

CAMPUS CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A five day working schedule from Monday to Friday is followed. Classes are scheduled from 9.30 a.m. to 3.30 p.m. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time and late coming will also result in loss of attendance for the corresponding hour, if the student arrives more than 10 minutes late.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on, without the permission of the teacher concerned.
7. All students shall leave the classes immediately after the college time. Students should leave the college campus before 5 PM, unless written consent is obtained for the same. Do not spend much time in canteen, coffee shops etc.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
10. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
12. Students shall come to the college in approved uniforms with formal shirts tucked into trousers. In addition, lady students will have a blazer over their shirts. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HOD and any violation of this will attract a fine of Rs300 and repetition of this could result in suspension from the college.
13. All the students are expected to attend all college functions in college uniform unless otherwise specified.
14. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
15. Students may request for relaxation in uniform to the department and if found satisfactory, he/she will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation

16. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of JBC academic values will be referred to the discipline committee.
17. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
18. As per the Govt. order, students shall not bring powered/altered vehicles inside the campus, that is not approved by MVD.
19. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
20. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences from the campus by 5.00 PM.
22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
23. All the students are advised to follow the JBC Mobile phone policy and bring to the notice of the authorities violations if any.
24. Accessing Social Networking Sites is prohibited within the college campus. However accesses to these sites are permitted in hostel building during time slots specified by the hostel wardens.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
26. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan-masala etc. are strictly prohibited.
27. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
28. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
29. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
30. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
31. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
32. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

33. Student leave applications will not be entertained beyond 7 working days from the actual date of leave under any circumstance. The maximum number of on duty leaves admissible is restricted to 10 days per semester.
34. Disciplinary procedures will be initiated against the students who fail to get the minimum number of attendance percentage as prescribed by the University. As part of this, if the student has the required minimum attendance, condonation will be given by the University after paying the prescribed University fee / fine as decided by the Management from time to time. Candidates between 65% to 75% other than the allowed leave can apply for
 1. condonation of shortage to the Principal only if the absence is on medical grounds or reasons beyond the control of the student. Necessary Medical Certificate is to be attached along with the application form. Condonation of shortage of attendance can only be availed once for a two year programme and twice for a three year programme. Candidates with less than 65% are not eligible for condonation. The college reserves the right to publish the condonation and year-back lists during the time of semester exam fee payment, as per advice from different departments. The college management reserves the right to levy fines and disciplinary action as per the college council decisions in lieu of these.
 2. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
 3. The third series test will be optional and the students, who desire to attend this, need to register well in advance with the concerned tutor. The syllabus for third series shall be 3rd and 4th modules from the university syllabus.
 4. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
 5. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
 6. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
 7. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
 8. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
 9. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
 10. Expulsion from the College is enough for expulsion from the hostel.
 11. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of JBC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
 - Fine policy of JBC: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.

1	Mobile Phone Policy : Introduction
	The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.
2	Mobile Phone Policy
	<p style="text-align: center;">Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.</p> <ul style="list-style-type: none"> • Students are not permitted to use mobile phones inside the classrooms while class is in progress. • Students who are staying in college hostels should abide by the rules issued by the Warden. • Day scholars carrying mobile phones to the college shall deposit the same in their bags during examinations. • The mobile phones shall be kept in silent mode while depositing in the designated place. • All the staff members are empowered to confiscate mobile phones found with students violating the above rules. • Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course. • Staff members are allowed to use mobile phones in their respective cabins and for taking attendance as per the college policy.