



## Handbook for students & staff Rabindranath Thakur Mahavidyalaya Bishalgarh, Tripura

### Code of Conduct for Students

- The students must come to college with college uniform and the identity card issued from the college.
- Student must attend the lectures and practicals regularly as per the time tables.
- Student should have minimum 75% attendance in theory and practical.
- Students' conduct should be satisfactory.
- The absence from the institute without leave permission will be considered a breach of discipline.
- Student must appear for all the tests and examinations and show satisfactory progress.
- Students are advised to read all the notices displayed on the notice boards.
- The conduct of the student in the premises of the institute as well as in their classes should cause no disturbance to fellow students or other classes.
- Student must not loiter in the institute premises.
- No society or association must be formed in the institute and no person should be invited to address a meeting without principal's prior permission.
- No trips should be arranged without prior consent of the principal.
- Students are expected to take proper care of the institute's property. Any damage done to the property of the institute by disfiguring the walls, doors, fittings or breaking the furniture, etc. is a breach of discipline.



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### **Rules for Parking**

- All vehicles should be parked in the parking area provided by the institute.
- A vehicle should be properly locked and parked.
- A vehicle without a lock will not be allowed in the parking.
- The institute will not be held responsible for vehicle held outside parking area of the institute.

### **Anti-Ragging Notice**

The college has an anti-ragging cell to prohibit ragging into the institution.

Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term upto two years and / or penalty which may extend to ten thousand rupees.

Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from date of order of such dismissal.



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### **Examination Rules**

- The student must have minimum 75% attendance in theory and practical of the respective subject.
- Student must appear for all Sessional as well as Semester examinations.
- In case the student is unable to appear for Sessional Examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the Principal for consideration of matter with satisfactory documents to support his/her case.
- Student must read the scheduled timetable of examination carefully and check regularly the changes made in time table if any.
- Student must be present in the examination hall fifteen minutes before the start of examination.
- The student should obey the instructions given by the invigilators in the examination hall.
- Student should not speak or communicate in any way with any other candidate in the examination hall during the examination.
- Exchange of writing materials, mathematical instruments etc, is strictly prohibited
- Student must not enter an examination hall more than half-an-hour after the start of an examination.
- Also student must not leave an examination hall less than half-an-hour before the end of an exam.
- Student must not carry notes, blank papers, books, calculator, mobile phone or any other electronic data storage device with them during the exam. All rough work must be done in the exam booklets provided during the exam.
- A bell will be given fifteen minutes before the close of the examination; at a second warning bell will be given five minutes before the ending of the examination. Then student must stop writing and be ready to hand over the answer-books to the supervisor. Student must not leave the seat until all answer-books are collected by the supervisor.



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### **Code of Conduct for Teachers**

- Communicate clearly with the students in writing the instructions for each assignment.
- Be updated in the knowledge of subject and the current affairs.
- Prepare thoroughly the lecture to be delivered in advance.
- Conduct lectures and practical's as per the time table.
- Use ICT tools of teaching to make the lectures more interesting (Audio/ Visual Aids).
- Attendance of the students should be recorded regularly.
- Complete the syllabus in stipulated time.
- Conduct all the examinations as per the scheduled time table.
- Evaluate all the examinations in the stipulated time.
- To conduct examinations that minimizes the opportunity for scholastic dishonesty.
- Be polite to the students- listen their problems and should make efforts to solve them.
- Be in contact with the parents / guardians of the students.
- Take the prior approval of leave from respective authority and make the alternative arrangements for the lecture and practical.
- Follow the rules, regulations and instructions of the institute from time to time.
- To consistently be on guard for plagiarism.
- Maintain Teacher Diary and submit self appraisal at the end of every semester.



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### **Code of Conduct for Support Staff**

- Commence work on time.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment for while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of their assigned duties.
- Meet targets regarding work to be performed to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work. Submit leave application to the in-charge if want to avail vacation.