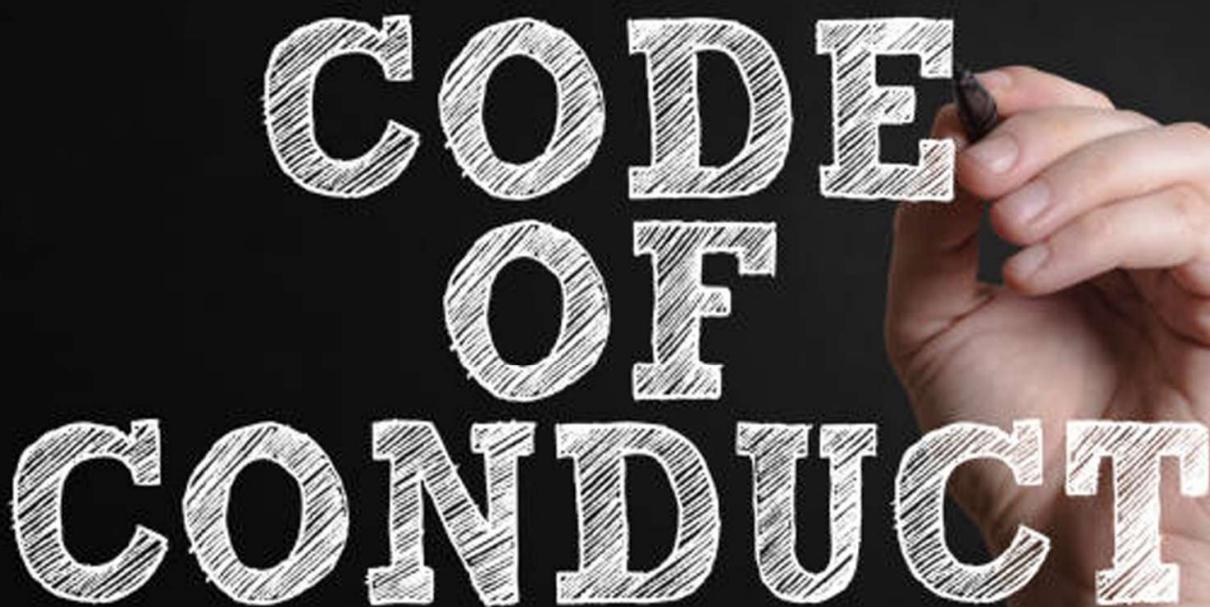


*Don Bosco College, Tura*



CODE  
OF  
CONDUCT

(Version 1.0)

# **CODE OF CONDUCT FOR STUDENTS**

**(VERSION 1.0)**

## **1. ATTENDANCE**

1. Students are to attend classes regularly. Only those who attain 75% in attendance shall be eligible to sit for Final Semester Examinations.
2. Students who cannot attend classes for any reason are to fill in a leave application form and get it countersigned by the Principal/Vice Principal before the first period and submit in the respective department.
3. No student is to leave college half-day unless there is sufficient reason to do so. Half-day leave of absence must be obtained from the Principal/Vice Principal in such a case.
4. Those who are absent for more than three consecutive days must necessarily produce Medical certificate/Parents' Letter.
5. The cases of those with genuine reasons of illness and so certified by a competent medical doctor shall be considered at the time of Attendance compilation should her/his attendance fall short of the required norm.
6. The compiled attendance record shall be displayed at the end of each month.

## **2. DRESS AND APPEARANCE**

1. The overall dress and appearance of the students must be in good taste.
2. No student shall be allowed inside the college campus without the Identity Card whether on or off working days of the college.
3. Students are to attend classes in full uniform. They are to wear the uniform in proper ways as instructed by the College. All the students are to wear black shoes and black socks.
4. Students visiting the College library or office on days when there is no class are to come in neat and clean attires. They are not to visit the college in any kind of indecent dress, shorts, baggy pyjamas, etc.
5. Students are to maintain neat hair-styles. Male students are to maintain their hair short and girls are to maintain neat hairstyles. No student is allowed to come to college wearing caps or with dyed hair.
6. Male students are not to come to college wearing earrings.

## **3. USE OF MOBILE PHONES**

1. Students are to keep their mobile phones in off mode while they are within the college building. Those found not complying to the rules regarding use of mobile phones shall have to pay fines fixed by the college.
2. Students may use their mobile phones outside the college building only. However, they may resort to mobile phones in the Common Rooms for academic purposes.
3. Students may operate their mobile phones inside the classroom under the supervision of concerned teacher.
4. If any student is found violating the rules regarding mobile phones, he/she will have to pay fines as stipulated by the Discipline Committee.

#### **4. SMOKING AND SUBSTANCES**

1. Smoking, alcoholic drinks and use of any other substances are prohibited not only in the campus, but also on the roads and areas around college.

#### **5. RESPECT TOWARDS OTHERS**

1. Students are to maintain and show respect towards the College authority, Teachers, non-teaching staff and towards each other at all times.
2. Students are not to indulge in ragging in any form.

#### **6. RESPECT TOWARDS FEMALE MEMBERS**

1. Bullying, harassing, eve-teasing in any form shall be taken seriously and shall be dealt with accordingly.
2. Students are to familiarise themselves with the Prevention of Sexual Harassment of Women at Workplace (POSH) Policy and indicate their willingness to abide by the Policy.

#### **7. RESPECT TOWARDS MANAGEMENT AND STAFF**

1. Students are to respect the Management and make endeavours to foster sense of belongingness to the College.
2. Students are not to dishonour/malign or bring bad name to the College Management or Teachers either through in the Social Media or in any way. If any student is found to be doing so, he/she shall be dealt with in a serious manner.
3. Students are to abide by the rules which may be imposed by the College authority from time to time.
4. Students are to exercise equanimity with regard to teachers from all the streams existing in the College.

#### **8. GENERAL CONDUCT**

1. The students are to pay the fees on time and help in the smooth running of the College.
2. The students are to use their talents for the glory of God and that of the institution and display them appropriately as and when called for.
3. The students are to maintain silence in the corridors and not wander along the corridors during class hours.
4. The students are to show courtesy towards the management, teachers and non-teaching staff in the College and outside it.
5. Students are to respect the property of the institution and if any damage is done either willfully or by accident, a replacement be made and make good the damage.
6. The students are not to enter into any Pressure Group or Political Groups.