



Estd. 2012

# RNS FIRST GRADE COLLEGE AUTONOMOUS

(Affiliated to Bangalore University and NAAC Accredited with 'A' Grade)

Dr. Vishnuvardhan Road, Channasandra, R R Nagara, Bengaluru – 560 098



Internal Quality Assurance Cell (IQAC)

## CODE OF CONDUCT

### Rules & Guidelines

1. Students To:
  - a. Dress in a manner that is appropriate for an academic environment.
  - b. Wear college ID card at all times when in the campus. The student must produce the identity card if demanded by the campus security or any faculty member.
  - c. Students are not permitted to possess or use mobile phones inside the classroom.
2. Punctuality: Students are expected to have strict adherence to the timings framed by the institute. Students will not be permitted after the commencement of classes. Students are expected to report to class on time even after break or activity periods connected with the college.
3. Grooming: Students should be in the proper formal attire as prescribed by the department from Monday to Saturday (Regular checking will be followed by discipline committee).
  - a. Boys must have neat groomed haircut, neatly pressed uniform, formal clothing, polished formal shoes, neatly trimmed and shaved face.
  - b. Girls to be present in uniform on the days which are prescribed by the department. Girls must also adhere to the formal dress code set by the department.

(Note: The institute is not responsible for any loss of personal possessions or belongings like jewelry, wrist watches, mobile phones and motor vehicles, etc.)
4. No student is permitted to leave the institute during the class hours without a valid reason and permission from the class teacher/mentor.
5. Students are not permitted to absent themselves without prior permission.
6. If a student wants to avail leave, a leave application must be presented to the department duly signed by the parents/guardians and mentors. In case of absenteeism due to prolonged illness, students must present a medical certificate to the department. Long leaves may be taken only with prior permission (2 working days) from the HOD and concurrence from the mentors.
7. Students must have a minimum attendance of 85% during the semester in order to be eligible for the university examinations.
8. Ragging is strictly prohibited and punishable under law. Ragging constitutes one or more of the following acts:
  - a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any student;
  - b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;



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- c. Asking any student to do an act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
  - d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
  - e. Any act of financial extortion or forceful expenditure burden put on a student by other students;
  - f. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts and gestures, causing bodily harm or any other danger to health or person;
9. To ensure that there is no copying during examinations, or copying of homework assignments, term papers, theses or manuscripts or allowing or facilitating copying, or writing a report or taking the examination in place of someone else.
  10. Students are expected to use the social media handles of the institute carefully and responsibly. They cannot post derogatory comments about other individuals from the institute on the social media or indulge in any such related activities having grave ramifications on the reputation of the institute.
  11. No misbehavior at the time of student body elections or during any activity of the institute.
  12. No assaulting, harassing, intimidating, insulting or threatening another individual or group.
  13. No endangering the health and safety of others.
  14. No using, possessing or distribution of illegal drugs and substances.
  15. All students must refrain from indulging in any and all forms of misconduct including partaking in any activity off- campus which can affect the institute's interest and reputation substantially. The college reserves the right to take action to deal with such misbehaviour.
  16. Not indulging in any act/form of harassment/discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, age, language, ethnic origin, citizenship, disability (mental or physical) sexual orientation, marital or family status.
  17. Any disruptive activity in a class room or in an event sponsored by the College is punishable.
  18. No meetings and processions may be organized without seeking prior permission from the institute.
  19. Acceptance of membership of religious or terrorist groups is banned by the Institute/ Government of India.
  20. Unauthorized possession, carrying or use of any weapons, ammunition, explosives or potential weapons, chemicals, fireworks which are contrary to law or policy is banned.
  21. Smoking is strictly prohibited on the entire campus and grounds of the institute.
  22. No possession, consumption, distributing, selling of alcohol in the institute and throwing empty bottles in the institute campus.



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23. Parking a vehicle in a no parking zone or in an area earmarked for parking other types of vehicles is not allowed.
24. No rash riding/driving in the campus that may cause any inconvenience to others.
25. Making a video/audio recording, taking photographs or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and expressed consent is not permitted and is punishable.
26. The students are expected to take up all the Assignments, Tests and Examinations seriously and should perform their best. The test and other examination marks will be considered for Internal Assessment.
27. It would be highly desirable that Parents / Guardian visit the college periodically and meet the concerned authorities to know the progress of their ward.
28. No stealing, misusing, unauthorized access to other's resources, destroying, defacing or damaging the property of the institution or the property belonging to anyone else.
29. Writing on walls, furniture, pillars is strictly prohibited and punishable.
30. The cost of any damage, if caused to college property will be charged to accounts of the students responsible for the damage in addition to disciplinary action.
31. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student is not advised.
32. College working hours: Monday to Saturday

**For UG Students**

**8:30 AM to 3:20 PM**

**For PG Students**

**8:50 AM to 4:50 PM**

Note: (2nd and 4th Saturday is a declared holiday)

Principal