



HANDBOOK FOR STUDENTS, TEACHERS AND STAFF SWAMI VIVEKANANDA MAHAVIDYALAYA MOHANPUR, TRIPURA

Code of Conduct for Students

- Every student must come to college in college uniform and the identity card.
- Student must attend the classes regularly as per the time table and should have a minimum 75% of attendance.
- The absence from the institute without permission shall be considered a breach of discipline.
- Student must appear for all the tests and examinations and show satisfactory progress.
- Students are expected to read all the notices displayed on the notice boards and website.
- The conduct of the student in the premises of the institute as well as in their classes should cause no disturbance to fellow students.
- 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.
- 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.

Code of Conduct for Teachers

- Follow Service Conduct Rules and Service Rules.
- 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.
- Submit ACR/Property return statement at the end of every year.

Code of Conduct for Support Staff

- Follow Service Conduct Rules and Service Rules.
- 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.

Examination Rules

- The Admit Card is issued provisionally subject to the sanction of registration by the university.
- The examination will be held according to the programme notified.
- Correction of any kind on the Admit Card and registration is required to be made before the commencement of the examination.
- Candidates must produce Admit Card and Registration certificates and to expected to sign as and when directed by the officer-in-charge.
- Candidates are required to reach the examination hall five minutes before the examination time to occupy their allotted seats.
- Candidates cannot leave the examination hall until an hour has elapsed from the time once the paper is distributed.
- Smoking is strictly forbidden in the Examination Hall.
- Mobile Phone is banned in the Examination Hall.
- Candidates are required to bring their own pencil, pen, eraser etc.
- Any materials or articles besides admit card, registration certificate is strictly forbidden in the Examination Hall.
- Communication of any sort or in any form between a candidate and any other person inside the exam hall is strictly prohibited.
- Violation of any examination rules and adoption of unfair means in the examination hall shall render the candidate liable to be reported by the Officer In-Charge and to such further penalties as the University Authority determine.

Anti-Ragging Notice

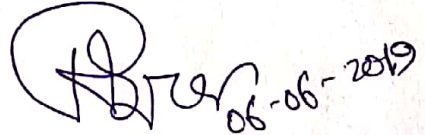
The college has an anti-ragging cell to prohibit ragging into the institution. Ragging within or outside in any form is strictly prohibited. Whosoever directly or indirectly commits, abets and/or participates in ragging within or outside the campus is liable to be suspended from the institution shall.

Rules for Parking

- All vehicles must be parked in the parking area provided by the institute.
- All parked vehicles should be properly locked.

Rules for entry with Motorcycle/Two Wheelers

- Every rider is expected to wear helmet while entering the campus.


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