

HANDBOOK ON  
CODE OF CONDUCT  
FOR STUDENTS



# RAO PAHLAD SINGH DEGREE COLLEGE

(Approved by DGHE / Govt. of Haryana & Affiliated to Indira Gandhi University, Meerpur)

Satnali Road Balana, Mohindergarh Haryana-123029

Telephone: 01285-241432 Fax: 241431

E-mail: [rpsbalana@gmail.com](mailto:rpsbalana@gmail.com), Website: [www.rpsdegreecollege.org](http://www.rpsdegreecollege.org)

## GENERAL RULES FOR STUDENTS

1. Students are expected to come to the college in neat, clean and simple clothes. They must conform to the high standards of modesty maintained by the institutions.
2. They must wear College ID Cards during college hours.
3. All boys are expected to wear pants and shirts-bush shirts or T-Shirts. Kurta Payjama is not allowed. Girls are strictly not permitted to wear skirts, frocks, single piece and high tops.
4. Students should not bring discredit to the college or to themselves. Insubordination and rude behavior of any kind inside or outside the college will be severely dealt with.
5. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the class room during class hours without the permission of the concerned faculty. They are not permitted to go out during lunch break.
6. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls and in the College premises.
7. All lost property should be brought to the notice of concerned HOD office.
8. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated & fine will be imposed according to calculation of damage.
9. Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the concerned HOD.
10. Students are not permitted to entertain the visitors in the college during the working hours. They are strictly forbidden for the same without prior authority permission.
11. Student should not enter the office room, staff room or computer lab without permission.
12. Monthly tests and model examinations are part of curriculum and student should be sincere in taking these tests. They should not indulge in any kind of malpractice during

examinations or tests.

13. Ragging in any form inside or outside the college campus and hostel is banned as per the Directive of Honorable Supreme Court.
14. Students who do not follow the college rules and regulations will be expelled from the college with immediate effect.
15. Students coming by two wheelers are instructed to wear helmet or by 4 wheelers to wear sheet belt. They should possess a valid driving license. The vehicle must be parked in the allotted space only.
16. Students should not tamper with any of the electrical and other permanent fittings in the class room and any loss or damage shall be recovered from the occupants concerned. Unauthorized use of electrical appliances is not allowed.
17. Day scholars are not permitted to enter the hostel on any reason without prior permission by authority.
18. When all students go out of their class rooms during college hours for a fairly longer duration, they should switch off the lights and fans.
19. Use of mobile, ear pod, ear bud and head phone are strictly prohibited in classrooms, veranda and admin block.
20. Students are required to maintain 75% attendance in semester which is mandatory to appear in university examination.
21. No student will be allowed to absent herself/himself from the college without prior permission from concerned mentor.
22. Anyone who is not present in the class when attendance is taken will be marked absent
23. The absence of one hour or more in a session will be marked as absent for half a day.
24. The students should not absent themselves particularly when the college works on Saturdays.
25. In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible, and never later than the first day of return to the college.
26. If a student takes leave because of sickness he/she has to submit a medical certificate signed by a registered doctor. He/she should submit it on the first day as soon he/she comes to the college after leave.
27. Medical certificate submitted late, will not be considered.
28. If a student takes leave for more than three days, he/she will not be allowed into classroom, unless he/she meets the concerned HOD along with his/her parents.
29. No leave will be granted for monthly tests and model examinations, unless for reasons



of great necessity, which must be proved to the satisfaction of the concerned HOD.

30. No student should absent herself/himself on the first and last working day of the college.
31. The students should earn at least 75% of attendance to appear for university exams.
32. Encase leave by students or abstaining from classes for whatever reason will be strictly viewed.

  
Dean Academic Affairs

  
Principal  
RPS Degree College  
Belana (W/Garh)



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## LIBRARY RULES

1. All students are Members of the library.
2. Library Timing:  
Monday to Saturday - 09:00 am to 05:00 pm
3. Library remains closed during Holidays.
4. The issue counter will be open as indicated below:  
Issue and Return - 09:30 am to 05:00 pm
5. Books from the 'TEXT SECTION' can be consulted in the library on depositing reader's tickets at issue counter. Textbook can be borrowed for overnight in between 04:00pm to 04:30pm. An overdue charge of Rs. 5/- per day per book will be charged for overdue text book.
6. The Members are not allowed to carry books, note books, bags and other personal articles inside the library. These should be left at the special place provided for the purpose.
7. Absolute silence must be observed in the library.
8. Books will be issued for 14 Days if the same books are not reserved by anyone, the same books can be issued for another 14 days. An overdue (fine) of Rs. 1/- per book will be charge.
9. Periodicals and reference use only. old popular magazines may be issued to the user for 3days against their library tickets.
10. The students should bring two ticket size photographs along with original fee receipt at the time of enrolment. On each occasion when the book is borrowed, a reader's card is given at the issue counter. The reader's ticket will be return to member when book is returned.
11. Identify card must be shown at the issue counter for issuing books and other articles.
12. Member should use books with car. They are advised to examine the books when they get and if any book is found damaged it should be brought to notice to the librarian immediately. If they fail to do so, they will be responsible for any damage found in the books when it is to be returned to the library.

13. Books in demand may be got reserved by filling up the required information in the reservation slip available at the issue counter. The members will be notified as soon as the books are to be returned to the library. The members must collect such books within the time mentioned in notification (Reservation chart).
14. Readers' books are not transferable. The members are responsible for the book issued against their tickets.
15. Any kind of marking, underlining etc. in the books or in the periodicals is strictly prohibited.
16. In case of loss of books, the borrower shall be required either to replace the same books or pay the double price of the books.
17. In case of loss of readers' ticket, the borrower shall be required to pay Rs. 25/- for issuing duplicate ticket (each).
18. Current issues of periodical can be borrowed for one day only.
19. The member shall not engage in audible conversation in any part of library to the annoyance of the other readers.
20. The members are responsible for any damage of books or any other property belonging to the library and shall be required to pay the penalty imposed upon him by the principal.
21. The librarian reserves the right to call back any book issued to any member before the due date, if it is hired for any important purpose in the library.
22. All library books must be returned immediately after examination (even semester).
23. Mobiles are not allowed in the library.

### RULES FOR BOOK BANK FACILITIES

24. Book Bank facility is optional for the students.
25. Membership fee: B.A. Rs. 1000/- & Other Class 3000/-
26. Members are requested to use the books with care. They are advised to examine the books when they collect from library and any book is found/damaged, it should be brought to the notice of the librarian immediately.
27. Any kind of marking, underlining etc. in the book is strictly prohibited, except name and Roll-No. in back cover page.
28. Book Bank books will be issued with condition that only one book per subject will be issued.



29. In case of loss of book Bank books, the students shall be required to replace the same book immediately or pay the double price of that book, otherwise books are not to be issued for the next semester.
30. Books are selected by respective department according to the university syllabus which cover at least 50% of syllabus.
31. All Book Bank books must be returned to the library within 14 days after examination (odd & even semester), otherwise Rs. 1/- per day per book will be charged.

  
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## HOSTEL RULES

Students admitted to RPS Degree College are assumed to be gentle and to sufficient maturity and confidence to enable them to live in an adult environment. Such living involves full respect for the rights of others, a regard for self-discipline, and a high standard of honesty and moral conduct.

Hostel accommodation is provided with the implicit and express understanding that the resident student will strictly abide by the hostel rules currently in force or as may be enforced from time to time. The hostel rules are not framed to restrict the conduct of individuals but to ensure that student may live and work together in harmony.

Unethical and undesirable conduct, which is inconsistent with general good order wherever it may occur, will be held to be sufficient ground for dismissal from the hostel.

**ERADICATION OF RAGGING:** While the colleges encourage all students to mix freely and live and work together in harmony, ragging in any form is strictly forbidden. Any student indulging in ragging will be immediately expelled from the hostel and will be subject to disciplinary action which may culminate in his/her expulsion from the college as well. It may also be noted that as per the Supreme Court orders ragging in any form is a cognizable offence. It is mandatory and legally binding for the college administration to report each incident of ragging to the police for taking appropriate action under the law.

Accommodation in the hostel cannot be claimed as a matter of right, College administration may refuse hostel accommodation to any student who is known to have grossly violated the hostel rules or whose presence is likely to disturb the peace and tranquility of Hostel. The decision of the Director/Principal in this regard shall be final.

Students who voluntarily opt to live outside during the First year of the course may be allowed Hostel Facility, if available, in subsequent years only as a 'special case', which permission from Director/Principal has to be taken. The applicant has to deposit Hostel Rent and other charges as applicable to hostlers.

Hostler(s) willing to become day scholar have to take permission from the principal and submit **Undertaking** on prescribed format.



A hostler once becomes day scholar if seeks Hostel facility again has to take written permission from the Director/Principal. He/she has to deposit hostel Re-admission fee of Rs. 500/- plus other charges as applicable to hostlers.

Resident student must observe the following rules. Violation any of these rules will be taken as an act of indiscipline and entail appropriate disciplinary action:

1. Closing Time of Boys Hostels:  
Summer            09:30 p.m.  
Winter            09:00 p.m.
2. Daily Attendance Time of Hostellers to be taken by Warden(s):
  - i) Boys            09:30 p.m.
  - ii) Girls           09:00 p.m.After daily attendance by Warden in the Hostel, the students are not allowed to go outside the college campus.
3. Hostel Rooms are allotted on 'first-come-first-served' basis. Mutual exchange of rooms after final allotment is not permissible. Mutual exchange may be allowed by the Director/Principal as special case for valid and bonafide reasons. A Fee of Rs. 200 shall be payable by each of the two students involved in mutual concerned student(s) from hostel and/or imposition of heavy fine.
4. Students must always carry their card with them.
5. Inter-change/clubbing/shifting of furniture, electrical and any other item with one room to another or common room is prohibited.
6. Residence must not tamper with Electrical fittings.
7. While leaving the room all switches (lights, fans, etc.) must be put 'OFF'. There will be surprise check by college Authorities. A Power Conservation Charge of Rs. 500/- will be levied if the lights, fans, any other electric gadget(s) is found 'ON' while the resident is not present in the room.
8. College Telephone Exchange (EPABX) allows incoming calls in hostel up to 10:00p.m. Such calls are restricted to 3 minutes duration.
9. Residents who allow Nonresident Student/Day scholars to stay in their hostel room without prior permission from the warden will be held equally guilty of violating the Hostel Rules. Such defaulting Residents can also be call up to pay additional room rent for the full semester. Alternately, the Hostel accommodation allotted to them may be cancelled from the remaining duration of the semester besides levy of fine that may be decided by the Director/Principal.

10. Parents/authorities guardians may meet their wards in the Hostel with the permission of concerned authorities, but parents/guardians are not allowed to stay in the Hostel. Accommodation for one day's stay in the guest house on Nominal Rent may be provided with 2 days advance intimation.
11. It is obligatory for every resident student to seek Warden/Supervisor's permission in the form of gate pass for leaving station during the period the college is functioning. Gate pass must be shown in security staff while going out from returning to the campus. Resident student must observe the following timing to sign their Gate Pass.  
07:00 AM to 08:30 AM  
03:00 PM to 05:30 PM  
However, such permission would not be necessary when the college is closed for more than three days on account of vacation/Holidays.
12. Students entering the college premises after 06:00 PM along with some luggage are required to go for compulsory check at main gate or gate no. 3. In case any, objectionable item is found, strict action will be taken including expulsion from Hostel.
13. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. The college shall not responsible for the loss of such items due to theft or otherwise. Under unforeseen circumstances the excess cash can be temporarily deposited to the Accounts Office. However, in the case of theft, the matter should immediately report to the Warden/Principal/Director.
14. Cases serious illness, if any, should be immediately reported to hostel Warden/Supervisor.
15. Possession of indecent/obscene VCD, Cassette, Magazines, etc. or surfing obscene sites on internet is regarded as an act of gross misconduct and 'more turpitude' leading to immediate expulsion from the hostel and may lead to rustication from the college.
16. Male students are strictly forbidden from entering the girls' Hostel and female students from entering Boy's Hostel.
17. Students are strictly forbidden:
  - to keep any kind of firearms (including fireworks) or weapon in the Hostel, even if it is a licensed one.
  - To indulge in gambling, betting, playing, cards or any other similar undesirable act.
  - from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the campus or to enter the campus after consuming the



same. Any student found consuming such thing or in a drunken state in the campus will render himself/herself liable for strict disciplinary action, including expulsion/rustication from Hostel/College.

18. The hostels, constructed at substantial cost, are intended to facilitate students in their studies so that they can engage in for academic pursuits without spending time in commuting from distant places. Hostel should not be looked upon merely as lodging facility. Students staying in the Hostel can have not excuse to be absent from the classes. Any resident student found to be habitually absenting from class in spite of being present in the Hostel can be asked to leave the Hostel.
19. Students are prohibited from forming any association/club in the college/Hostel, other than that permitted by the college authorities or to bring out any publication without the prior approval of the Principal/Director.
20. Resident students are not permitted to invite any outside person to address meeting in the hostel without written permission of the Director/Principal.
21. No meeting can be organized in the hostel without the prior written permission of the Director/Principal/Warden.
22. Each student will be responsible for the furniture and electrical fittings provided in his/her room. Before processing home during vacation or while vacating the hostel upon completion of the course each resident must get all the electrical fitting and other fixtures of the room checked by the Hostel supervisor/Warden and handover the furniture to hostel authorities.
23. In case of damage to any building, furniture, fitting, fixtures or any college property, double the cost of damage will be charged from student(s) known to be immediately responsible. If the person causing the damage cannot be identified, the same will be assessed equally upon all the students of the respective hostel, lobby or block, as the case may be.
24. Use of immersion rods, room heaters, electric irons, cooking gas kerosene stove, etc. is not allowed inside the Hostel Rooms, Possession of such banned items in the hostel will be entail fine Rs. 500/- besides the confiscations of the banned item.
25. Students desiring to use computers, air coolers or other electrical/electronic appliances in the Hostel must obtain prior written permission from the Hostel authorities. Following charges towards electricity will be payable in advance for the use of such gadget/appliances:

Computer : 1000/-



Air Cooler (Big) : 1500/-  
Air Cooler (Small) : 1200/-

26. Day Scholars can visit the Hostel, if necessary, only during the lunch break and that too with the prior permission of the Warden/Hostel Administration/ Hostel Supervisor.
27. If any Day Scholar is found staying in the hostel a without proper permission from the competent authority, He/She will be deemed to be making unauthorized use of Hostel facilities. Such a student will be required to pay the Hostel Rent for the full semester.
28. If any day Scholar is found availing the Mess facilities without prior permission, he/she will have to pay the Mess Charge for the full semester.
29. Day Scholar Girl students can use the visitor's Room of Girls Hostel during the lunch break.
30. Additional Rules for Girl's Hostel:
  - Visiting Hours: 12:00 Noon to 2:00p.m. To 6:00p.m.
  - While leaving the campus the students must make entry in the "In/Out Register" kept at the Main Gate.
  - Girl's parents must submit list and photographs of their relatives and/or their acquaintances who can visit/meet their wards or with whom their wards(s) can go during holidays or leave period. Number of visitors should not exceed three at a time and number of visits must be restricted to once in a month.
  - It is implied that the Gate Pass to girl students is intended for the purpose of visiting their homes. If the parents desire/allow their daughters to visit relatives/friends at places other than home, they should give a written consent to this effect to the warden.
  - No male visitors are allowed to enter the Girl's Hostel. Only parents and duly authorized relatives by parents can meet their wards in the Visitor's Room.
  - Gate Pass counter signed by the parents must be resubmitted to the Warden on return from home.

Note: - Hostel Security will be refunded to the student only after the receiving of Degree by the University.

### MESS RULES

1. The mess timing has notified from time to time, should be strictly adhered to.
2. Only vegetable food is served in the Students Mess. The college administration does not allow cooking and/or eating non-vegetarian food inside the Hostel. Students must

honor the ethos of the Management. Cooking of any type of meals in the hostel rooms is strictly forbidden.

3. Students are expected not to waste food in the Mess. Those found leaving food staff/Waste in the plates are liable to disciplinary action, including debarring from the Mess.
4. Hooliganism in Mess or misbehavior with mess staff will render to expulsion from the mess and even from hostel.

### DO'S AND DON'T FOR MESS

1. Maintain proper decorum and discipline in the Dining Hall.
2. Students are allowed to enter in Mess with proper dress.
3. Bathroom Slippers, Bermudas, half pants etc. are strictly prohibited in Dining Hall.
4. No one can take utensils, eatables or fruit etc. Outside the Dining Hall.
5. Students are not allowed to enter in the Kitchen and other Prohibited area.
6. Maintain queue at the Service station for self-service system.
7. Keep utensils in the shelves after meals.
8. Keep your Dining Hall clean & hygienic.
9. Special meals for sick boarder or fasting students are allowed on request in advance.
10. Pay proper respect to teachers, visitors, parents and other staff member in Mess.
11. Day Scholars, visitors, guests are allowed to have meals with proper coupon only.
12. Please inform to authorities concerned before proceeding on leave.
13. Maintain silence in the Dining Hall while having meal.
14. Any damage to utensils, furniture etc. by student will be recovered from the students/student concerned.
15. Complaints/Suggestions can be put in suggestions/complaint box.

**Note:** The Mess authorities have the authority to restructure/change the Mess Menu and Timing if required.

  
Dean Academic Affairs

  
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## LAB RULE

1. All the students to note that they will not be allowed to enter the lab without a lab coat.
2. Always work in your proper group.
3. Always wear safety gloves and goggles wherever required.
4. Always leave your work station clean and in good order before leaving the laboratory.  
Do not leave your assigned laboratory station without permission of the teacher.
5. Always keep solids out of the sink.
6. Always wear sensible clothing including footwear.
7. Always wash your hands before you leave the lab.
8. Do not attempt unauthorized experiments or procedures and leaves your experiment unattended.
9. Do not eat or drink in the lab at any time.
10. Do not expose electric sparks, open flames and heating elements to organic solvent vapours.
11. Learn the location of the fire extinguisher, eye wash station and first aid kit.
12. Always be careful when transferring, distilling or refluxing volatile liquids.
13. Do not point a test tube being heated at another student or yourself. Never look into a test tube while you are heating it.
14. Always dispose of waste and broken glassware in proper containers.
15. Always avoid inhalation of fumes directly.
16. Always avoid spreading microorganisms throughout the laboratory.
17. Always dispose of waste properly and in a timely manner and according to the instructions provided in your lab manual. If you are not sure, please ask your teacher for the proper method of disposal.
18. Always handle all the instruments carefully.

  
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