



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA
NAAC ACCREDITED
AFFILIATED TO WEST BENGAL STATE UNIVERSITY
RECOGNISED BY THE UGC UNDER 2(F) AND 12B

POLICY DOCUMENTS ON
Discipline

COMPILED BY :DR. ARGHADIP PAUL
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Discipline related policy for students

Discipline related policy for general behaviour

1. Students are expected to be polite, disciplined and moral in their behaviour. They should remember, the character of the students reflects the character of the college.
2. Bullying is strictly prohibited inside the college premises. Any kind of bullying will be treated as punishable offence. Depending on the gravity of misconduct, punishment will be given as per rule.
3. They should keep their classrooms clean and take care of the school furniture.
4. Students must not litter classrooms, subject rooms, laboratories and corridors.
5. Pupils are responsible for the safe custody of their books and belongings.
6. Bursting crackers or splashing colours during Diwali/Holi or any other occasion on the college Building is strictly forbidden.
7. All types of intoxication like, alcohol, guthkha, smoking, drug, or any other intoxic elements are strictly prohibited in the campus. Disciplinary action will be taken if such materials used or keep with.
8. All kind of weapons like, gun, dagger, explosive materials or similar materials are strictly prohibited in the campus area. Disciplinary action will be taken if such materials used or keep with.
9. Students are not allowed to use mobile phone without the permission of the teachers.
10. All kind of unethical and immoral activities like stealing, snatching, use of abusive words or activities, obscenities, teasing, sexual activities etc. are strictly prohibited in the college. Disciplinary action will be taken for involvement in such activities.
11. Fuel words or activities related to gender, community, caste, socio-economic status, etc. that may create melee or any communal riot are strictly prohibited. Using such words or activities will be considered as punishable offence.
12. Extortion, exchange of cut money, bribes etc. are strictly prohibited.
13. Students are not allowed to judge and declared punishment against any offence by their own. They should inform teachers if any offensive activities found.

Discipline related policy for academic activities

- 1) Students should attend all classes regularly as per their routine. Non-attendance shall bring a negative impact on their marks as per university Rule.
- 2) Students are expected to accept and complete whatever work is assigned to them.
- 3) Students should bring all the prescribed text and note books of the day according to the routine.
- 4) They should respect the aesthetics of the classroom and of the college premises and report any damage caused, to the teachers. Any damage done to the college property will be treated as punishable offence.
- 5) Recurring irregular attendance, dishonesty, immoral conduct, neglect of home-work, disrespect towards the teaching as well as non-teaching staff shall justify dismissal. The college reserves the right to take disciplinary action to students on the ground of such in disciplinary activities.
- 6) Students should follow the departmental routine for their classes.
- 7) Students should follow the notices regularly at college notice board and college website.

Discipline related policy for Co-curricular activities

- 1) Participation in games, physical activities, cultural programmes, students' seminar, co-curricular and extension activities, college festivals and functions etc. are compulsory. Ignoring such activities may bring a negative impact on their grades.
- 2) Departmental Best Practices like Quiz-Debate-Extempore competition, Observation of Library day, Departmental Seminar and observation of days of important are inseparable part of the curriculum. All students should actively participate in these programmes. Ignoring such activities may bring a negative impact on their grades.
- 3) Students should involve in different activities of NSS, Extra-curricular and extension activities, Social activities, Environmental Activities, Energy save activities etc. that will be conducted throughout the year. Involvement in such activities may be awarded in terms of the grade.

Discipline related policy for Examination

- 1) Students should submit the projects/ assignments in time. Late submission shall bring a negative impact on their marks.
- 2) All kind of cheating, copying, plagiarism, and unethical behaviours are strictly prohibited in the examination. Disciplinary action will be taken for involvement in such activities.
- 3) The process of examination that will be decided by the college is final.

Discipline related policy for Library

- 1) Entering into the library without card is prohibited.
- 2) Direct accession of the books without the permission of the librarian is prohibited
- 3) Only valid and current students can access and lend books from the library.
- 4) Entering the library with fuel, Match, lighter etc. is strictly prohibited.
- 5) Students have to follow the rules and regulations that are decided by the library for entering and use of reading room in the library.
- 6) Damaging, marking, writing etc. in the books are prohibited. College may charge fine against such activities.
- 7) Use of camera, scanner, and mobile phone in the library is prohibited.

