



### **Code of Conduct for Students**

The code of conduct for students is to elaborate College's standards for behavior and expectations from all students enrolled, in order to promote safe and positive learning environment. The proceedings will apply the disciplinary action if a student breaches the College's code of conduct or otherwise behaves in a manner that is, in the opinion of the College, detrimental to student discipline and welfare or College staff well-being. If student(s) found responsible for the violation of any clause mentioned below, College Authorities may initiate the disciplinary actions against student(s) suspected of violating the code of conduct of student framed by the College within the jurisdiction of the Rules and Regulations of the College.

#### **MGM General Rules:**

1. Students must be regular and punctual to class.
2. It is mandatory for the students to engage, and attend seminars, workshop and any other social programs organized/assisted by the college.
3. No student will be allowed to enter the college without his/her valid College ID cards. Loss of his/her card must be reported to the issuing authority in writing and duplicate card shall be issued on actual cost.
4. A sum of Rs 50 will be fined for those students without proper college uniform unless produced valid reason or on special occasions.
5. Students shall pay special attention to cleanliness, good manners and social etiquette. They must abide by the rules and regulations of the college to maintain a peaceful atmosphere and the good name of the college.
6. Students are not permitted to bring unauthorized guests or visitors inside the college vicinity during college hours unless permitted by principal.
7. The college will not be held responsible for any missing items, hence the students should take care of their belongings.
8. Care must be taken of all college property. No student should damage any furniture or write or draw anything on the walls / tables. Damage done should be reported at once to the class teacher/mentor. Recovery for any damage will be made from the concerned student.
9. Organizing any form of strikes and protest or agitation is not permissible in the college; strict action will be taken against those offenders.
10. Students chewing/smoking tobacco products inside the college premises will be handled very seriously resulting in a fine of Rs 200 for the first offence, 500 for the second offence, and he/she will be expelled if repeated, no further plea or request will be entertained.
11. Students taking intoxicating drinks and drugs inside the college will be expelled from the college.
12. Using phones is strictly prohibited during class hours, if caught the device will not be returned and are liable to disciplinary action against such students.
13. Any students involved in the act of ragging/harassing/ misbehaving with fellow students will not be tolerated in the vicinity. Conduct which causes physical abuse, threat to bodily harm and acting in manner which causes a risk to bodily harm to any student or staff of the College. He/she will be directly dismissed from the institution and strict legal action will be taken against the perpetrator.
14. Students must respect and maintain good relations with mentors and teachers. Creating any nuisances and wrongful confinement will result in suspension.

15. No organizations or unions should be formed by the students. Involvement in unduly activities is not expected and will not be tolerated.
16. The college authorities reserve the right to expel any student if he/she is caught violating the college rules and regulations.
17. The college reserves the right to re-modify the rules as and when required.
18. All students are expected to attend classes regularly. University Rules require a minimum attendance of 80%, falling which a student shall not be allowed to appear for the University Examination. It is the responsibility of the student (or his/her guardian) to ascertain periodically from the College Office, or the teacher's concerned, his/her attendance position.
19. Theft and mutilation of the library books, damage or defacing of the library property, and indulging in unlawful activities, incident or socially unacceptable behavior will be taken as a serious misconduct and people indulging in, encouraging or abetting such activities and in possession of unauthorized library books are liable for punitive action by the College Authority.
20. Undue use of the laptops/mobile phone for recording videos, clicking objectionable pictures, playing loud music or any other activity that may cause disturbance to the fellow students is liable to disciplinary action against such student.
21. Strict silence should be maintained during class hours in the College premises.
22. Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the Dean of Students.
23. Students who do not follow the college rules and regulations will be expelled from the college.
24. Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time. Thus, in the interest of the students, strict discipline has become the watch word of the college.

### **Attendance and Leave of Absence**

1. No student will be allowed to absent herself/himself from the college without prior permission from the Dean of students.
2. Anyone who is not present in the class when attendance is taken will be marked absent.
3. Students have to obtain parent's signature from Parents/Guardian in the leave letter. They will be allowed to attend the class only after the leave is sanctioned by the Dean of students.
4. The students should not absent themselves particularly when the college works on Saturdays.
5. In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible, and never later than the first day of return to the college.
6. If a student takes leave because of sickness he/she has to submit a medical certificate signed by a registered doctor. He/she should submit it on the first day as soon he/she comes to the college after leave. Medical certificate submitted late, will not be considered.
7. If a student takes leave for more than three days he/she will not be allowed into classroom, unless he/she meets the principal along with his/her parents.
8. No leave will be granted for examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the principal.
9. No student should absent herself/himself on the first and last working day of the college.
10. Absent fine will be imposed on the absentees. The fine amount will be decided / monitored by the disciplinary committee based on the students' absent days percentage. This will be done at the end of every semester.

### **Code of conduct for Non-teaching staff**

1. To sign the Attendance Register/Biometrics after arrival and before departure
2. Not to leave the college without permission of the authority concerned
3. To execute the duty assigned by higher authority
4. To maintain regularity and punctuality
5. To abide by the service rules
6. To develop a sense of being a member of the college-family
7. To maintain sense of unity, integrity, bonhomie and harmony among the college staff
8. To report the progress of one's duty to the authority concerned, and to maintain a healthy liaison with the authority and management, and with fellow staff.
9. To maintain behaviour and ethics befitting an academic institution

### **Code of conduct for teaching staff:**

1. To sign the Attendance Register, Biometrics after arrival and before departure
2. Not to leave the college without permission of the authority concerned
3. Not to enjoy any unauthorized leave, and not to enjoy leave without prior permission of the authority concerned
4. To execute the duty related to the Committee of which the staff is a member
5. To take classes allotted in the Time Table
6. To complete the teaching assignment within the stipulated time
7. To participate in conduction of co-curricular activities of the learners
8. To abide by the service rules of college teachers