



## Rules and Guidelines for Students

### 01. College Gate Timings

- The college gate **closes promptly at 11:00 AM** every day and remains closed until **2:30 PM**.
- No student will be allowed to enter or exit the campus during this period, except in cases of emergency and with prior permission from the Principal or Proctorial Board or the Designated Authority.
- Students found attempting to enter or exit during closed hours without permission will face strict disciplinary action.
- **Forceful entry into the college campus by a student or any outsider (without permission)** shall be considered a serious breach of campus security and discipline. Such incidents will be **immediately reported to the police authorities, and legal action** shall be initiated as per applicable laws.

### 02. General Conduct

- **Respect for Authority:** Students must show due respect to faculty members, administrative staff, and fellow students.
- **Decorum on Campus:** Decent language, polite behavior, and professional conduct are expected on campus at all times.
- **Uniform/ID Cards:** Students must wear the prescribed uniform only and display their Identity Cards at all times. ID cards have to be handed over at the end of the course.
- **Duplicate ID cards:** Disciplinary action will be taken against the student with fake ID card or duplicate ID card issued using fake lost report.

### 03. Attendance and Punctuality

- **Minimum Attendance:** Students must maintain at least 75% attendance in each course.
- **Late Arrival:** Latecomers may be marked absent or denied entry to the class at the discretion of the faculty.
- **Leave of Absence:** Leave must be sanctioned in advance as per Leave Management System of the college except in cases of emergency.

### 04. Classroom Etiquette

- **Use of Mobile Phones:** Strictly prohibited during class hours unless permitted for academic purposes. Unauthorized recording of lectures, discussions, staff, or fellow students is strictly prohibited.
- **Classroom Behavior:** Students are expected to attend all lectures, practicals, and tutorials with seriousness and discipline.
- **Academic Integrity:** Any form of cheating, plagiarism, or academic dishonesty will invite strict disciplinary action.

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### 05. Campus Behaviour

- **Littering: Prohibited.** Students must maintain cleanliness.
- **Smoking/Drugs/Alcohol:** The use or possession of any intoxicating substance is strictly prohibited and punishable.
- **Vandalism:** Damaging college property, including furniture, walls, and laboratories, will lead to disciplinary action and recovery of cost.
- **Audio and Video Recording:** No student is allowed to record audio or video on campus without prior permission from the competent authority. Violation of this rule will be treated as a serious disciplinary offense and may result in suspension or expulsion.
- **Burning of Crackers:** Burning of crackers within the campus premises is strictly prohibited and punishable.
- **Gambling and Playing of Cards:** Gambling in any form, including the playing of cards, is prohibited and punishable with the immediate suspension and imposition of a fine.

### 06. Disruptive Activities

- **Unauthorized Gatherings:** No student shall organize or participate in any gathering, protest, or event without prior approval from the Principal or the Designated Authority.
- **Political Activities:** Political campaigning and slogans are strictly prohibited on campus.
- **Cyber Conduct:** Posting derogatory comments about the college or staff on social media will lead to disciplinary action.

### 07. Gender Sensitivity and Anti-Harassment

- **Zero Tolerance:** Harassment of any kind, including sexual harassment, bullying, or ragging, will be dealt with as per UGC regulations and law.
- **Reporting Mechanism:** A dedicated Grievance and Anti-Harassment Cell shall handle complaints confidentially.

### 08. Role of Discipline Authorities

#### A) Principal

- The final authority in all disciplinary matters.
- Responsible for issuing and revising college rules and ensuring their enforcement.
- Chairs disciplinary hearings in severe cases and approves sanctions recommended by the Proctorial Board/Discipline Committee.
- Oversees overall campus safety and security measures.



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Dated:04-06-2025

**B) Proctorial Board/Discipline Committee**

- Investigates complaints, submits reports, and recommends action.
- Composed of the faculty members appointed by the Principal.
- Responsible for monitoring student conduct and discipline throughout the campus.
- Investigates violations and misconduct reports, holding hearings as necessary.
- Recommends penalties such as warnings, suspension, or expulsion to the Principal.
- Conducts regular awareness sessions on discipline and campus rules.
- Meets weekly to review disciplinary cases and reports.

**C) Daily Discipline Coordinators (DDCs)**

- Monitor daily conduct, report incidents, and liaise with departments.
- Appointed from teaching staff on a rotational basis.
- Assigned to supervise students' punctuality, behavior in and around classrooms, library, and other common areas daily.
- Ensure gates are monitored and report any violations or suspicious activity to the Proctorial Board/Discipline Committee.
- Maintain discipline records and submit reports to the Principal on daily basis with specific recommendations for campus discipline and safety
- Intervene immediately in case of minor rule violations and report serious cases to the Proctorial Board/Discipline Committee and the Principal.
- Conduct spot checks during gate closure hours to ensure no unauthorized movement.

**D) Heads of Departments**

- Ensure department-level discipline and report chronic violations to the Proctorial Board/Discipline Committee and the Principal.
- Responsible for maintaining discipline within their respective departments.
- Coordinate with DDCs and Proctorial Board for student attendance and conduct in classes and labs.
- Address academic misconduct and report disciplinary issues related to departmental activities.
- Organize meetings with students to reiterate discipline rules and expectations.
- Support Proctorial Board investigations by providing academic records when needed.

**09. Disciplinary Actions**

- **First violation:** Written warning with parent/guardian communication. Fine will be imposed as per severity
- **Second violation:** Suspension from college for a specified period. Fine will be imposed as per severity
- **Severe violations** (e.g., violence, substance abuse, gambling, crackers): Immediate suspension pending inquiry and possible rustication.

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- In extremely severe cases (e.g., harassment, substance abuse, vandalism), the college reserves the right to bypass initial warnings and proceed directly to higher-level disciplinary measures including **expulsion** and **legal action** as per applicable laws.
- Appeals against disciplinary decisions may be submitted to the Principal within seven days of the decision.

### 10. Miscellaneous Rules

- Students are responsible for keeping their identity cards with them at all times. Gate access requires ID verification.
- All vehicles brought to campus must be registered with the college administration and parked in designated areas

<b>Disciplinary/ Proctorial Board/Anti- Ragging</b>	Prof. Ajaz Hussain Kanth	Chemistry	CUS Chief Proctor
	Prof. Nusrath Sayeed	Botany	Convenor
	Prof. G. M. Nengroo	Chemistry	Co-Convenor
	Prof. Gurdip Singh Sodhi	Computer App	Member
	Dr. Mohd Aslam Chowdhary	Urdu	Member
	Dr. Helal Ahmad Lone	Botany	Member
	Prof. Shabnam Ara	Sociology	Member
	Prof. Shahnawaz Muntazir	English	Member
	Prof. Mushtaq Ahmad Rather	Political Science	Member
	Dr. Zubair Nazeer	Public Adm	CUS Assistant Proctor
Dr. Tanveer Ahmed Bhat	Physical Education	Member	

*[Signature]*  
Principal  
04.06.25