

Hindu College of Education, Sonipat

CAMPUS CODE OF CONDUCT

- 1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.**
- 2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9:40 a.m. to 2:50 p.m.**
- 3. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.**
- 4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.**
- 5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.**
- 6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.**
- 7. Students can leave the campus during class hours only after getting a gate pass from the Principal or mentor after making entry in the Gate Register maintained by the gate keeper.**
- 8. All students shall leave the classes immediately after classes over. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen etc.**
- 9. All leave applications (Regular & Medical) shall be submitted in time, for sanction by concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.**
- 10. Students shall not make any alterations to the described dress code prescribed by the college without the permission and repetition of this could result in suspension from the college.**
- 11. All the students are expected to attend all college functions in college uniform unless otherwise specified.**
- 12. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.**
- 13. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of institutional academic values will be referred to the Principal.**
- 14. As per the Govt. order, students shall not enter in the campus on two-wheeler without Helmet.**

15. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
16. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
17. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
18. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned Principal will be treated as a case of indiscipline.
19. All the students are advised to follow the Mobile phone policy and bring to the notice of the authorities' violations if any.
20. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus.
21. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
22. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, pan masala etc. are strictly prohibited.
23. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair.
24. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
25. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically Competent, mentally alert and socially sensitive.
26. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
27. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
28. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

29. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

Mobile Phone Policy

- **The mobile phones shall be kept in silent mode while in the classroom.**
- **All the staff members are empowered to take away mobile phones found with students violating the above rules.**
- **Students violating the above rules will be fined an amount of Rs 100/- and the take away mobile phones will be returned to the students only after the completion of their course.**