

## GENERAL INSTRUCTIONS FOR ALL UG/PG STUDENTS

- Students are expected to be punctual and regular to the college
- Dress code to be strictly followed as mentioned in the college handbook. If a student is found with inappropriate dress, she will be sent back home.
- Discipline to be maintained when moving between the classes. The class CR shall be in charge for this.
- Lights and fans to be switched off before leaving the classroom.
- Cordial relations to be maintained by the students with teachers, fellow classmates, attenders and all the higher authorities.
- Washroom etiquettes to be followed in the campus.
- Students will not be permitted to leave the campus before 3.15pm unless it is an emergency.
- Students who have a prior appointment need not attend the college on the particular day.
- Usage of cell phones is strictly prohibited in the campus.
- In case of any grievance, students can approach the teacher-in-charge. Handwritten complaints can be dropped in the boxes provided.
- Students are requested to be careful with their belongings in the college. College management is not responsible for any loss of mobile phones, cash, jewelry and any other valuables of the students.