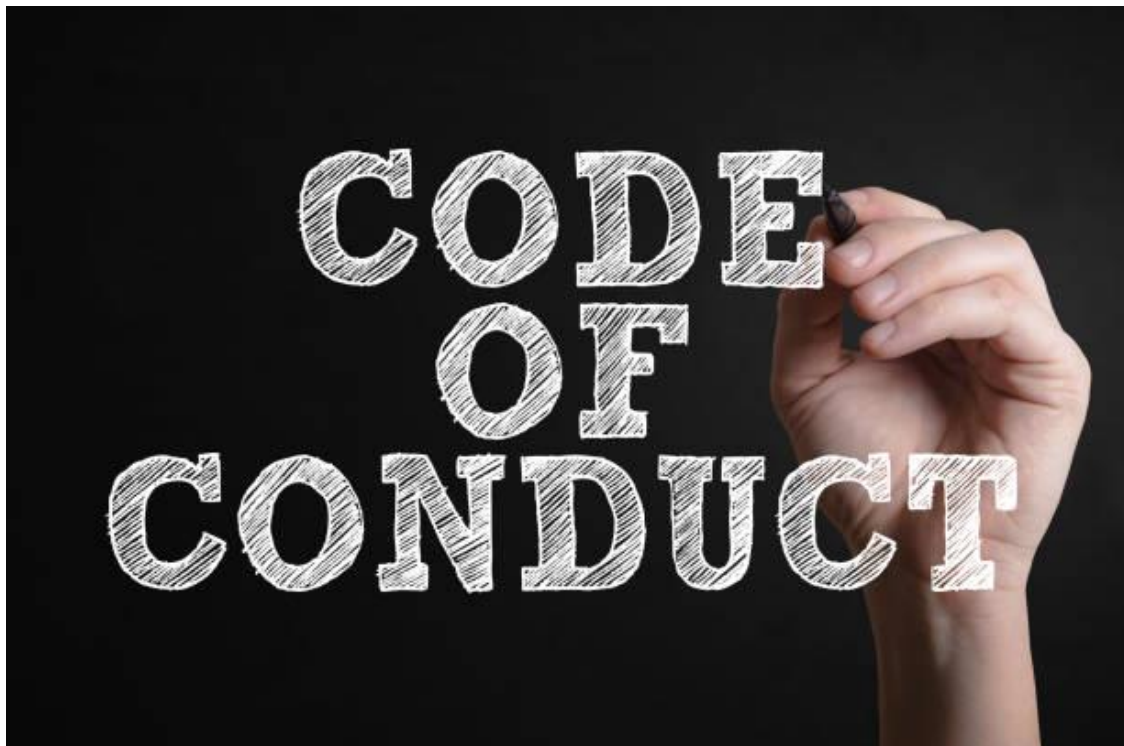




**DE PAUL INSTITUTE OF SCIENCE &
TECHNOLOGY (DiST),
ANGAMALY**

**CODE OF CONDUCT
FOR STUDENTS**



1.0 Introduction

De Paul Institute of Science & Technology, Angamaly is dedicated to fostering a friendly atmosphere for all college stakeholders. Students are seen as a crucial component of the college and college is responsible for helping to create a memorable experience for them on campus. As a result, a code of conduct for the students has been created, and are expected to adhere to it in true spirit.

1.1 Discipline

- Admission of the students to the institute (DIST) implies compliance with all rules and regulations now in force or as may be made from time to time by authorities for the proper conduct and maintenance of order and discipline in the institute.
- Strict discipline will have to be maintained on the campus. Disciplinary action will be dealt with seriously and may cause suspension or dismissal of the student from the institute.
- The students should strictly comply with the rules and regulations as well as directions of the college authorities from time to time.

1.2 Conduct

- Punctuality, politeness, courtesy of speech, and good conduct are expected from all students.
- Any form of violence, threat, intimidation, or extortion that causes physical and psychological harm to students is completely forbidden.
- The entire college campus is a "no-smoking" zone. Students shall not be found on the college campus or in classrooms in an intoxicated condition with alcohol or drugs.
- No student of the college shall stage or indulge in any activity like *Dharna*, *Gherao*, and obstruction to entry to and from any class room, office, hall, or other places inside the campus, and such activities shall be treated as misconduct.

- No college student shall shout slogans inside classrooms, offices, or any other location on campus in order to obstruct, interfere with, or cause disturbance and nuisance to the normal operation of the institution. These activities should be treated as misconduct.
- Students shall not crowd in the corridor, in front of the office, or the principal's office. Squatting on the staircase handrails is also strictly prohibited.

1.3 Ragging

If any incident of ragging comes to the notice of the authorities, the concerned student shall be given an opportunity to explain his/her position. If his/her explanation is not found satisfactory, appropriate and exemplary punishments, including expulsion from the institute, will be given.

1.4 Mobile phones

Mobile phones are not permitted in the college and the hostel.

1.5 ID card

- Every student is expected to have in his or her possession an identity card with his or her photograph attested by the principal while on the campus and when travelling to and from the College. Students should produce their identity cards for inspection whenever they are asked to do so by members of the staff or the other college authorities.
- If the card is lost, a duplicate ID card may be issued at the student's expense with the permission of the principal, granted on submission of a written request by the student for a duplicate card and attested by the parent or guardian whose names appear on the application form for admission.

1.6 Dress code

All students have to follow the dress code of the college and wear uniform as prescribed.

1.7 Meeting

- Students are expected to uphold dignity and decorum in meetings, public or otherwise, organised by the college, college union, and other associations of the college. Any act with the intention of disturbing and causing confusion in such meetings will be treated as a punishable offence.
- No meeting can be conducted on the college campus by students or any association of the college without the explicit permission of the principal.

1.8 Political Activity

- All types of political activities are strictly prohibited on the campus.
- No college student shall become involved in any political activity or aid or abet such activity to be carried out by fellow students on campus in any way, and such activity is strictly prohibited on campus.
- Participating in any political activity by organising students or arranging gatherings on campus is considered serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard, and the principal shall have the power to take disciplinary action against students who indulge in such activities.
- Students commit gross indiscipline when they call for and appeal for a strike based on policies and ideologies preached by political parties, sister organizations, or student wings. The participants in the strike shall be dealt with by the disciplinary authority, which shall impose appropriate punishment.

1.9 The maintenance of equipment

- The equipment allotted to each class must be used and maintained with the utmost care.
- Students are not permitted to sit, write, or scratch on the tables or on the writing pads of the chairs. If the furniture or any equipment in the classrooms is found damaged,

the students in the class as a whole will have to bear the penalty unless the person who caused the damage is identified.

1.10 Cleanliness

- Students should feel it is their responsibility to keep the classrooms, common areas, and premises clean. Littering should be strictly avoided.
- Students always have to be neat and clean and modestly dressed.

1.11 Hostel

- The day scholars are expected neither to go to the hostel nor to use the frontage of the hostel.
- Students are not permitted to live in lodges, hostels, or houses not approved by the principal.
- Hostel inmates should obey the rules and regulations of the hostel where they live and comply with the directions of the hostel warden or matron.

1.12 Attendance & Leave

- Attendance shall be taken at every lecture or practical session prescribed in the college timetable. Absence of one period will be considered as absence for half a day, and absence for the whole session will be considered absence for the whole day.
- No student shall be absent from class without first submitting a leave application. Application for leave should be given to the principal if the leave required is for more than three days, to the lecturer in charge if it is for one day, and for other reasons, to the HOD. Submission of a leave application to the principal should be with the HOD's recommendation.
- The parent or guardian of the student shall countersign every application for leave.

- When the total days of absence in a semester exceeds ten, the parent or guardian of the student shall meet the principal and give a satisfactory explanation. This has to be followed for every five days of absence thereafter.
- Absence without leave from any internal or class examinations or model examinations will be dealt with seriously.
- Students who are late to class by more than 15 minutes will not be allowed to attend the first period and will lose a half-day's attendance.
- Students who are late to class should login to the computer placed in the front office and get the admission slip from the office to enter the classroom.

1.13 Issue of Certificates

A student who has paid all dues to the institute and hostel is entitled to a Transfer Certificate (TC).

- Every student should apply for and collect his/her TC at the end of his/her course in college.
- An application is to be submitted to the Principal for the certificates (TC / Conduct) in the prescribed form. A parent or approved guardian must normally countersign an application for TC. Normally, a 24-hour notice is required for the issuance of TC.
- The Conduct Certificate is a document that a student has to earn. It is not issued as a matter of course. The conduct certificate is made or issued on the basis of an overall evaluation of the student at the end of the course/academic year.
- Certificates will not be sent by post.
- Application for a duplicate of a certificate issued earlier by the college for a second time (for a duplicate) may be submitted with a fixed fine as in force or advised.

1.14 Study Tour

Participation of students in study tour is compulsory, being part of the academic curriculum.

1.15 Academic Policy

Students should strictly follow the academic policy of their respective department.

1.16 Fee

The fee once paid will not be refunded.

1.17 Change of address

Students should make a request in writing to the office for effecting any the change in address and phone numbers.

1.18 Medium of communication

Medium of communication shall be English within the campus.

1.18 Use of valuable ornaments

For their safety and security, the girl students are discouraged from utilising the gold and other priceless items.

1.20 Eco-friendly campus

Students are required to practise 'recycle use' of articles such as paper, pens, etc., and thus try to make a value-added to nature and to themselves, and *to be eco-friendly*.