress keeping in mind the social and cultural traditions avoiding any vulgarity under the guise of fashion. Strict modesty and social decorum in dress and behavior are to be observed. Students shall not wear costly ornaments.

18. **Disciplinary Sanctions**

If Any student violates the mode of conduct that mentioned above shall be liable for disciplinary actions as described below subject to the recommendation of disciplinary committee.

Prohibited behavior may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behavior in future

- i. **Suspension.** A student may be suspended from the College/ Hostel for violation of any rules stated above. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the parent. The student shall lose his/her attendance for the suspended period.
- ii. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the College or any property kept in the premises of the College in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the College or any property kept in the premises of the College due to the act of vandalism perpetrated by the students. The students/group of

students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

- iii. **Forfeiture:** Caution deposit of any student engaged in any prohibited behavior shall be forfeited.
- iv. **Expulsion.** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. **Expulsion is the permanent dismissal of a student from the College. Such a student will not be eligible for readmission to any of the courses of this College**

19. Students who are charged with criminal offences and are under suspension will not be allowed to enter the campus without permission of the principal.
20. The principal shall have the power to inflict punishment such as fine, loss of attendance, suspension. Compulsory issue of TC and expulsion, to any student according to his discretion.
21. The principal will have right to issue Transfer Certificate to a student admitted to the college without an application from the student or the guardian at any time during the course of his/ her study in the college without assigning specific reason.
22. The Principal or any other duly constituted body of the college may frame and issue, time to time, discipline aryrules of permanent or temporary character regulating the conduct of students within and outside the college.
23. The principal shall have the power to inflict punishment such as fine, loss of attendance, suspension. Compulsory issue of TC and expulsion, to any student according to his discretion.
24. Transfer certificate will be issued only up on the remittance of fee due and payment of compensation or fine, if any. A fee of Rs.15/-will be believed from those who apply for T.Cone year after the completion of course/removal from the rolls.
25. The principal shall be the final authority in interpretation of the college rules. Matters not covered by these rules are left to the discretion of the principal and his decision shall be final.

The WMO Arts & Science College Union and Affiliated Association

All students of the college are members of the union. Associations are formed at the department level and affiliated to the college union.

The objectives of the college union are:

- i. to train students of the college in the duties and rights of citizenship
- ii. To promote opportunities for the development of character, leadership efficiency, knowledge and spirit of service among the students
- iii. To organize debates, seminars and such other activities
- iv. To provide opportunities for students to organize sports, arts and other cultural activities.

RULES RELATED TO ATTANDANCE OF STUDENTS

1. Attendance of the students is marked in a register online by

teachers for every hour

2. If a student is absent for one hour in day, he or she will be marked half day absent
3. The collegeshallputinaminimum90workingdaysforeach semester; every student shall put in a minimum attendance of 75%.
4. If a student requires leave, he/she must apply to the concerned head of the Department which shall be counter Signed by the mentor.
5. A student absenting himself from the college for more than 15 consecutive working days without satisfactory leave application is liable to have his / her name removed from the rolls.
6. For science subjects students who are attending theory classes only will be allowed to attend practical classes.
7. A student deputed to participate in matches, Tournaments and sports events, Zonal Art festival, inter zone arts festival or N.S.S. activities should submit his or her leave application duly recommended by the teachers in charge of the class concerned to the clerk in charge of attendance for necessary action not later than one-week after event.

LIBRARY RULES

Working hours: 9 AM to 5 PM

1. All students of the college are members of the library.
2. Strict silence should be maintained in the library.
3. Students are expected to make the maximum use of the library facilities provided in the college.
4. Books, Umbrellas, note books and such other things should not be taken into the library. They may be kept in places provided for the purpose at the entrance. However, each person may take one note book into the reading room for taking the notes.
5. Students must examine the books given to them and report if they find them in a damaged condition before taking them from the library.
6. Students are not allowed to pass books one another or to lend to any one in or out of the college. They will be held responsible for loss or damage to the book lent to them. The marking on books

And spotting or injuring of binding or illustrations will be held to be serious offence.

7. Tearing of pictures or mutilation of newspapers periodicals etc. will be considered as serious offence.
8. The cost of books lost or damaged will be realized from the students concerned at the rate of three times the actual cost of the book or at the rate fixed by the Librarian.
9. The loss of any book must be immediately reported.
10. All books shall be returned to the library without fail three days before the close of each term.
11. In case of necessity the librarian has the right to recall a book at 24 hours' notice.
12. Students are not allowed to move out periodicals from the library.
13. Students who are properly dressed alone will be allowed to enter into the library.
14. Student will be allowed to sit in library only for serious reading that too only during intervals and free periods.
15. A fine of Rs.1/-per day will be levied on each book that is retained beyond a fortnight.

IDENTITY CARD

1. Identity card will be issued to the students from the office free of cost at the time of admission.
2. The card should be kept carefully with them and should be in possession whenever a student is inside the campus and should produce whenever demanded by any member of the staff.
3. All payments, refunds, issue of certificates etc. will be made only on production of the identity card.
4. The identity card will be surrendered in the office at the time of claiming the refund of Caution Deposit or issue of T.C.
5. If the Identity card is irrecoverably lost, duplicate will only be issued after levying a fine of Rs. 50/-