

## RAYAGADA AUTONOMOUS COLLEGE

### CODE OF CONDUCT

The institution is meticulously vigilant and strictly takes care of discipline, dress code, identity-card, attendance, examination, ragging, library issue, NSS, NCC, YRC, Self Defence, Board of Studies, Examination Committee, Board of Conducting Examination, Procurement Committee, Autonomy, NAAC- Preparatory team.

The students must follow the disciplinary rules and regulations of the institution.

Any act of indiscipline or misbehavior by any student will be punishable

Destructive approaches towards the campus and institutional properties are liable for punishment.

Student employees should park their vehicles at the parking zones only.

Outsiders are not allowed to address the students, without prior written permission of the college authorities.

Educational tours/ industrial trips/ study tours/ picnics shall be accompanied by the assigned faculty members with due permission from parents.

Any criminal activities/ anti institutional activities/ anti social activities/ political oriented activities are strictly prohibited and shall be reported to the police department.

Each and every student should hold an identity card, issued by the institution in his/her possession, a duplicate may be issued on payment of Rs. 50/- if lost.

On demand of identity card at library, Examination, Institutional functions, Payment counters, seminars, conferences student should prove their identity.

Dress code is mandatory for all students and expected to wear the uniform recommended by the institution while in campus.

Mobile phones are strictly prohibited to examination halls. During class hours it should be kept in silent mode.

Attendance of any student should be at least 75% and if found irregular in attendance, disciplinary actions will be taken.

Un Parliamentary words, filthy languages, louder tone, impolite talks are seriously viewed.

Timely deposits of due fee of any department /Office of the college is badly essential to avoid penalization.

On National festivals all employees and students are bound to attend the college to observe the national festivals in dress code.

All Staff members, teaching/ Non- Teaching are expected to extend their cooperation to promote curricular, co curricular, and extension activities of the institution.

Consumption of intoxicants /psychotropic substances in any form of smoking or chewing gum, gutkas, pan masalas etc are strictly prohibited.

Physically disabled students/ staff members are given priority in the institutional consideration.

Timely reporting of staff to their duties, students to classes is mandatory.

If anybody wants to lodge complaint against any officer/student should drop his written complaint in complaint box.

The display of important contact numbers of institutional officers for Anti- Ragging committee, Administration, Cell against Sexual Harassment, RTI for immediate disposal of issues.

Feedback/ Suggestion Box is installed to invite feedback or suggestions to rectify the leakages in the administration.

Recommendation of Head of Departments is badly required to issue CLC, Character Certificates and study certificates.

Any achievement of staff/ students are recorded and facilitated on some important observational days.

Behaviour of students in common room, classroom, laboratories during athletic meet, annual function, national festival observation days should be very polite and obedient.

Controller of Examinations decisions are final in any matter concerned with examinations.

The resolutions of the governing body, board of studies, examination committee, conducting board of examinations, discipline committee, procurement committee, anti ragging committee, Cell against sexual harassment, Staff council meeting, Academic Council are strictly followed in the institution.

NSS, YRC, NCC, Self Defense volunteers are under the custody of their respective officers in charge, there should be no violation in view of discipline.

Staff members are required to punch in their attendance on the biometric machine set in the office at the time of arrival and departure.

Hostel Boarders have to follow hostel rules and regulations set by the hostel superintendents and they have to sign their arrival and departure. The students are advised to maintain strict discipline and cleanliness in the hostels.

The students have to follow the examination rules and regulations set by the examination section and printed in the answer booklets and back of their admit cards and id cards.

The students have to follow the guidelines of Anti ragging committee and the regulations published in UGC circular for Ragging free campus. Acts of ragging are viewed with extreme prejudice and the student may lose their admission to the college if found guilty or found as part of a conspiracy to abet or promote ragging.

Everyone has to obey the final decision of the Head of the institution at the end; without any argument.