

Code of Conduct

- 1. All the students admitted to the Institute will be governed by the conduct and discipline rules of the Institute as laid down from time to time.**
- 2. All the students are responsible to the Principal /Director of the Institute for their conduct in the Institute and in public.**
- 3. Each student will have to obtain an identity card duly signed by the Principal/Director of the Institute at the beginning of each academic year and display it constantly on person. The Identity Card must be presented whenever demanded by any faculty or staff of the Institute.**
- 4. All the students shall wear uniform as specified. Students will not be permitted in the Institute premises without uniform.**
- 5. Smoking, Chewing of tobacco, Gutka/ liqueur and other elements are strictly prohibited in the Institute/campus and hostel. If it is found the concerned student will be terminated from the institute with immediate effect without any warning.**
- 6. Students will have to be punctual and regular in attendance, both in theory and practical, and also in submission of term-work, project reports etc. For grant of terms he/she should have put in 80% attendance in theory and practical separately.**
- 7. All the important Instructions, Notices will be displayed on the notice boards of the Institute. The students must develop habit of observing notice boards regularly. Failure to read notice will not be accepted as an excuse for non-compliance of instructions.**
- 8. Student leaving the Institute shall complete his yearly fees. Students leaving the hostel before completing two consecutive semesters shall pay the hostel fee for two semesters. No refund will be made.**
- 9. Students will have to pay for repairs/replacement of the Institute property damaged or lost due to their carelessness.**
- 10. Any change of address, must be informed in writing to the Institute office.**
- 11. Students should behave in an orderly, disciplined and decent manner in the Institute campus/hostel premises.**
- 12. Students should not indulge in any anti-national, anti-government, anti-social activity, which disturbs peace and harmony of the society. If a student found to be involved in such activities, he/she will be immediately expelled from the Institute under intimation to law enforcement authorities.**
- 13. In all matters pertaining to the Institute and students, the decision of the Managing Committee is final and will be binding on the students.**

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14. **The personal belongings / valuables of the student, either in the hostel or in the institute's campus should be safeguarded by the student only, institute will not be responsible for the loss or damage caused to them.**
15. **Hostel allotment will be done by the institute on first come first serve basis and no request for shifting from one hostel to another will be permitted for two consecutive semesters.**
16. **Ragging is prohibited. Offenders will be punished and handed over to law & order enforcement Authorities.**
17. **Student has to appear for Class Test Series, Mid-Term exams, Preliminary exams, failing of which will attract fine at the discretion of Management.**
18. **The admission of the student is deemed to be cancelled if he remains absent for 6 or more days continuously without prior permission from the college. In case he wishes to continue his studies, admission fees have to be paid again. He is liable to pay all the dues prevalent at the time of his applying for formal withdrawal from the institute, which is mandatory for final cancellation.**
19. **The Original Certificates/Documents will be returned to the students after only the mandatory verifications**
20. **Management holds the right to amend the rules from time to time and the same will be applicable to all the students. Ignorance of the rules doesn't absolve the student from his/her liabilities.**
21. **If the students fail in his/her class test, failing to submit the assignment at proper time he/she will be terminated from the class and candidate has to deposit the fine against this; it is mandatory to further attain the classes.**

**Management Committee
WBIAERM, New Delhi**