



NAVJIVAN SCIENCE COLLEGE, DAHOD

Conducted by : Dahod Anaj Mahajan Sarvajanic Education Society, Dahod
Affiliated with Shri Govind Guru University, Godhra

Dr. G.J. Kharadi

(Officiating Principal)

M.: 99796 62555

E-Mail : gaurangkharadi@yahoo.com

Ref. No.:

Date : / / 202

Ph. : (O) 94845 48232

E-mail : navjivan_73@yahoo.co.in

Website : www.navjivansciencecollege.com

Code of Conduct for students

1. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
2. Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.
3. Impersonation during roll call is a punishable offence.
4. Use of Mobile Phone during class hours is prohibited and is liable for punishment.
5. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
6. Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
7. When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
8. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
9. Students are expected to come to college dressed suitably maintaining decency.
10. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during college hours inside the campus.
11. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
12. When assembled every class must consider itself responsible for the conduct of its members.
13. Students are forbidden from inviting friends from other institutions and outsiders to the College.



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14. No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
15. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
16. Students must refrain from mishandling and tampering with library books or college computer systems.
17. The right to access Girl's Common Room is reserved to girls.
18. A student shall not commit or cause breach of peace inside and around the College campus.
19. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
20. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.
21. The college office is open to students for transacting business on Monday to Friday between 11:30 a.m. to 4:30 p.m. and Saturday 8:00 a.m. to 12:30 p.m.
22. Students are responsible for their personal belonging including laptops, mobiles, handbags, books etc. students are advised not to bring large sums of money, jewellery or other valuables to the college.
23. Students should not receive personal visitors in the college during college hours. In case of extreme urgency, the principal may be contacted for permission.
24. Any change in the residential address of a student should be immediately communicated to the college office.
25. Students suffering from any contagious diseases are advised not to attend college. However, they have to inform the HOD of the concerned department either via phone or email.

G. Kharadi
Officiating Principal
Navjivan Science College,
DAHOD