



DON BOSCO ARTS AND SCIENCE COLLEGE

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GUIDELINES AND RULES

To maintain conducive ambience for academic rigour and behavioral etiquette, the following guidelines are issued:

1. We begin the day with the attendance taken at 9.35 a.m., followed by the College Assembly in the college auditorium with Student's Prayer, Announcements and a three-minute message.
2. The first hour that begins after College Assembly will end at 10.45. The interval for 15 minutes is at 11.40 after the second hour. The lunch break will begin at 12.50 and will end at 1.35. Attendance will be taken after the lunch break. The fourth hour will end at 2.35. There will be a break for five minutes at 3.30 pm. Class will end at 4.30 pm.
3. Students who are not present in the classroom either at 9.35 am or 1.35 pm when the attendance is taken will lose half-day attendance. Students who are absent for any period during the day will lose half-day attendance.
4. Students should wear their identity card around their neck in the campus throughout the academic schedule. Subject attendance will not be given to students without wearing their identity card.
5. Students should carry their identity cards when they represent the college for any function outside.
6. Loss of identity card must be intimated to the college office immediately.
7. Replacement of lost identity card will be done at a cost decided by the Principal.
8. Students should produce their identity card to enter library and computer lab.
9. Students should surrender their identity card when they complete their course to get their Transfer Certificate issued.
10. Students should wear uniform on Mondays, Wednesdays and Fridays. On Tuesdays and Thursdays formal dress code has to be maintained. Low-waist pants, t-shirts, leg-ins and fancy wears are not permitted.
11. The medium of communication in the campus is English. English Proficiency Course is offered at the beginning of the academic year to equip the students

to communicate in English. *The Hindu* newspaper is offered from Monday to Friday to master English language.

12. The consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and in the hostels. Serious punitive action shall be taken against those who consume them.
13. Students are strictly prohibited from indulging in anti-national, anti-social, communal and political activities in the campus and in the hostels.
14. Campus keeps equal distance from all political organizations and political ideologies. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by student organizations of political parties.
15. No student shall circulate notices, pamphlets, leaflets etc. in the campus and hostels.
16. Every student shall behave and conduct oneself in the college and hostels in a dignified and courteous manner.
17. Campus is under CCTV surveillance.
18. Campus is Wi-Fi-enabled for students to access internet.
19. No student shall exhibit banners, flags, flex boards etc. inside the campus without the authorized permission of the Principal.
20. No student shall solicit fund from students in the campus and in the hostel without the authorized permission from the Principal.
21. No student shall enter into any contract in the name of the college except with prior written authorization from college officials vested with the authority to sign a contract on behalf of the college.
22. Maintain the etiquette required of campus life avoiding vulgar and profane language.
23. Access to college buildings after normal academic hours is permitted only with permission from the Principal.
24. Maintain the protocol to be followed in classrooms.
25. Students can enter Faculty Rooms only with permission.
26. No student can leave the campus during academic hours without the written permission of the Principal.
27. Students should maintain a sense of belonging to the college, taking care of classrooms, furniture, ICT equipment and electrical fittings. Avoid resting legs on the wall.
28. Any breakdown or damage to any property caused by students must be brought to the notice of college authorities and the students responsible for it will be subjected to restitution and face disciplinary measures.

29. Save electricity and water using the facilities only as per requirement.
30. Park your vehicles in the allotted areas and drive cautiously to avoid accidents.
31. Students using cars should register and obtain a pass from college office for parking in the college campus.
32. Students participating in intercollegiate competitions should seek permission and carry the letter of authentication from the Principal.
33. Being a Catholic institution, there will be Holy Mass once a month in the campus, preferably in the first week. Arrangements are made for Catholic students to make their Confession on the previous day. Non-Catholic students will have value education session in the seminar hall during Holy Mass.
34. Study tours/batch picnics are organized as part of the academic programme and hence, it is mandatory for students to go. If there is a grave reason, exemption should be obtained from the Principal.
35. The study tour application and schedule, recommended by the class teacher and the Faculty In-charge, should be submitted to the Principal well in advance for approval by the Principal. A male and a female Faculty should accompany the students for the tour. Consumption of alcohol and smoking are strictly prohibited during the tour and any violation in this regard will have stringent punitive measures. Students while enjoying their trip should also maintain the required decorum and avoid anything that will tarnish the image of the college.
36. Keep the campus spick and span. Avoid throwing garbage in the campus. Help the domestic staff to maintain toilets clean and pristine.
37. Healthy inclusive relationship without exclusiveness should reign in the campus. A relationship detrimental to the academic performance of a student or a relationship that is objectionable tarnishing the image of the college shall be reported to the concerned parents.

ATTENDANCE AND LEAVE REQUIREMENTS

1. Students should attend all the hours in the academic schedule. A common attendance register is maintained with the attendance taken at 9.35 a.m. and 1.40 p.m.
2. A minimum of 75% attendance is required to appear for the university end semester examinations.
3. Attendance is taken every hour. Each teacher maintains a separate attendance register for each course/subject within the semester. Marks will be allotted as per attendance for each of the courses as part of internal assessment.

4. Punctuality is an integral ingredient of discipline. Attendance is given only within the first five minutes of the hour. Latecomers will not be given attendance.
5. Teachers will report the names of students who are irregular for class to the class teacher. The matter will be handled at the department level and when required by the Principal.
6. A student taking leave should submit the prescribed leave form to be ratified by the Principal.
7. A student unable to attend the class for five consecutive working days because of serious illness should submit the required medical certificate.
8. The leave form must be endorsed and signed by the parent/guardian/hostel warden.
9. Only when students represent the college in intercollegiate events with the required permission from the Principal, attendance is given as an exception. Students going for practices during class hours for a college function can get attendance only with the explicit directive from the Principal.
10. A student can go out of the campus during class hours only with the written permission received from the Principal presented to the Security at the main gate.

COLLEGE LIBRARY

FACILITIES

1. College has a Library Council comprising Principal, HoD, Faculty members, Librarian and Student Representatives to assist in procuring books, journals, magazines and other reading materials. Library Council is responsible for the upkeep of the library facilities.
2. Library uses *Book Magic*, an Integrated Library Management System, for its in-house activities. This allows users to search a book Author wise, Title wise, Subject wise and keywords; review items checked out; determine return dates. The Library also has OPAC terminals at various locations. Information pertaining to Library is also made available through OPAC.
3. Library provides CD ROM search facility. Library holds 250 CDs on books and periodicals.
4. Library provides project report search facility in OPAC. Library also provides article search facility to its members. Important articles in the periodicals and journals subscribed by the library are entered and users can search for it in OPAC.

5. Books are classified using 'Dewey Decimal Classification' system and are arranged in the shelf accordingly.
6. Library provides free internet service to all its members.
7. Newly added books are displayed in New Arrival Display Board near the entrance. A list of newly added books is e-mailed to the staff regularly.
8. Identity card containing barcode is provided to the members and using this ID card and barcode reader member's entry and exit is marked in the computer at the entrance of the library. All the books in the library are bar coded. The issue and return process is carried out at the circulation desk using the bar coded identity card issued to the users.
9. College has a digital library which contains e-books, e-journals and question papers of all previously conducted university examinations of the courses/programmes available in the college. Digital library also provides e-gateway to open access journals and shodhganga. Digital library can be accessed on Local Area Network only.
10. Kindle e-book reader facility is provided to the library users.
11. Braille books available to specially abled users.
12. Library is a member of National Digital Library of India – (NDLI). Library provides user login IDs to its users.
13. Library subscribes e-books and e-journals through INFLIBNET (Information and Library Network) N-LIST (National Library and Information Services Infrastructure for Scholarly Content) programme funded by the Ministry of Human Resource Development under its National Mission on Education through ICT. The N-LIST programme provides access to more than 6000+ e-journals (including current issues with 10 years back files) and 97000+ e-books to its users. Library has provided user login IDs and Passwords to the students and staff for using this service.

GUIDELINES

1. Students should maintain absolute silence and seriousness in the library.
2. Library is open from 8.30 a.m. to 6.30 p.m. on all working days and from 8.30 a.m. to 12.30 p.m. on all Saturdays except second Saturday.
3. Identity card is a must for all library transactions. ID cards are non-transferable.
4. Users should login in 'library user log' entry in the computer at the entrance before entering the library and logout while leaving the library.
5. Users should keep their belongings in the property counter before entering the library.

6. Personal books /printed reading materials, issued books (except return/re-issue purpose) are not allowed inside the library.
7. Time of book circulation will be from 9.00 am to 5.00 pm.
8. Four books are issued at a time to postgraduate students, three books to the third year UG students and two books each to the second and the first year UG students.
9. Books are issued to the members for 14 days and can be renewed only once.
10. A fine of one rupee per day per volume will be charged, if books are not returned or renewed on time.
11. A particular title once issued cannot be issued for a second consecutive borrowing period, unless sufficient numbers of copies of the same title are available.
12. If the due date of a book falls on a holiday for the library, the next working day will be taken as the due date.
13. No member will be allowed to borrow books until the dues, if any, are cleared.
14. Absence from the college will not be deemed as an excuse for delay in the return of books.
15. Reference books, journals and periodicals are not issued on loan.
16. Any sort of marking or underlying on pages and removing pages of books are absolutely forbidden.
17. Under special circumstances, the librarian may not issue books or retrieve the books already issued from any member without assigning any reason thereof.
18. The entry to the library will be restricted to Don Bosco college students and staff only.
19. Any violation of the library rules and regulations will result in disciplinary process including cancellation of library membership.
20. The use of cell phones in the library is forbidden. Users are not permitted to chew or consume food items in the library.
21. Every user must return the books/journals in its original place after its use has been served.
22. Library furniture, fittings or equipment should not be tampered with, or their arrangements altered.
23. Rudeness to library staff and other library users will be subjected to disciplinary action.
24. Any damage or defacement of library materials is strictly prohibited and users found damaging material will have to follow disciplinary procedures. Library users are to report any instances of such defacement to library staff.

COMPUTER LAB GUIDELINES

1. Students should maintain absolute silence and decorum in the lab.
2. Students should use computers taking care of them as their own property.
3. Students should leave their footwear outside the lab in the space allotted.
4. The furniture in the computer lab should be kept intact.
5. No student is permitted to shift or interchange any part of the computer with another.
6. Log out and shut down the computer, when you leave.
7. Use the Lab only for academic requirements.
8. For any hardware problem, report to the Lab In-charge.
9. Students should refrain from downloading objectionable materials from the internet violation of this rule will result in stringent disciplinary action.
10. Students should follow the procedures prescribed for logging in and logging out.
11. Each user must have one's own personal account. Accounts are not to be shared with others for ensuring accountability and security.
12. Personal programme files should not be installed in the computer for licensing and security reasons.
13. Personal work files may be brought into the lab, but must be scanned for viruses prior to use. Permission from the Lab In-Charge should be sought to prevent system infection.
14. Hacking (attempting to gain unauthorized access to secured content, violation of system policies, virus creation or propagation, etc.) is prohibited.
15. Violation of Lab rules will necessitate serious disciplinary action.

ASSIGNMENTS

1. A course schedule is issued to all students giving module-wise plan of teaching, learning and evaluation process.
2. Homework and assignments for each course/subject will be set by the subject teacher with the deadline for submission.
3. If an assignment is not submitted as per deadline, it is teacher's discretion to decide on allotment of marks in the internal assessment.

EXAMINATION RULES

1. Internal Assessment is held twice a semester, one in the middle of the semester and the second prior to the End Semester University examinations.
2. Class tests are integrated into internal assessment. There are two class tests each by the teachers, before the first and second internal examinations in every semester.
3. Students must bring their Hall Ticket and College Identity Card when they appear for the examinations. No student will be permitted to write the examination without Hall Ticket and Identity Card.
4. Students should keep all their belongings outside the examination hall. Invigilators are not accountable for the loss of any of their belongings.
5. Absolute silence should be maintained in the examination hall.
6. Students can carry only what is permitted as per requirement of the examination.
7. Sharing of examination paraphernalia with others in the examination hall is strictly prohibited.
8. Tearing out pages or parts of answer books provided for the examination is strictly prohibited and is punishable.
9. Rough work and calculations must be done in the answer books only.
10. Ensure that your answers carry the correct question number in the answer book.
11. Any communication with others verbally or non-verbally in the examination hall will be treated as a punishable malpractice.
12. Students found guilty of using unfair means in the examination hall will be reported to the University and may result in the student being debarred for a period of 3 years, be suspended or be expelled from the University.
13. A student caught using fraudulent methods for any of the subjects during internal examinations will be given zero for all the subjects in the ensuing examinations.
14. Students can leave the examination hall only during the last 30 minutes of the examination time.
15. If students require assistance from the invigilator or need supplementary material for writing, the attention of the invigilator can be drawn by raising a hand without disturbing others.
16. Question paper should carry only your register number and name.
17. Students must sign the attendance sheet during every examination.

INSTRUCTIONS TO CANDIDATES FOR UNIVERSITY EXAMINATIONS

1. Write the name of examination, month and year, subject of the day's examination, Date and Code No. of Question Paper and Register number in the space provided.
2. Write answers on both sides of the sheets beginning from third page.
3. Write answers inside the margin line.
4. Do your rough work on the right side against each answer and mark it off from the answer.
5. Fasten securely to the main answer book, all additional answer books, graph sheets, etc., with the twine provided.
6. Write all answers legibly in blue/black ink.
7. Verify whether this book contains 26 writing pages.
8. Note the total number of additional answer books used in the column provided.
9. Don't write your name or register number in any part of the answer book except in the space provided on the front page.
10. Don't bring in any manuscript or any loose sheets of paper other than your Hall-Ticket into the examination hall.
11. Don't resort to copying from your neighbour or from any book.
12. Don't take any answer book or additional book outside the examination hall.
13. Don't walk in the examination hall, but stand up from your seat to draw the attention of the invigilator for anything you may need.
14. Don't leave the examination hall, but stand up from your seat to draw the attention of the invigilator for anything you may need.
15. Don't write any request for any favour or unnecessary comments in the answer sheet.
16. Don't leave any mark, line or signs for identifying the script.

SEMESTER FEE PAYMENT

Students should pay the odd semester fee (3rd & 5th) before **20th June** and the even semester fee (2nd, 4th & 6th) before **20th December** every year.

The fee can be paid through chalan in any Federal Bank branch anywhere in India. The fee payment chalan can be downloaded from college website or can be collected from college office.

If the fee is not paid within the stipulated time (20th June/December) a fine of Rs. 5/- per day will be levied till the payment is made.

After the expiry of the fee payment schedule, student will be allowed to sit for classes with attendance for the next **10 days** and without attendance for another **5 days**.

After the above grace period, no student shall attend the classes without the fee payment.

HOSTEL RULES

1. Hostel is a 'home away from home' and therefore, hostellers should maintain a cordial and healthy relationship with all the inmates.
2. Students should abide by the decisions of the hostel warden with respect to enforcement of the hostel rules failing which strict disciplinary action may be taken.
3. Students should follow the general timetable fixed for the Hostel.
4. Students must keep their rooms neat and clean. They should keep their belongings in proper order.
5. Students should sleep only in their own allotted rooms.
6. Students are accountable for their belongings. The hostel authorities will not be responsible for any loss of cash or other valuables from the room.
7. Students should keep their rooms locked when they leave the hostel.
8. Save water and electricity. Use them as per requirement only.
9. Allotment of rooms is at the discretion of the warden. Students should refrain from defacing walls and furniture with drawings and writings.
10. The hostel warden has the right to check the room at any time for maintaining order in the hostel.
11. Students cannot bring outsiders into the hostel. Guest may be allowed on prior written permission from the warden.
12. Consumption of alcohol, smoking, and use of drugs and other intoxicants in the hostel and its premises are strictly prohibited. Anyone found violating the rule will be subjected to serious disciplinary action.
13. Hostellers desiring to go out of the campus shall obtain permission from the warden before going out and register their where-about in the movement register.
14. Admission to the hostel is on an annual basis and may not be renewed for lack of compliance with the hostel discipline. Serious breach of hostel discipline will invite dismissal.
15. Prayer moments in the hostel shall be respected by all.
16. Financial commitments of the hostel shall be met on time and failure to do so will invite dismissal.

UGC REGULATIONS ON CURBING OF RAGGING

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act with rudeness affecting a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such students will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student.
7. Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher of any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
10. Discrimination, harassment and offensive conduct against any person, student on the basis of race, color, religion, sex, national origin, creed, ancestry, familial status, age or disability, marital status, height, weight, sexual orientation, disability or status or other protected status through any mode of communication including, but not limited to, in person, in writing, through telephone, electronic mail or instant messaging is prohibited.

PUNISHMENT FOR RAGGING

The UGC Regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being guilty of the offence. As per the regulations any students can be fined up to Rs. 2.5 Lakhs if found guilty of ragging.

Depending on the nature and gravity of the offence as established by the Anti-Ragging Committee, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Debarring from appearing in any test/examination or other evaluation process.
3. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
4. Suspension/expulsion from the hostel.
5. Cancellation of admission.
6. Rustication from the institution and consequent debarring from admission to any other institution for a specified period.
7. Fine ranging from Rs. 25,000/- to Rs. 2.5 lakh.