

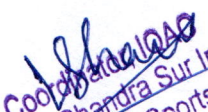
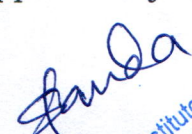


**DR. SUDHIR CHANDRA SUR INSTITUTE OF
TECHNOLOGY AND SPORTS COMPLEX**



**Zero Tolerance Policy towards
prevention and prohibition of
violation of rules & misconduct
(W.E.F 05/07/2021)**

Revised and Approved by BOG
Dated on 03/07/2021
Under Agenda No. 12

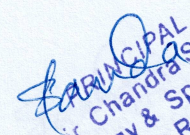
Ref. No: <u>DSCSITSC/POLI/2021-22/35</u>	Compiled & Checked By:  Coordinator Sudhir Chandra Sur Institute of Technology and Sports Complex 540, Dum Dum Road, Kolkata - 700074	Approved By:  Principal Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex 540, Dum Dum Rd. Kolkata-74
Issue No- <u>3</u>		

Policy for prevention and prohibition of violation of rules, misconduct with zero tolerance

Education's primary goal is to develop character, and the College places a high value on each student's moral integrity and decency. Every student is expected to operate in a respectful and orderly manner both within and outside the college and to abstain from any behaviour that could diminish the college's reputation.

DISCIPLINE, CONDUCT, AND BEHAVIOR RULES IN GENERAL

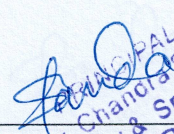
1. Everyone, whether a student or a member of the staff, is required to adhere to the college's rules and regulations and maintain tight discipline.
2. In the interest of the college, the principal has the authority to punish, suspend, or even expel a student under disciplinary action.
3. Internet browsing is prohibited during class time.
4. Music listening from any device inside the college campus is not permitted.
5. Each student is expected to conduct themselves in a way that doesn't interfere with class activities or other pupils.
6. Smoking and drinking are not permitted on college campuses.
7. No event organised by students on a college campus is allowed without the principal's prior approval.
8. It's not allowed to write on things like blackboards, pillars, bathrooms, or furniture.
9. It is not permissible to eat snacks or lunch in classes or in hallways.
10. In addition to taking disciplinary action, any damage to college property will result in a charge to the accounts of the students who caused it.


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11. When leaving the classroom, students are urged to turn off the lights and fans.
12. No classroom furniture should be relocated or altered.
13. Shorts, dhotis, jeans, and casual T-shirts are not permitted for students to wear while attending courses or any college event.
14. Unless they are officially on leave for illness, no student may stay in the dorm during class hours.
15. Students are required to bring all necessary materials to the test or exam room, including their hall ticket, admittance card, pen, pencil, calculator, scale, rubber, etc.
16. For internal exams and university exams, students must remain seated the entire allotted time.
17. On all working days, all pupils should be properly and formally attired.
18. Depending on the College Council's decision, any student who engages in actions that could foster animosity or bad feelings among the community could face fines, suspensions, loss of attendance, rejection of promotion to a higher semester, or even expulsion from the College.
19. Students should show up to class, turn in homework, assignments, and other materials on time. Only with the teacher's consent may a late student enter the classroom. Late arrivals will not receive a period attendance. Before the teacher handling the class scatters the group, no student may leave.
20. To avoid disturbing other classes, students must move quietly between classes.
21. The college's assets should be managed with extreme caution, and everything that can be done should be done to maintain the building's cleanliness and orderliness as well as the order of the furniture, library books, and the grounds.
22. All students must participate in the Continuous Assessment (CA), Unit Tests, and Model Examinations with adequate preparation. Retests won't be carried out as usual. A reassessment may be given at the end of the semester if a student misses the CA test or unit test for medical reasons (hospitalisation, accident, specific illness), or due to participation in College/University/State/National/International level Sports events with prior permission from the Head of the Department and approval from the HOI.
23. Students are required to work quietly in the library or conduct themselves during free time so as not to obstruct the work of others.


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24. Students are not permitted to use their vehicles anywhere else on campus than the designated parking spots, and they must only park them there.

No student or visitor is ever allowed to speak with a faculty member while they are teaching or working as an invigilator.

26. Students must regularly check the College Notice Board.

27. Students should always carry their identity cards and display them using the accompanying card holder and tag.

28. Fees must be paid in full by the deadline specified by the college; partial payments are not permitted. The student will not be allowed to attend class, will be recorded as absent, and will not be qualified for any merit awards if the fees are not paid by the deadline. Exam fees must be paid in full before the deadline; late payments will only be accepted if the principal grants a reasonable extension of time.

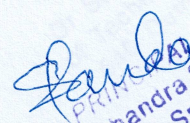
29. Because the school is co-ed, students are expected to treat people of the other sex with respect and decency. Any immoral activity will be regarded severely, and the Principal will take harsh measures.

30. Students should get into the habit of putting trash packets and papers in the trash cans rather than carrying them and throwing them by the side of the road.

31. It is not permitted to use crackers on college or hostel campuses, not even during holidays.

32. Regular attendance is a requirement for students. No student may skip class without first requesting a leave of absence from the relevant tutors. A student who returned to school after taking a medical leave must present a medical certificate from a registered physician.

Ref. No.	Compliance	Checked by	Checked on
10/2021			
Issue No. 48	Deputy Registrar	WAC Convener	Principal


Principal
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum Rd. Kolkata-74