



MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia_college@rediffmail.com // www.mugberiangangadharmahavidyalaya.ac.in

Policies & Procedures

Mugberia Gangadhar Mahavidyalaya

Students Code of Conduct Policy

- Student shall wear College ID Card all the time in the campus.
- Students shall wear clean, decent, and respectable dress.
- At the stroke of the first bell, they must be seated in their respective classrooms.
- Students must observe silence inside the class.
- Students shall not loiter about in the corridor during the class hours. Gathering in groups and making noise in the College premises are strictly forbidden. While moving from one class to another, they shall not create any disturbance or make any noise.
- If, for any reason, there is no class, students must make use of the library or the playground.
- No student shall leave the College premises during the College hours without the permission of the principal.
- When classes are dispersed, students are to leave the rooms in a quiet and orderly manner.
- Students should enter the classroom with the permission of the teacher.
- As a mark of culture and courtesy, every student shall greet the members of the teaching staff when he meets them first in the day.
- When a teacher enters the classroom students shall rise and remain standing till they are asked to sit or till the teacher takes his or her seat. Similarly, students should remain standing when he or she leaves the class.
- Students are expected to keep the premises of the College neat and tidy. They are forbidden from smoking anywhere in the College premises, scribbling on the wall, scratching on or damaging furniture or throwing about litter in classrooms, passages or open space in the College premises. Disfiguring the walls, furniture, garden etc., is strictly prohibited and punishable. Students should not disturb or change the order of the college furniture unless

otherwise instructed. They will be fined / punished for any damage caused by them. If the offender is not traceable, a collective fine will be levied.

- Students shall be regular and punctual in attending classes and in all activities connected with the College.
- Food or any other eatables are not allowed inside the classroom, seminar halls or corridors.
- Students shall not organize or attend any meetings in the College or collect money for any purpose without the prior permission of the principal.
- Students are not allowed to participate in the matches and competitions not conducted by the College without the permission of the principal.
- Students are strictly forbidden from entering the College Office. However, they may be allowed inside with prior permission on official work.
- Student should not take part in any anti-social and subversive activities prejudicial to the ideals of the College. Students contravening this rule are liable to be punished with cancellation of scholarships, fee concessions etc., granted to them and it will also be open to the principal to issue the transfer certificate at any time during the academic year to them.
- Students should cultivate a sense of dignity, responsibility, and order. They should learn to think straight and develop aesthetic sense. In general, students are expected to conduct themselves in and outside the College as gentlemen and maintain the honour and dignity of their Alma Mater and not to do anything to tarnish the image of the College.
- For the functions organized by the College the Principal shall be the ex-officio chairman.
- Students should not do anything by word or deed that may disturb the unity and harmony of life of the College. However, they may approach the authorities concerned individually to express their requirements and redress their grievances.
- Guests to the College must be received and treated with courtesy.
- The College stands above the politics of all communities. Therefore, any activity prejudicial to this is strictly prohibited and violation will lead to severe punishment including expulsion of the offender.

Mentor Guidance - Counselling

- In order to help the students have a pleasant time in the campus, mentors' guidance and counselling will be given to them during their study period.
- A mentor will help the students in the following matters.

During the student's period of study

- Maintaining the student's profile
- Maintaining the student's attendance records
- Guiding the students in choosing the non-Major papers, preparing the list and submitting it to the office
- Counselling the students
- Meeting with the parents
- Keeping track of the students to principal of any matters relating to his study, examination etc
- Recognizing the talents and giving proper guidance

During the time of examination

- His/ her attendance position and eligibility for appearing for the examination.
- Assigning of CIA marks
- Helping the students in filling up of the examination form
- Offer complete guidance for the online process.
- Extend help while opting of SEC or GE papers.
- Liaison with the principal In-case of wrong subject choosing by the student.

When the results come

- Keeping track of his examination results and arrears if any.
- Interacting with students and parents the reasons for poor performances if any.



Swapan
21.06.2019
Principal
Mugberia Gangadhar Mahavidyalaya

Dr. Swapan Kumar Misra
Principal
Mugberia Gangadhar Mahavidyalaya