

CHOITHRAM COLLEGE OF PARAMEDICAL SCIENCES		CATEGORY: DOCUMENT
TITLE : CODE OF CONDUCT	NO.:EPS/DOC/SS/03	REV. NO. & DATE:00/01.04.2024

CODE OF CONDUCT

1. General Discipline and Conduct

- Students are expected to maintain discipline, decorum, and a dignified attitude both within and outside the college premises.
- Regularity and punctuality are essential.
- Any form of abusive language, shouting, screaming, or violent behavior is strictly prohibited.
- Students must demonstrate respect and courtesy towards faculty, staff and peers, and foster a culture of cooperation and inclusivity.

2. Attendance Requirements

- **For Master's Program;** Minimum of 80% attendance is mandatory to be eligible for university examinations.
- **For Bachelor Program;** Minimum of 75% attendance in theory and 85% attendance in practical is mandatory to be eligible for university examinations
- **For Diploma Program;** Minimum of 75% attendance in theory as well as practical is mandatory to be eligible for university examinations.
- Students must attend all scheduled classes, hospital postings and academic activities.
- Absence without valid permission will be considered a violation of college rules.

3. College Working Hours

- Monday to Friday: 9:00 AM to 3:30 PM
- Saturday: 9:00 AM to 1:00 PM
- The college follows a six-day working week.

4. Classroom Behavior

- Students must not enter or leave the classroom during sessions without the faculty's permission.
- Active participation in all classroom activities, including seminars and presentations, is mandatory.

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5. Hospital Postings

- Students must report on time to their assigned department or laboratory during postings.
- Bunking or remaining in the classroom during posting/practical hours is not allowed unless permission is obtained from the respective in-charge.

7. Campus Exit Policy

- Students are allowed to go outside the campus only during lunch break. For any other reason, including personal work or half-day leave, prior permission from the concerned authority is mandatory.
- In case of an emergency, the student must submit a written application and obtain permission from the concerned faculty before leaving the campus.

8. Leave Application Process

- All types of leave (casual or medical) must be submitted in advance to the class coordinator.
- Medical leave must be supported by a valid medical certificate.
- Students suffering from contagious diseases should refrain from attending college until they are fully recovered.

9. Dress Code and Appearance

- Students must adhere to the prescribed college uniform and wear formal black polished shoes.
- Improper turnout (e.g., unkempt appearance, inappropriate clothing) is not permitted.
- Nails should be clean, trimmed short, and without nail paint. Wearing jewelry (like rings, bracelets, or chains) during Department and lab postings is strictly not allowed.

10. Identity Cards

- Students must wear their college ID cards at all times while on campus.

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11. Study Zones and Facilities

- Students should utilize designated self-study areas such as the library and computer lab.
- Sitting on staircases or in unauthorized zones is strictly prohibited.

12. Campus Access After Hours

- Entry into academic buildings after working hours or on holidays is prohibited unless written permission is obtained from the college authority.

13. Cleanliness and Hygiene

- Students are responsible for maintaining cleanliness on campus.
- Waste should be disposed of in the designated dustbins.

14. Prohibited Substances and Activities

- Consumption or possession of intoxicants, psychotropic substances, tobacco, pan masala, or chewing gum is strictly banned on campus.

15. Use of Mobile Phones

- The use of mobile phones is strictly prohibited during class hours.

16. Notices and Announcements

- Students must regularly check the college notice boards and student whatsappgroup for updates and important announcements.

17. Disciplinary Action

- Strict disciplinary action will be taken against students who violate any of the above rules.
- Students are expected to uphold the reputation and values of the institution at all times

Vice Principal

Dr. Mayuri Atroliya

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