



General Instructions / Rules of Discipline

1. The working hours are from 9.00am to 4.10pm for students and up to 5.00pm for office.
2. All the students should be punctual to the classes.
3. All the students should wear complete uniform with ID card properly displayed on all days.
4. Variation in uniform style or altering the uniform is not permitted unless with prior sanction.
5. Boys should have proper haircuts and are expected to shave their beard.
6. Students should maintain the decorum of the institute and be polite in language and behavior while in classrooms, campus, College bus etc.
7. Misbehavior towards opposite gender will be considered as a serious misconduct.
8. Use of alcohol or smoking in the campus is strictly prohibited.
9. Students should avoid participating or organizing in any political party activities or communal politics inside the campus.
10. Attendance is marked separately for each course. While 75% attendance is mandatory for writing the end semester examination for each course, students are expected to have 100% attendance.
11. Leaves should be availed, through class teachers, only under unavoidable circumstances after getting sanctioned with prior permission.
12. All the communication to higher levels should be done through class teachers.
13. Students are advised to check the notice boards everyday for all relevant information passed by department/college.
14. Students should use the property of institution with utmost care and responsibility and are partakers in keeping the building and premises clean. Avoid chewing gum within the campus.
15. No celebrations are allowed inside the campus without prior permission.
16. As per the government direction mobile phones/camera are banned in the campus. Even if students bring the phone it should be switched OFF before entering the campus and submitted under the custody of class teacher during working hours.
17. As per government rule Student's Vehicles are not permitted in the campus at any time. Any student bringing their vehicle should park it in the designated parking lot outside the campus.
18. Students availing college bus facility should carry the permit card and produce the same on demand. Any student boarding the college bus without permit card will be subject to fine.
19. Students should not invite friends during working days or during any programs without prior permission.
20. Use of Helmet/Seat belt is compulsory for all.

21. Ours is a ragging free campus. Everyone should follow the rules against ragging and report any incident to anti-ragging cell.

Uniform Specifications

Boys – Slack shirts-Pants with shirt tucked in and black/brown color belt, Black/Brown shoes with socks.

Girls – Slack shirt-Jacket-Pants- Black shoes with socks.