

Institution has established systems and policies for maintaining and utilizing all academic and support facilities:

Code of Conduct for Students

College Campus

Dos

- Discipline and punctuality are integral to success.
- Be regular in attending classes. Students not having the minimum required attendance would be barred from appearing in the semester examinations.
- Respect your teachers, seniors and fellow classmates. Use only courteous and polite language.
- Take care of college property. Any damage to or loss of property of the college will lead to strict disciplinary action against the miscreant.
- Take up all the assignments, tests and examinations seriously.
- Read notices/circulars displayed on the college Mobile App/ Notice board/Website/. Ignorance of these shall not be accepted as an excuse for failing to comply with the directions contained in it.
- Use all the resources available in the college judiciously and effectively. The Library, the playground, the canteen and the common room could be your learning and interacting hub.
- File any genuine complaint to the concerned authority without fear.
- Know the location of Fire Extinguishers, Exits and Stairs in case of any emergency.
- Use Dustbins to keep your campus clean.
- Eat at designated places only.
- Switch off Lights and Fans if not in use.
- Save water and Electricity.

Don'ts

- Don't rag and don't be a mute witness to ragging. It is a criminal offence. Strict disciplinary action will be taken against any student indulging in any form of ragging.
- Don't use unfair means during examination.
- Don't use false information/documents for any purpose including admission or examination and failure to return materials taken on loan from the college would be seriously dealt with.
- Don't Smoke and/or consume alcohol /drugs inside the college is strictly prohibited.
- Don't start eating inside the Classroom, Labs or while sitting in Corridors, Stairs or Library or Health Centre.

Library

Dos

- Present Library User Code on entry and borrowing books for home.
- **Maintain silence** and decorum. You may have meaningful discussion inside the library at the designated places only.
- Use library PCs only for academic works.
- Follow all Rules and Regulations, read the sign and directions carefully, pay library dues, treat library with respect and leave it clean and orderly.
- Get a library card and always talk to library staff for specific books.

Don'ts

- Don't tear or make any sort of marking in the books.
- Don't reshelv the books yourself.
- Don't make noise and play music inside library.
- Don't bring bags and eatables inside.
- Don't use computers as toys by installing/uninstalling software program(s).

Computer Lab

Dos

- Read and understand how to carry out an activity thoroughly before using the laboratory.
- Report any broken plugs/exposed electrical wires or fire/accident in the computer lab to your teacher/lab technician.
- Know the location of fire extinguisher/first aid box and how to use them in case of emergency.

Don'ts

- Don't eat or drink in the laboratory.
- Don't insert metal objects such as clips, pins and needles into the computer casings, it may cause fire. Avoid stepping on electrical wires.

- Don't open the system unit casing or monitor casing particularly when power is turned on.
- Do not touch, connect or disconnect any plug or cable without permission of the lab assistant.
- Don't use the computers for other than academic purpose.

Food Technology Lab

Dos

- Follow all instructions given by teacher and lab assistant.
- Report all accidents, injuries, and breakage of glass or equipment to instructor immediately.
- Please wash the utensils well and keep them in their proper place.
- Use Lab Coat and Head Gear.
- Use a different spoon when tasting food.
- Use clean pots/pans and other utensils for food preparations
- Your nails should be cut and hands should be washed with soap and rinsed with water before starting the work.

Don'ts

- Don't eat, use mobile phone and charge, play music or drink in the lab at any time.
- Don't panic in case of an accident. Immediately inform your teacher and lab assistants for help.

ADC & (Dying and Printing Lab)

Dos

- Keep work area neat and free of unnecessary objects
- Immediately report any spills, accidents or injuries to your instructor.
- Keep your hands away from your face, eyes, mouth and body while using dyes, chemicals etc.
- Printing blocks, squeegees & bowls/trays to be washed immediately after work

- Leave the Iron in flat horizontal mode (steam iron in standing position), it will avoid accidental fall and breakage.
- Make sure all electric gadgets, machines and gas valves are switched off and unplugged after use.
- Switch off all lights and fans when leaving the lab.

Don'ts

- Don't drink/ eat / run in the laboratory.
- Don't work in the laboratory without supervision.
- Don't leave experiment while in progress.
- Don't block the sink drains with debris.
- Don't use damaged equipment.
- Don't touch/smell/taste dyes/printing paste/binder etc.
- Don't sit on laboratory (sewing, dyeing & printing) tables
- Don't use, run the sewing machine when making any adjustments in the needle area
- Don't pull or push fabric while stitching, it may deflect the needle causing it to break.
- Don't leave pins and needles unattended; they may poke you or someone else.

Canteen

Dos

- Keep the canteen clean.
- Eating utensils should be restored in their proper places after use.

Don'ts

- Don't cut in line to get your food faster.
- Don't carry the food and plates outside the canteen premises.
- Don't start a conversation in the middle of the serving area.
- Don't be disrespectful towards the lunch.

- Don't push and shove people when the serving area is overcrowded.
- Don't play or shout or run.
- Don't remove tables or chairs from the canteen without permission.

Lawn & Sports Ground

Dos

- Take adequate care of college property and fixtures in the lawn and the sports ground.
- Take care of plants, flowers and of everything else in the college lawn/sports ground.
- Students must seek permission before putting up any signs or for any event/activity using college lawn/sports ground.
- Report vandalism and graffiti. Strict disciplinary action will be taken against the miscreant.
- Make optimum and careful use of college facilities.

Don'ts

- Don't damage benches, chairs or other equipment installed in the college lawn/sports ground.
- Don't litter or tread on the grass aimlessly.
- Don't disturb or unnecessarily interfere with the activities of other students in the college lawn/sports ground.
- Don't pluck flowers, leaves or cause damage to the plants and trees of the college lawn/sports ground.

Washroom

Dos

- Do make sure you flush the toilet when you are finished.
- Take care of your belongings inside the washroom.

Don'ts:

- Don't flush sanitary napkin and any other item as it can block the toilet drains.
- Don't leave in open any sanitary napkin or toiletries.

- Don't write anything or stick any labels on the walls of the washroom and door of the toilet.