



# St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)

(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)

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## STUDENT CIRCULAR – Code of Conduct

Maintaining utmost discipline in the campus is one of our Institute's highest priorities. Thus we bring it to the notice of all the students of SMGIG Campus that the following code of conduct is to be strictly followed in our campus, and any deviation in following them will be considered as misconduct and he / she is liable for subsequent disciplinary measures being imposed by the authorities concerned :

1. Time to report at the classroom is 8:55 am. Students (day scholars or hostlers) should not be found wandering in the corridors or premises of the campus or canteen after 8:55 am. Student(s) found without prior written permission for exemption from department concerned are punishable.
2. Students are not allowed to come to the campus without following proper dress code and/or written permission from the department concerned.
3. Students are not allowed to enter in the campus without wearing ID card and/or permission letter.
4. Students are not permitted to use canteens / food courts, etc. during the class hours.
5. Students are not allowed to leave the campus during scheduled hours without proper permission from the respective department.
6. Students are not allowed to go out of the class for buying books / records / papers / pens / drafters / any other stationary or drawing material, during class hours. Students are supposed to bring to the class / lab all the relevant required material or stationary.
7. Rough books, All-in-All notes, etc. are not permitted. Students must maintain individual course notes.
8. Wandering/Roaming in the corridors or in any areas of the campus during scheduled class hours or gaps between sessions is strictly prohibited, until and unless he/she carries written permission from the faculty / HoD concerned.
9. Debates / Arguments / Use of Abusing terms / Quarrelling / any other mode of disturbances caused by students in any manner at the campus are considered to be as severe breach of code of conduct and all such cases will be dealt seriously.
10. Students are not allowed to form into groups based on caste / religion / race / creed / gender or in any other manner of associations. Gender equality is to be maintained.
11. Students are not allowed to talk / disturb / disrupt the teaching-learning process in class until and unless they are permitted to do so. Students are not allowed to shout / loudly converse either in the classroom or in any part of the campus.
12. Argument or debate or offending comment(s) with any student(s) / lab incharge(s) / Faculty/ HoD / Management / Higher authority, is strictly forbidden.
13. Spreading rumors, gossips, grapevines, fake news across the campus in any form is forbidden.
14. Use of mobile phone in the campus is not permitted. If found using, such mobiles will be confiscated and will be seized until further instructions are obtained from the authorities concerned.
15. Using harsh or abusive terms or disrespecting female students / staff in the campus is considered as a serious offense.
16. The college strictly adheres to the Anti-Ragging policies laid down by the competent authorities. Any violation to these policies will be dealt seriously.

Along with these, the regulations framed by the Management with respect to Academics / Examinations / Training and Placements are to be strictly adhered to, which may be amended from time to time.

Any violation of the above regulations / misbehavior / misconduct / non-permissible actions in any form by any student of SMGIG will be considered seriously and such case will be dealt with by the Institute's Disciplinary Committee. The consequences of misconduct can be in the form of suspension / dismissal / detainment / penalty / any other disciplinary action recommended by the Disciplinary Committee, depending upon the severity of the case.

**[Disciplinary Committee – SMGIG]**