



Code of Conduct for students

General Rules

1. As per the directives of the Honorable Supreme Court of India ragging is strictly banned. It is a cognizable offence. If found guilty of this serious offence, the student will face severe action, decided by the discipline committee, formed as per the Supreme Court -directives in this matter.
2. It is moral responsibility of every student to uphold the dignity and decorum of the NAS College and report any thing that is offending to the institution.
3. Students will be courteous to their peer, faculty and other staff and will communicate – in words and actions decently.
4. Smoking, consuming alcohol, taking drugs and chewing tobacco inside the campus is prohibited.
5. Students should keep their mobile phones on silent mode in college premises.
6. Students should be seated in the class-room well before the faculty arrives and should follow the class -room norms as decided by the faculty / college.
7. Students should complete their research work – research paper, assignments, project works with due fairness. Disciplinary action will be taken on plagiarizing, either from internet or published sources.
8. The college celebrates national festivals e.g. Independence Day, Republic day, Mahatma Gandhi's birthday, and many other occasions and organizes cultural events - with great respect and fervor. Students should participate in all these celebrations to acquaint with the glorious traditions and plurality of college and country.
9. Students should be properly dressed up while coming to college and wear the identity card issued by the college and that should necessarily be produced on demand.
10. A student is expected to have at least 75 percent attendance in all classes. If attendance of any student is less than 75% in any subject, the college will not allow the students to appear in the university examination

Code of Conduct during Examinations

1. Students should follow the instructions of the invigilator(s) and controller of examination. Not obeying instructions or any argument / misbehavior with the invigilators will be dealt with sternly.
2. Students are not allowed to carry mobile phones, Bluetooth, ear plugs etc. in the examination hall.
3. Student should ensure that before entering the examination hall, they have their Admit –Card and own materials like pen, pencil etc. required during the examination..
4. A student is required to occupy the allotted seat in the examination hall, well before 15 minutes of the commencement of the examination.
5. Student should observe silence as long as in the examination hall.
6. Late entry in the examination hall, as a rule, is not allowed. Controller of Examination may permit late entry in special circumstance beyond the control of the students. However, after 30 minutes of commencement of examination, no entry is allowed, whatever the reason maybe.
7. Student should inform the invigilator immediately about any defect if noticed in the answer sheet and question paper. Read and follow all the instructions given in the question paper and in answer sheet and do not start writing until you are told to do so
8. Student should not write anything on the question paper except own roll number. It should also be ensured that all the requisite entries have been made correctly on the answer sheet and graph paper etc. supplied. Also ensure that there is no overwriting or



cutting of entries on the cover page of the answer sheet, in case it happens inadvertently, it must be validated by the initials of invigilator.

9. If a student is caught by invigilator using any unfair means, his / her case will be reported to the controller of examination for appropriate action .
10. Student should not leave the examination hall till the exam finishes or until the invigilator is satisfied with the collection of all the answer -sheets. In case of leaving the hall before three hours question paper will also be submitted.

Rules for Library

Timings: Generally the library is open for students from 10:00 AM to 4:00 PM but the changes can be made as per the timings specified by the college from time to time.

Library Membership Procedure:

Each student is issued college library membership card / ticket. Students have to submit photocopy of fee slip and identity card issued by the college, to the library authorities every year for renewal of library membership.

Circulation Rules:

1. UG and PG can borrow 02 Books for a period of 14 days only against the library card/ ticket which is non –transferable. If a book is not returned within the stipulated time the student will be charged a penalty of Rs.5/- per day, per volume. Research Scholars can borrow 04 books at a time.
2. The student shall be responsible for safe return of the books to the library. The student must be satisfied about the physical condition of the books before borrowing, otherwise the students shall be held responsible for the damage noticed at the time of return.
3. All the student –shall produce their library card on the counter at the time of issuance and return of books.
4. Students must not accompany any non student of the college in the library without the permission of the library authorities
5. Students will not be allowed to take the newspapers, magazines, journals, periodicals, reference books, project reports etc outside the library. These materials can be consulted in the reading room only
6. Students are advised to keep a track of the notice -board / display board for "New Arrivals"
7. For re -issuing, it is necessary to present the book at the counter. If there is a pending demand for the book, the request for re -issue will not be entertained.
8. During the examinations, books and publications will not be issued even if there is a demand for the said books. The librarian can call for return of issued books at any time, if the need arises
9. If a student's loses an issued book then as a penalty student will have to replace the lost book. If the relevant book is not easily available in the - local market i.e. Meerut city and Meerut cantt. the student will have to pay double the current cost of



the book. The librarian's decision about the non availability of books in local market will not be challenged.

10. In case of loss of library card the student shall give a written report to the librarian For he first duplicate ticket the students shall have Rs.50/-. Subsequent duplicate tickets can be obtained by paying Rs.100/-..

11. Stealing or damaging the property of library or misbehavior with library staff shall be considered an act of indiscipline, which will call for strict disciplinary action.

12. Personal books and magazines, files, boxes and such other items are prohibited inside the library. They are to be deposited at the property -counter. Eatables, drinks and use of mobile phones are strictly prohibited inside the library.



CODE OF CONDUCT FOR TEACHERS

The faculty members of the institution are required to create an environment of academic proficiency, integrity, fairness, trust and fraternity by imbibing the following in letter and spirit;

1. Teacher shall perform the academic and other assigned duties of the college with absolute integrity and devotion.
2. Teacher shall maintain his/her regularity, punctuality and sincerity in the classroom teaching.
3. Teacher shall try to inculcate scientific temper, moral values and tolerance amongst the students.
4. Teacher shall upkeep and upgrades the moral values in students.
5. Teacher shall motivate the students in every possible way to participate in co-curricular activities.
6. Teacher shall to the best of his/her capabilities; involve him/her in research with academic integrity and honesty.
7. Teacher shall be impartial in the assessment of the students and shall not victimize any student practice victimization against them.
8. No teacher shall incite students against each other or against his/her colleagues or the Alma Mater.
9. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, gender, nationality or language. He/she shall also discourage such tendencies amongst his/her colleagues, subordinates and students, and shall not try to use the above considerations for the improvement of his/her own prospects.
10. No teacher shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University or the college, as the case may be.
11. No teacher shall divulge any confidential information relating to the affairs of the University or college, as the case may be, to any person not authorized in respect thereof.