



PITHAPUR RAJAH'S COLLEGE [A]:: KAKINADA
[An Autonomous Institution accredited at grade "A" by NAAC]

DEPARTMENT OF COLLEGIATE EDUCATION

GOVT. OF ANDHRA PRADESH

STUDENTS' CAMPUS CODE OF CONDUCT

P.R. Government College [Autonomous], Kakinada, over the past four decades, has earned the confidence of all its stakeholders, especially its student community and their parents by providing a positive and conducive learning environment to the students. The bottom line is to produce more inquiring minds with focus on creativity and innovation and work-ready graduates. It's the endeavor of the college administration to promote a motivating, vibrant, safe working environment for its teaching community. Further, the college deploys its multiple, diverse, credible and latest learning resources and models to help students learn better and grow. To foster positive attitude, promote co-operation among students, for unleashing the full potential of students and to shape them into a well-rounded personality, an effective code of conduct and policy statements are necessary for any institution.

Need for the code of conduct

Students, being the future citizens, are expected to maintain the highest standards of disciplined and behave in dignified manner inside as well as outside the College campus duly uplifting the esteem of the college.

The code of conduct sets out certain standard of conduct expected of students. It makes students conduct themselves in such a manner where institution's values and principles are respected, civility, inclusiveness, diversity and opportunity are valued and contribute positively to the institution and society. It holds the students responsible for their misbehavior, rule violation, irresponsibility and failure to fulfilling their duties in the teaching-learning process and other process.

It not only outlines the rights of the students but also makes them abide by the rules and regulations of the college. Further, it ensures that no student is penalized except for violation of established rules and regulations enshrined in the policy documents.

Applicability:

1. The code of conduct of the college applies to all students who get enrolled in all programs the college offers including Undergraduate and Post graduate programs.
2. Applicable to the students inside and outside the campus.

Availability of Code of conduct: The Code of conduct is specified in terms of *policies and regulations*.

A) General Regulations

- **Working schedule begins with Prayer song:**

1. The working day of the college commences every day in the morning at 9:45 A.M with recital of National song through the mike and classroom communication System.
2. The class work is scheduled between 10:00 A.M and 5:00 P.M during all the working days.
3. All the students shall attend the college before the recital of the national song, i.e., by 9:45 A.M and stand in attention till the prayer ends wherever they are (including those standing outside) and participate in the prayer silently.
4. The main gate of the college is closed by 10:30 A.M

- **Discipline**

The institution lays primary emphasis on the maintenance of discipline. The students are advised to strictly follow the following code of discipline.

- It is mandatory for every student to maintain proper discipline in the college campus. Any kind of act by the student that amounts to indiscipline will make him/her liable to imposition of heavy fine or even expulsion from the college.

- **Punctuality and penal provisions for Late coming.**

1. Late coming results not only in the loss of valuable knowledge delivered by the teacher but also makes the entire teaching-learning process disturbed when a late comer enters the class. This can be overcome by proper time management.
2. All the students are expected to be present in the class by 9:45 A.M positively every day in the morning well before the national song is played and make optimum utilization of the knowledge delivered by the teacher.
3. Late coming results in loss of attendance for the corresponding hour. Students are not allowed into class after 10:15 A.M. They should go to library and can attend the second hour after the completion of the first hour or period. Hence, students shall not be allowed to enter the college campus after 10:30 A.M and it may attract a fine of Rs. 50 too.
4. All students should start attending classes from the first day after opening of the college for instruction after summer vacation, Dasara vacation etc.,
5. All students shall stay in the college campus for full time of the college, i.e., till 5:00 P.M.
6. Leaving college after morning session on a day without permission of the concerned proctor will be viewed seriously.
7. Students shall not roam around in the campus or outside the college during the working hours either alone or in groups without attending classes.
8. They shall not spend time in the canteen or other places skipping classes.
9. They shall go to library and spend at least three days a week and spend at least 5 hours in a week. They are requested to go through news papers, magazines, text and reference books, etc.

- **Classroom etiquette:**

Students are expected to

1. Rise from their seats when the teacher enters the classroom or any laboratory and remain standing till the teacher takes her/his seat or they are instructed by the teacher to take their seats.
2. Observe absolute silence shall be observed during class hours until the teacher allows student to interact or actively participate in the teaching-learning process.
3. Students shall greet teachers appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
4. Attend all other programs organized by various departments such as awareness programs, seminars, co-curricular and extra-curricular activities, guest lectures, celebration of functions, student forum, etc., and stay back till the end of sessions.
5. Obtain the permission of the teacher concerned to enter or leave the class room when the class is in progress.
6. If a student wishes to leave the campus during class hours, they shall get a written permission from the respective mentor or class lecturer and leave only after making entry in the register maintained by the respective mentor – faculty member.
7. students shall not wander or gather in corridors, grounds, staircases etc., which may invite the invocation of penal provisions of the discipline committee.

- **Attendance and Leave regulations of the students:**

In the current outcome based framework, a student is expected to acquire knowledge, skills, attitudes, values etc., and turn into potential human resource and contribute to the national development by optimally utilizing the diverse resources available in the college. The college envisages achieving this outcome by ensuring regular attendance of the student to the college. Hence,

1. A 75% of attendance is mandatory for every students for every month for claiming scholarship or claiming hall ticket for SEE examinations or for claiming any government benefit. If the attends falls between 60% and 75 %, they shall pay condonation fee to be eligible to appear for the examinations.
2. Every student should mark their biometric attendance by 9:45 A.M every day in the morning and after 5:00 P.M in the evening for that day.
3. Month-wise attendance of the students will be displayed by the college by 5th of every month and aggregate attendance will be calculate and displayed by the class lecturer or mentor. Students shall affix signature duly after taking note of the percentage of attendance.
4. Students will not be allowed to appear for internal examinations or not issued hall tickets for semester end examinations of the affiliating university if they fall short of attendance below 75%.
5. Appropriate disciplinary actions will be initiated against the students who exert pressure or influence college faculty members or administration from external persons or agencies regarding attendance or issue of hall tickets in case of shortage of attendance. The penal provision will be to the extent of rustivating from the college.
6. Students who wish to go on leave shall apply for the same to the concerned mentor for

its sanction at least one day before the leave.

7. Students who will be absent to classes (upto 2 days of unauthorized absence) without applying for leave will have to submit signed explanation from the parent. Beyond two days of unauthorized absence, students need to attend college accompanied by the parent and submit explanation to the mentor lest they shall be barred from entering classes for instruction.
8. Students who could not attend due to illness or due to any such exigencies shall inform the same to the proctor through e-mail or telephone. He/She must personally report to the In charge /class teacher on resuming attending the classes.
9. Those students who are absent for long on illness, health or medical grounds, shall produce medical certificate issued by the Civil Surgeon of a Govt. Hospital and submit to the college.
10. Students can avail medical leave for illness, health or on medical grounds. However, they shall submit such leave applications in time to the respective HoD and concerned faculty members for its sanction. Such application shall invariably be accompanied by valid medical certificates issued by a Civil surgeon, Civil Asst Surgeon of a Government Hospital.
11. In case of illness, a student must apply for leave, as soon as possible, with a doctor's certificate.
12. Students of the college will be permitted to go on duty on various occasions such as for carrying out project works, NSS camps, internships etc. However, the maximum number of such on duty leaves is 10 days per semester.

• **PROTOCOL ON WEARING UNIFORM**

The role of uniform is manifold in an educational institution. A uniform reflects a sense of unity and order prevailing in the college and reminds the students that they are a part of whole. A smartly dressed up student in uniform not only feels that he belongs to an organization but also takes pride in his appearance. The uniform paves the way for a serious teaching-learning process in the classroom by taking away distraction besides sharpening focus on college work. It prevents the students from undergoing peer pressure when they attend the college in the uniform.

Hence,

1. Students shall attend the college in approved uniforms on all working days (except Wednesday) and desist from making any alterations in the approved uniforms. However, students shall attend college in the uniforms even during some special days or occasions though they fall on Wednesday unless otherwise specified by the college authorities.
2. A uniform design approved in the first year of the program will be permitted till the final year of the program.
3. Students who celebrate Birthdays are allowed to come to college in civil dress only after taking prior permission from the respective mentors /proctors or class teachers.
4. Boy (Men) students shall attend college in formal shirts tucked into trousers with

black belt and black shoes or semi covered chappals. Hawai type rubber or plastic chappals are not permitted. No student is allowed to wear T-shirts on the days of civil dress but in formal shirts and trousers only.

5. Lady students will have to wear a blazer over their uniform .
6. Dress code violation attracts a penalty of Rs. 50.
7. Students belonging to certain departments like Chemistry, Zoology etc., should wear lab-coat or any such security attire while performing practicals.

• **PROTOCOL ON IDENTITY CARDS:**

A photo Identity card or Identity badge issued by the college is a public document and is not only a proof for establishing the identity of a student but also a means that facilitates students to transact business in library, access to certain functions, claim discounts in fees in certain occasions, examinations, etc. It carries the legacy of the college with it. Hence,

1. All the students shall attend the college wearing their identity cards invariably and shall be well displayed. Students shall produce it to the college authorities as and when asked for or situation demands or when college authorities demand for the same.

POLICY ON ENTRY OF OUTSIDERS INTO COLLEGE PREMISES:

- Entry of outsiders in the college without proper permission from the Principal is strictly prohibited.
- No outsider shall enter into campus during the college hours, except on securing prior permission from the Principal.
- Walkers will be permitted from 4:00 A. M to 8:30 AM and from 5:30 P.M to 7:30 P.M to carry out their daily chores in the college premises.
- Unauthorized entry and conduct of meetings etc., by outsiders will be viewed seriously and appropriate action will be initiated against such trespassers.

POLICY ON CONDUCT OF THE STUDENTS IN THE EXAMINATIONS

The college scrupulously follows the approved rules and regulations while conduct of Internal as well as university examinations. Malpractice in any form will not be encouraged.

Hence,

- All the students shall invariably, appear for two internal examinations [CIA] and Semester end Examinations (SEE) in each semester.
- They shall sit in their respective seats atleast 10 minutes before the commencement of the examination. They shall not be permitted to leave the examination hall till lapse of half the time of the examination. Students will be permitted to leave the examination hall with hall ticket only in the last half-an hour.
- No student is allowed into the examination 10 minutes after the commencement in the internal examination and 30 minutes time in the Semester End Examinations.
- Students shall not use any unfair means at examinations, including internal

examinations. They shall not possess any forbidden material. Students will be debarred from appearing for examinations for possession of such material.

- They shall not indulge in cross-talking, material or gadget sharing after the commencement of the examination.
- Carrying mobile phones and their usage in the examination hall is strictly prohibited. College is not responsible if such gadgets are lost in the campus.
- Students are barred from using calculators with memory capability or electronic gadgets including earphones, Bluetooth devices etc., into examination hall.

OPTIMUM UTILIZATION OF ACADEMIC RESOURCES AND INFRASTRUCTURE

Every student shall put in efforts for securing academic knowledge, to stay fit and healthy and acquiring employability skills by optimally utilizing academic, co - curricular and extracurricular facilities and infrastructure available in the college. All students shall utilize the existing academic facilities, infrastructure, sports and games equipment, resources including rich human resources (Faculty members) optimally for enhanced learning experiences.

1. For independent study, students are expected to use the class rooms, central library, Reading room, LMS, Departmental Libraries, Jawahar Knowledge Centre, library of Centre for 21st Century Skills, Centre for Innovation, Centre for Incubation and Entrepreneurship; practical laboratories, research laboratories, internet centre of the library etc., for enhancing their learning experiences.
2. They shall at least spend one hour in library in a couple of days and read books of interest and inculcate reading habit. They shall utilize the automated library facility and thousands of e-books, e-magazines, internet based materials.
3. They shall utilize N-LIST facility, an e-resource repository for augmenting their academic and research knowledge.
4. News paper and magazine reading is a must for every student. Students shall, every day go to reading room attached to the college library, read at least one English and one Telugu News paper and available magazines including Vivek, Udyoga sopanam, Udyoga Vijayaalu, Yojana, Front line , Competitions Success Review, India Today, Employment News, etc.
5. All students shall mandatorily appear for an objective type written examination conducted by the Centre for 21st Century skills on fortnightly basis on current affairs. They shall also attend and participate in the activities such guest lecturers, awareness programmes, competitions, skill development programmes, etc., conducted by various wings of the college, namely - Centre for 21st Century, women Empowerment Cell or any other Department or wing of the college.
6. All students shall utilize sports and games equipment optimally to stay themselves fit and healthy. They shall participate in the games and sports events or tournaments or health-related programs like yoga training sessions mandatorily. Further, they shall utilize Gymnasium equipment optimally.

PARTICIPATION IN COMMUNITY SERVICE AND OUTREACH PROGRAMS

Awareness creation in the society on various issues through conduct of community outreach programs has been the flag-ship program of the college since its inception.

The students, being the prime stake holders in understanding and solving the societal programs, shall actively participate in social service and community outreach programs and come out with tangible solutions to the problems the society is facing and thus integral part of this nation building. The college provides every student an opportunity to participate in the community outreach programs.

- All students shall register in the National Service Scheme (NSS) of the college and actively participate in its activities, including Special camps, awareness programs, etc.
- Students shall join NCC wings - Navy and Airforce for the development of character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service amongst them.
- Students shall participate in the activities carried out by the Red Ribbon Club of the college.
- All students shall participate in the community outreach programs conducted by various departments such as conduct of exhibition in the schools, surveys in the community, health awareness campaigns, environmental awareness campaigns, campaigning on traffic rules, against drug abuse, etc.

MOBILE PHONE POLICY

The Mobile phone policy of the college prescribes clear cut guidelines regarding the usage of mobile phones inside the classes and inside the campus. This policy is applicable to all those who enter the campus.

Though the mobile phone plays dominant role in communication, realizing its usage by students for negative purposes and to avoid disturbance to effective teaching-learning purpose, the following guidelines are devised.

- Students are not permitted to use mobile phones within the campus except for academic purpose, that too in the supervision of their lecturers.
- Students shall switch off their mobile phones immediately after entering college campus and their respective classes.
- They can switch them on only on the advise of the lecturers and under the strict supervision of their lecturers, if they feel, usage of them is advised by lecturers for a specific academic work- as calculator for problem solving, accessing and for analysis of some information from internet, logging in for certain LMS, scholarship OTP, for providing feedback through OTLM app, etc., etc.
- The college doesn't hold responsibility in case of loss or theft of mobile phones.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.
- Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the

college campus.

POLICY ON SMOKING/VAPING & ALCOHOL CONSUMPTION

- The college wishes to provide clean atmosphere in the college to its stakeholders including staff and students. Hence,
- Smoking/alcohol consumption, vaping, consumption of intoxicants / psychotropic substances or banned substances in any form or using chewing- gum, panmasala inside the college campus are strictly prohibited.
- If any student attends college during college hours or during conduct of any meeting or function etc., in inebriated condition or smokes or consumes above illegal substance, strict disciplinary action would be initiated including rustication student from the college besides handing over such students to police authorities for necessary action.

ANTI- RAGGING POLICY

- Pursuant to the directive from the UGC and the Higher Education Department, AP, and An Act to prohibit Ragging in Educational Institutions in the State of Andhra Pradesh [Act No. 26 of 1997] [21 August 1997] called Andhra Pradesh Prohibition of Ragging Act, 1997 , ragging in the educational institutions have been banned and, therefore, any student found involved in ragging in the College will be dealt with under rules which can include even expulsion from the institution.
- The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
- 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.
- The College prohibits any conduct by any student or students which has effect of teasing, treating or handling with rudeness a fresher or any other students or indulging in rowdy or undisciplined activities. Ragging is totally prohibited in Institution & anyone found guilty or ragging and/or abetting ragging, whether actively passively is liable to be punished in accordance with the regulations.
- 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.
- 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.

ENVIRONMENTAL PROTECTION AND SUSTAINABILITY POLICY OF THE COLLEGE

It is the constant endeavor of the college to strive for reducing carbon foot print, environmental degradation and pave the way for sustainability of the environment.

1. Students are not allowed to enter into the campus with powered automobile vehicles.
2. Students shall park their cycles/ bikes, etc., in the parking stands only.
3. No student is allowed to carry or use plastic articles or utensils into the college premises. Garbage collection bins shall be used for placing wastage, debris, etc.
4. Students shall strive for conservations of energy. They are expected to switch off electric gadgets like lights, fans, etc., when not necessary.
5. Students shall work towards conservation of water too and act responsibly by reducing wastage of water, etc.,
6. Every third Friday of the month will be vehicle free day. Students shall not be allowed into campus with motor bikes to attend college on that day. They shall, if attend on motor vehicles, shall park their vehicles outside the campus. Students are advised to attend college by public transportation facility to reduce pollution and carbon foot-print.
7. Every first Saturday of the month will be plastic-free day. Students shall not use or carry any plastic material made carry bags, objects etc., into the campus.
8. All students shall help conserve greenery in the campus by planting saplings on special occasions like Birthdays, days of importance, etc.

PAYMENT OF FEE

- All students shall pay required college fees, university fees, tuitions fees, examination fees, etc., in advance or in time, to avoid fines from respective authorities.
- Students are required to pay the tuition fees, University fee, special fees, restructured fees, CPDC fees etc., within one month of commencement of academic year. Otherwise, their names will be removed from the rolls forthwith. No intimation will be communicated in this regard. Part-fees payments or piecemeal payments will not be allowed.
- Students are required to pay the examination fees prescribed by the Examination Cell per each semester in time and to avoid penalty. Payment of fees will not be allowed after the time prescribed.

ATTENDANCE POLICY APPEARING FOR EXAMINATIONS

- A student will be allowed to appear in the examination only if he/ she puts up at least 75% attendance in all the subjects.
- A student should put up an attendance of 90% in practical sessions.
- Students will not be issued hall tickets for the concerned semester if they fall short of mandatory attendance of 75% of attendance in theory sessions and 90% attendance in practical sessions.
- Exerting pressure by the students on the Staff or the administration through external agencies or Political functionaries for issuing hall ticket (in case of shortage of attendance etc.,) will render student liable for disciplinary action.
- Student shall monitor their attendance every month in consultation with their mentors (class teachers) and affix their signature against their attendance.

- If students fall short of attendance, parents will be summoned to the college and necessary undertaking will be taken from them.
- The decision of the attendance committee is final in the attendance related issues.
- No student will be permitted to be absent to the college for more than three days in a month. Students shall take prior leave permission of the concerned mentor-faculty member or class teacher.

• **CAMPUS CLEANLINESS AND ENVIRONMENTAL PROTECTION POLICY:**

It is the policy of the college to contribute its might to the environmental protection by reducing carbon foot-print and conservation of energy.

- Students are required to keep their respective class rooms and campus premises neat and clean.
- Not to use plastic in the campus
- Not to throw or spill waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
- To keep the waste food, used up or discarded paper etc., in the dustbins so as to enable the college authorities to put it recycling or for production of vermi-compost or organic manure manufacturing.
- . Students shall avoid entering college premises with automobile bikes and vehicles. The vehicles should be parked inside the parking area only. Students are requested not to park vehicles on either side of the pathways or roads.
- Students shall not waste water or electrical energy. The students shall turn off taps after using them. Likewise, students, after using electrical gadgets, lights, bulbs etc., shall turn off them in order to conserve precious electrical energy and to reduce pollution.
- Every student shall actively participate in the activities like Swacha Bharat, Clean and Green, Plantation drives, plastic - free campus drive, etc., and help arrest environmental degradation.

LABORATORY SAFETY, EQUIPMENT AND FURNITURE HANDLING POLICY.

Students are required to

- Handle the furniture, equipments, fixtures and appliances of the college and laboratories carefully. Careless handling/misuse of the above could result personal injuries or damage to property.
- Follow safety precautions near electrical equipment or chemical substances, electrical installations etc.
- Handle various fragile equipment like glassware, furniture etc., carefully.
- In the event of damage to college or laboratory property, expenditure towards the cost of replacement or repair will be collected from the respective student(s) who is (are) responsible for damage along with fine for mishandling.
- Students of chemistry laboratory shall invariably use **aprons** while performing practicals. Students of Physics and Computer Science laboratories shall take

precautions such as wearing rubber chappals etc., to avoid electrical shock etc.

- Students shall follow all the campus and laboratory related protocols issued or displayed in the laboratories scrupulously to avoid any untoward incidents in the campus or laboratories.

- **MISCELLANEOUS:**

1. Students shall exhibit exemplary behavior by practising utmost decency and decorum in the campus and shall avoid indecent behavior in the forms of whistling, hooting, mocking, loitering etc., while in the class or in the college function, etc. Penal provisions will be invoked by the discipline committee against such students who indulge in indecent behaviour depending on the degree of the misbehavior.
2. Students are expected to look decent in dressing, hair styling, etc., and follow certain socially approved and acceptable norms. Students going against this policy of the college vis-a - vis these provisions, will be dealt with sternly as per the penal provisions.
3. Access to academic buildings beyond the college timings and on holidays without written permission from the Principal concerned HoD will be treated as a case of indiscipline.
4. Activities such as defacing the academic ambience, destroying and damaging the academic infrastructure by students by scribbling or disfiguring walls by noting on them, pasting pamphlets on walls, doors or furniture etc., are strictly prohibited. Students will invite attention of the discipline committee for such kind of activities.
5. Students are not permitted to arrange any unauthorized celebrations or conduct programs and decorations of any magnitude in the campus. If they wish to arrange any meeting, they shall seek permission for the same in the form of application to the Principal through their respective program co-ordinator or HoD atleast one day prior to the program.
6. Distribution and display of material in the form of banners, pamphlets, notices, religious signs, etc. in the campus, without the permission of the Principal, or competent authority, are strictly prohibited nor permitted to conduct any religious meetings or ceremonies.
7. Students are not permitted to participate in any form of Political activity in the College campus. They are barred from fund collection, conduct of political meetings, carrying out propaganda work, processions etc., within and outside the College campus. Further, students shall not carry out any activity without the authorization from the Principal or in-charge or college authority.
8. Students must not attend classes other than their own without the permission of the Principal.
9. The policy of the college envisages the active participation of all the students in the intra-collegiate, inter-collegiate, university level academic or games and

sports competitions or events. Students who wish to participate and represent the college in intercollegiate competitions shall take prior permission from the concerned head of the department. Academic performance, attendance, character, competence of the student in the proposed event for participation will only be criteria for selecting students for such events.

10. Students shall not spend much time in canteen or in the verandah, corridor, in the play ground etc., skipping classes. They shall go to the class and occupy their seats immediately after entering campus. They shall not waste much time in the transit time of going over to another class located somewhere in the class after a class is over.

11. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal. No student shall communicate any information or write about matters dealing with the College in any manner to the Press or Media.

12. Students are prohibited from behaving rude in the form of insubordination and using unbecoming or unfilthy language or misconduct against fellow students or faculty members or higher authorities. Such misbehavior leads to his/her suspension or dismissal from the college.

13. The students shall take care of their articles such as mobile phones or money or property. College shall not be held responsible for loss of such articles or property. However, Vice Principal or concerned HoD can be approached for the lost articles or property for initiating further action or to find out, if it is secured or deposited in the college office.

14. Students, who wish to apply for certificates, testimonials, etc., that require the Principal's signature, shall first contact the College office. They shall not approach directly the Principal for his/her signature.

15. The college or the college has got every right to expel a student from the college, if, the college feels that the continuance of a student in the College, would prove to be detrimental to the interests of the College.

16. No student is permitted to form any association or society in the College nor invite any outside person (s) to address any meeting on behalf of that association or society without the Principal's prior permission

17. It is the responsibility of the student to listen to important announcements or read notices pinned in the notice boards or circulars of the examination cell, departments or office or college authorities from time to time. In no case, notices or information will be given through whatsapp or any such media by the college authorities. Further, no student will be excused or be given any concession on grounds of ignorance of such notices or announcements.

18. Students are prohibited from using college name at any private or individual event for furthering their self interest.

- Any violation of the above rules will be viewed seriously by the college

administration and respective discipline-enforcing authorities and necessary penalty provisions will be invoked including warning, fine imposition, summoning parents or any course of corrective measure as suggested suitable by discipline committee or competent authority or higher authority of the College.

- **FAILURE TO COMPLY**

- The College expects students to comply with the directions of discipline or enforcement officers or college officials acting in the performance of their duties.
- Furthermore, the college holds students responsible for violation of code of conduct and expects to fully comply with all disciplinary sanctions imposed by the College. A responsible student's failure to comply with imposed sanctions or any related directions of a College official in the performance of their duties will be subject to further disciplinary action.
- All students are expected to fully comply with the existing rules and regulations, sanctions imposed and approved behavior in the college. Deviation or violation of the above provisions or failure to comply with the imposed sanctions and non-cooperation and preventing the college in achieving the intended vision, mission and goals of P.R. Government College [Autonomous], Kakinada, will invite the attention of the discipline committee and action would be initiated by referring the case to the enquiry committee constituted and go ahead with further proceedings.
- The issues or matters not covered above and under the existing rules will rest with the absolute discretion of the Principal
- The authority of the Principal in matters of discipline is final.
- Any questions, matters or issues not covered by the foregoing rules shall be decided by the Principal and rest with the absolute discretion of the Principal.

All the students are obliged to follow the Students' Code of Conduct Rules 2021-22 of P.R Government College [Autonomous], Kakinada.

Principal & Discipline enforcing committee

P.R. College [A]:: Kakinada

23 Nov' 2021

