

## **DISCIPLINE POLICY**

The college is a community in which a large number of people live together. It is therefore essential that all students have due respect for others. Nagarjuna College of Management Studies emphasizes on discipline. The College has developed the tradition of a homely informal atmosphere of freedom with responsibility, treating one another with love and respect. There is nothing that can substitute for self-discipline and a serious devotion to duty, a spirit of respect and love for all that is good, noble, and beautiful in life. The College expects students to keep their vision high and solicit the cooperation of the parents to minimize the necessity of enforcing rules and regulations.

### **Introduction**

Discipline includes the observance of good conduct and orderly behaviour by students. NCMS considers discipline as a positive value for the promotion of educational and social engagement of all the students. The head of the institution is entitled to exercise his/her authority and power necessary to execute and maintain discipline among the students.

### **Rules and Regulations:**

The rules and regulations are framed by the college authority from time to time. The students shall strictly observe the disciplinary rules framed by the college. Non-compliance of these rules will be dealt by the Principal in the manner he/she considers fit and his/her decision will be final in such matters.

1. **Behaviour:** Students are required to maintain highest standard of behaviour and discipline both inside and outside the College. Students should not bring dishonour to the college or themselves. Misbehavior or rude behavior of any kind inside or outside the college will be severely dealt with.
2. **Dress Code:** Students are expected to come to the college in neat and clean attire. They should wear college uniform at least 2 times a week and the approved style of wearing uniform should be strictly followed. Any exemption or any deviance from wearing uniform for that particular day shall be informed to the concerned faculty in advance and permission needs to be taken by the student. It is mandatory for the students to attend the lab sessions, expert talks, and any other formal event, in their respective uniforms without fail.
3. **ID and Library Cards:** Students are required to wear the identity cards at all times when in college premises. No student shall be permitted to attend lectures, lab sessions or use of library unless he/she has the Identity Card.

4. **Punctuality:** Students should be regular and punctual in attending the classes and all activities connected with the college. All students must be present in their respective classrooms 05 minutes before the start of the class. No student is allowed to enter the classroom or leave the classroom during class hours without the permission of the faculty. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls and in the College premises. Loitering and wasting time on the College campus and canteen causes indiscipline on the College campus and that must be avoided.
5. **Attendance:** Faculty & Mentor will keep a close watch on the student's attendance, progress, and conduct regularly. Every student shall attend not less than 85% of the prescribed number of working periods in each of the subjects, comprising the course and the practical training classes. All students must convey about their absence to the concerned class teacher in case of illness or any other emergency cases. Students who fall short of attendance at the end of the semester will not be eligible to take the final examination conducted by the University. Latecomers can enter the class only if permitted by the faculty. They may be marked present by him/her at the end of an hour only if there is sufficient reason for being late. Attendance to the College functions, Association, Meetings, College Assembly, Seminar, Guest lectures, Viva Voce etc., is mandatory to all students.
6. **Tests & Assignments/Internals:** Students should complete and promptly submit the assignments that are assigned to them by the faculty. Attending and passing internal tests is part of curriculum and internal marks will be part of final scoring in respective subjects. Students should not indulge in any kind of malpractice during examinations or tests.
7. **Fee:** Students must pay stipulated fees within the given time span.
8. **Mobiles:** Mobile phones should be switched off/put in silent mode in the classroom, computer laboratory and library. Any student found using it will face disciplinary action.
9. **College Property:** Students must keep the classrooms and the college premises clean. Writing on the blackboard, walls, affixing posters on the walls are strictly prohibited. The students are expected to treat the college as their own and to co-operate in its efficient and smooth running. All lost property should be brought to the notice of college office.
10. **Illicit substance use:** Students are expected to refrain from the use of tobacco, alcohol and drugs, etc. inside or outside the college premises. If any student is found in inebriated condition, he/ she will be suspended / dismissed from the Institute.

11. **Ragging & Eve-Teasing:** Ragging in any form is strictly prohibited inside or outside the college premises. Senior students found indulging in ragging junior students will be dismissed from the institution. According to guidelines provided by U.G.C. and university, students found guilty of participation or abetment in ragging will be subject to severe punishment ranging from cancellation of admission to a fine up to Rs.25000 and rigorous imprisonment up to 3 years. Eve-teasing is strictly prohibited & eve-teasers will be dismissed from the college.
12. **Anti-social activities:** Any student found indulging in anti-social activities, creating nuisance or any other mischief like strikes, demonstrations, etc. within Institute will be dismissed from the Institute. The Principal of the Institute has right to expel a student from the Institute for any violation of the rules of conduct and discipline prescribed by the Institute. Use of abusive and derogatory slogans or intimidating language or incitement of hatred and violence inside or outside the campus will be considered very seriously and very stringent action will be taken on students engaging in such activities. Indulging in acts of gambling or carrying of beverages is strictly prohibited in the college premises. Possessing or using any weapons of offence, such as knives, iron chains & rods, sticks, explosives and fire arms in the University premises is prohibited.
13. **Sexual Harassment:** Sexual harassment in any form will be liable for action under University Grants Commission (Prevention and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and also liable to criminal prosecution under the relevant laws.
14. **Discrimination:** Discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, caste, age, color, creed, nationality or ethnic origin, physical, mental or sensory disability and marital status is prohibited.
15. **Forgery:** Very Strict disciplinary action will be taken on students who commit forgery, tampering or misuse of the University documents or records, identification cards, etc.
16. **Commute:** Students coming by two wheelers are instructed to wear helmet. They should possess a valid driving license. The vehicles must be parked in the allotted parking space only.
17. **Communication Address:** Students must report regarding their change of communication address, if any, to the institute office. Institute will not be responsible for any loss of information due to change of communication address.

**18. Disciplinary Action:** Any student against whom a serious charge of misconduct has been made may be suspended from the hostel/rolls of the college by the disciplinary committee. Penalties for the offences relating to examinations shall be dealt with by the relevant bodies. The discipline authority may direct the student to undergo compulsory counseling sessions as prescribed by the psychologist/psychiatrist. All serious cases of indiscipline shall be intimated to the parents/guardian of the concerned students by email/letter by the disciplinary authority or the office administration at the earliest. Parents/guardians may be required to visit the Institute whenever requested by the Principal.

**19. Hostel Rules:**

- Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of furniture in one's hostel room is strictly prohibited.
- Day scholars are not allowed to enter into hostel blocks/rooms. Day scholars shall leave the campus after academic hours, unless permitted by Faculty Coordinators for Student Club related activity/events under due intimation to administration.
- Students need to take permission from the hostel wardens to meet their parents/relatives/guests inside the hostel or if they wish to go out with them.
- Students are not permitted to accommodate any guests or other persons in the hostels without permission of the Warden.



**PRINCIPAL**

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NAGARJUNA COLLEGE OF MANAGEMENT STUDIES

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