

## **CAMPUS CULTURE & DISCIPLINE**

1. Don Bosco Institute is under close circuit television (CCTV) surveillance.
2. Institute Uniform, Handbook and college ID displayed are essential requirements for students' entry into the campus. These should be brought to the institute on every class day. A student will not be allowed to sit in class without the Institute Diary and the ID card.
3. A remark once written in the diary can be cancelled only by Principal / his delegate.
4. Everyone is to deal with each other with respect and concern. Anyone who is involved in any sort of verbal or physical abuse/ violence irrespective of the causes may be suspended or dismissed with immediate effect. Discussions are encouraged while arguments are not tolerated.
5. Deeply committed to upholding value system, the institute expects its students to conduct themselves in a worthy manner in their dress, demeanour and have a sense of discipline. They must respect their faculty members, greeting them when they meet them in or out of the college campus. They must rise when the instructor enters the lecture halls; remain standing till they are directed to sit. When the attendance roll is called each one must rise and respond. Students are to address their faculty members and all members of the College Staff with due respect and politeness. Arrogant and challenging behaviour towards teaching or non-teaching staff is considered a serious misconduct.
6. Use of mobile phones is not permitted in the campus. They must be switched off before entering the college premises. Students found using the mobile phone will have their phones confiscated and will accrue a fine of Rs. 2000/- which has to be cleared within 3 days.
7. Smoking, chewing pan, chewing gum, betel-nut or any tobacco product, alcohol or any other intoxicants is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, drug abuse, substance abuse and any form of verbal or written obscenity/abuse will not be tolerated. Any of the above justifies suspension or dismissal.
8. Using ear-studs, Hair colouring, using styling gel and fashionable haircuts are not allowed in the college as they do not help grooming and personality development process of students. If found with these, students will be asked to go home and come back to the college only after correcting them. Girls are not permitted to enter the campus with loose hair (long hair) nor groom hair in the campus. Make up of any sort and styling is not permitted in the class or in the campus except for cultural events and programmes.
9. No student will be allowed to leave the college campus during college hours except on the strength of a written request from the parents and due authorization.
10. The college uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the college, of which the student is an integral part. Any violation of its sanctity calls for firm disciplinary action such as fine, suspension and even dismissal.

11. On their way to and from institute students must behave in a gentlemanly manner with due honour to the name of the institute.
12. Students are responsible for their safe custody of their own belongings. Each one is responsible for their tools and instruments issued to him/her for use in the lab or workshop. Any loss or damage to tools or machines or property must be made good by the one concerned.
13. Every student attending the institute is obliged to take part in curricular activities organized by the institute.
14. Defiling college property (walls, desks, chairs, books, equipment) will result in disciplinary action against the student/s involved. In addition, the students involved will make good the damage caused.
15. Students are responsible for maintaining the cleanliness of the institute campus by not littering the campus. Make use of dustbins to keep the classrooms, corridors and premises clean and healthy.