



G L Bajaj Group of Institutions, Mathura

Code of Student Conduct: Academic

1. Come to the class regularly to maintain a minimum of 75% of attendance as per university ordinance.
2. Enter the class punctually (on time). Leave the college after attending all lecture, tutorial and lab classes.
3. Inside academic block be in uniform or as per dress approved by college authorities.
4. Sit in the class in proper manner and pose. Do not move while the classes are running.
5. Keep your Laptop switched off and mobile phones in Silent/vibration mode while the classes are going on.
6. To attend urgent calls on mobile during class, take permission from faculty member taking the class and go out of class. Make the call brief and return back to resume study. Longer calls can be attended during class break.
7. Do not play games, click any photograph or listen to music inside a running class.
8. Pay due respect to faculty members, staff members, senior students of the college
9. Do not misbehave or fight with your class-mates or any other students in your college. Any obscene comments, gestures to girl students or lady staff of the college will invite stringent punishment. Do not use Caste, Religion, Language or Appearance based abusing language to hurt any student or staff. This is punishable as per IPC (Indian Panel Code).
10. Do not get involved in any activities in the purview of 'RAGGING'
11. Do not smoke or consume alcoholic liquors or narcotic drugs. You may face expulsion from college if caught for such offences.
12. In the hostel/mess, if applicable, follow the rules of hostel/mess, enacted separately
13. In the library, follow the rules of library, enacted separately
14. In the college transport, if applicable, follow the rules of college bus.



G L Bajaj Group of Institutions, Mathura

Code of Student Conduct: Academic

15. Do not disturb the progress of class by creating noise in the class or asking unnecessary question to the faculty members. To clarify doubt, you are free to consult/ask question to teachers at the last phase of class or beyond the class hours.
16. If taking planned leave, initiate /take permission from your class advisor in advance.
17. In case of taking leave on medical ground for 3 days or more, submit medical fitness certificate by registered medical practitioner along with photocopies of prescription, test report etc at the time of joining back in the class.
18. Do not spoil or damage the properties of the college.
19. Students are expected to keep classrooms/labs clean during lunch or non-academic hours
20. Do not involve yourself in any cyber-crime, visit obscene websites, download non-academic materials, use unauthorized software/applications in computer labs.
21. Making a false/misleading oral or written statement against any faculty and staff members may initiate disciplinary action.
22. Fomenting students to initiate agitation or gather mob against any issue will initiate punitive action.
23. Students are expected to believe on their own work and nobody is allowed to neither give nor receive any unauthorized assistance during examinations or classes.
24. For resolution of any grievances/complaints/applications, follow hierarchy of CLASS ADVISOR/ PC / HOD, DIRECTOR, Common problems of the class will be raised through CLASS REPRESENTATIVE (CR).