

# Rules & Regulations

## College Rules

### Class Hours

The Arts and Science classes run from 10.00 a.m. to 4.00 p.m.. BCA ,BBM & B.Lis Classes starts at 9.30 AM .There is a master routine in which subject/class hours/ Room allotted / Name of teachers assigned have been clearly mentioned .During University and Boards Examination classes starts at 7.00 AM to 9.45 AM .

The first bell for the class is rung five minutes before the commencement of the forenoon session and.. A bell is given at the end of each period.

At the first bell before each session the students shall go to their respective classes and take their seats so as to be present when the teacher enters. No student shall leave the classroom during the lecture without the permission of the teacher.

### Admission

Admission form can be submitted online only. For more details about ONLINE APPLICATION visit our online application menu.

Degree one & two student must pay session fees for part two and three at the time of submission of Examination form itself failing which his name will not be entered in the admission and attendance registers.

If a student of Vocational Course leaves the course in the middle of three-year duration, he/she will have to pay full fees of all the one-year. The College Leaving Certificate will not be given unless this condition is fulfilled.

Students who have passed the Intermediate courses in this college cannot demand admission into Degree classes as a matter of right.

Request for transfer from Arts to science or vice versa are not entertained ,once a Honours subject is granted .

### **Reservation Policy**

We adhere to reservation policy decided by the Government of Bihar and applicants are required to claim reservation at the time of filling of admission form and submit caste certificate /income certificate as per provisions laid down.

### **Leave of Absence**

A student who requires leave for a class hour or more must apply for it in writing to the Head of the Department.

A student who applies for leave for a day or more must do so in writing countersigned by the parent/guardian. For , Arts and Science students the applications forwarded by the Vice Principal and must be submitted to the Head of the Department to be filed in the department itself.

A student who applies for leave on medical ground should attach a medical certificate along with the prescription, to his/her application from a Registered Medical Practitioner. Such an application must reach the concerned authority as mentioned above within five days of student's return to the class. The concerned Coordinator/Prof.-in-charge/Principal reserves the right to sanction or deny the leave.

A students should attend classes regularly and should have more than 75% attendance.

Continuous absence without leave for more than a month will render a student liable to have his/her name struck off the rolls of the college.

### **Certificates**

The College Leaving Certificate (CLC) will be granted under the following conditions :

- A clearance slip of all the dues should be produced.
- CLC request slip should be signed by the Principal / In -Charge of the college.

- Duly signed request slip must be produced in the T.C. office and at least 48 hours time should be given before claiming the CLC.

Students admitted afresh should note that original certificates (T.C., Conduct etc.) submitted at the time of admission will never be returned. The official conduct certificate is a document, which a student has to earn by his/her good conduct and behavior during his/ her stay in the college and will be issued by the Principal only. It will not be issued as a matter of course and the Principal may refuse the conduct certificate to any student whose conduct, in his opinion, has not been satisfactory.

**Code of Conduct on the campus includes:**

- Safeguarding the college property.
- Keeping the place clean and tidy.
- Following the prescribed dress code.

Students attending classes, meetings or other gatherings within the college campus are expected to be presentably dressed in accordance with the approved etiquette dress code.

When a student meets a member of the staff for the first time in the day, he/she must greet him/her appropriately.

Students are forbidden to smoke in the college premises or near the gate, to write or make any mark on the walls or desks, throw paper or ink about the floors of the classrooms or corridors.

Students are not allowed to loiter or stand about the verandahs or corridors of the college during class hours.

Students are forbidden to gather near the gate of the college or in the entrance premises between the gate and the hall.

Chewing pan or eating pan parag and smoking is strictly forbidden in the college campus. Such students may be fined if they are caught.

The College reserves the right to dismiss at any time a student for serious indiscipline.

Students are not allowed to keep their cell phones and walkman on switch on mode when the classes are going on. Defaulters' set will be confiscated if they are caught.

- Students must possess their identity card, whenever they come to the college and show it to the persons concerned whenever asked for. Congregating on the road in front of the college or at the entrance of the college is to be avoided. Students should park their vehicles in the place allotted for the purpose.
- Students should maintain decorum and discipline at all times, both inside and outside the campus. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled. Code of conduct on the campus includes safeguarding the college property, keeping the place clean and tidy and following the prescribed dress code.
- Only students who are on the rolls of the college and their parents shall normally be permitted to enter the college campus.
- Students are not permitted to play any sports or join cultural teams against the college.

- Students are forbidden to organize or attend any meeting within the college, or collect money for any purpose or circulate any notice or petition of any kind among the students or paste it on the college notice boards without the written permission of the Principal.
- No meeting should be held in the college campus, at the gate or within the periphery of the college without prior permission or consent of the Principal.
- Ragging is a punishable crime under the law and if found guilty in any form, the student will be expelled forthwith.
- There are committees/ cells like ICC(Internal Complaint Committee for sexual harassment) and Grievances Redressal cell in the college to look after the academic as well as personal issues of the students.

### **Ragging**

In 2009, in the wake of Aman Kachroo's death, University Grants Commission (UGC) passed UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.[16] These regulation mandate every college responsibilities to curb the menace of ragging, including strict pre-emptive measures, like lodging freshers in a separate hostel, surprise raids especially at nights by the anti-ragging squad and submission of affidavits by all senior students and their parents taking oath not to indulge in ragging. **Ragging is strictly prohibited and is a punishable offense (crime) by law.**

### **Rules of Decency**

B.S.College ,Danapur promotes dignity and respect to every human person. Dignity and respect comes when one decently presents himself/herself through the dress he/she wears as well as one presents himself/herself through behavior and speech. In this regard attention of the students to the following points is drawn:

Students are strongly recommended not to wear Trousers with more than four pockets and tight T-shirt, round collar T-shirt, dark glasses.

Students are directed:

- Students are expected to be punctual at the lectures, tutorials and practical.
- Students absent at the roll-call forfeit attendance. Students will submit a leave note whenever they are absent.
- Students may spend their non-lecture hours either in a silent study in the Library or in a recreative talk in the Common Room or the benches provided in the campus.

- Not to use sunglasses and caps when they are in classes.

To use decent language and to have concern for others

- Not to loiter in the corridor and disturb classes.
- Not to use cell phone in the classrooms and corridors. Cell phone can be confiscated by any professor/authorities if misuse is detected.
- Not to use recorded music from mobile phone while sitting on the stage, shade and Quadrangle or any where in the college premises.
- Not to smoke inside the college campus.