



NAVAJYOTHI COLLEGE (NJC)



Code of Conduct for Students

Navajyothi college (NJC) is strengthened by the vision, “Lighted to Enlighten.” Students are therefore, expected to assimilate the true spirit. NJC respects the freedom of individuals and at the same time, believe that freedom demands responsibility. The following are certain guide-lines to help the students to become responsible persons.

Discipline

- Every morning, we begin our day with a prayer song at 9.30.
- Students should be regular and punctual in the class. They should abide by the rules and regulations of the college and conduct them-selves with decorum in the class and campus under all circumstances.
- The students are expected to respect and greet the staff, as per the time and occasion demands.
- The medium of communication is expected to be English, within the campus.
- The students are bound to obey the directions given by the teachers and disobedience to such directions would amount to grave misconduct.
- The students shall not bring any outsiders other than parents or guard-ians to the campus for any purpose, whatsoever be the reason, without the prior permission of the Principal/Director.
- Students participating in the sports & games, NSS and other Co-curricular activities on working hours/ days should get prior written permission from respective co-ordinator, class- in-charge and Principal. It should be intimated in advance to the teachers, to avail the leave of absence.
- A written permission from the Principal/Director is necessary:
 - a. To organize meetings, entertainment or special functions in the college or college campus.
 - b. To distribute notice, put up notice board or hang banners in the college campus and to make announcements in the classes.
 - c. To collect fund from the students and staff.

- If anyone found not complying with the above mentioned clauses, he or she shall be liable for proceeding against him/her for misconduct.
- Political activism is strictly banned in the campus. Students are forbidden to organize or attend political meetings in the campus.
- No students of the college shall stage or indulge in any activity like Dharana, Gherao, Strike or obstructing entry to and from any classroom, office, hall or other places inside the campus, and such activities shall be treated as misconduct.
- As per the University Regulations, the election of the college union will be conducted under parliamentary mode at the given time.

Good Manners and Behaviours

- Navajyothi is lighted to enlighten; hence the life in the campus must be inspired by unity, mutual trust and co- operation among the staff, students, parents and management.
- Every student should conform to the rules and regulations retaining to attendance, library, college fees, examinations and test etc.
- Students are forbidden to smoke, consume drugs, and use any such things.
- Students shall not throw paper or any items in the classroom and campus other than in the dustbin.
- No student should leave the classroom during a lecture, without the permission of the lecturer. Similarly, no student should call out any
- Any difference that arises among the students, staff and management should be resolved by peaceful methods. Requests, petitions, appeals and complaints of any kind must be made to the Class-in-charge/ the Head of the Department concerned, and never directly to higher authorities.
 - ◇ College property and furniture should be handled with care and anyone who damages them will be liable to pay for the damage caused. Lights and fans in the classrooms must be switched off when not in use.
 - ◇ Lecturers and students should park their bikes, cars, etc. in the respective park-ing lot.
 - ◇ No student who has been convicted of any offence in a criminal court will be allowed to continue studies in the college.
 - ◇ Students who are guilty of rude language towards the staff of the college, as-sault or attempt to assault staff or fellow students of the College will be expelled from the Institution.

Library

Navajyothi has a large collection of various books, periodicals and major leading dailies in Malayalam and English. The library is open from 8.30 am to 4.30 pm.

Strict silence should be maintained in the library and reading room.

Every student shall produce his/her identity card before entering the library.

Students are allowed to carry only paper sheets or notebooks to the library. Personal articles like bags, umbrella, etc., should be placed outside, before entering the library.

The students are expected to use the books with utmost care. The borrower will be held responsible for any defect detected when the book is returned or if a book is lost she/ he will be required to replace the defective or lost book either with a new one or pay the compensation fixed by the librarian.

The loan period of books is normally 14 days, but the librarian has the right to shorten and extend the loan period.

Students are allowed to borrow two books at a time from the library and if it is not returned on or before the due date, a fine of Rs. 5 /-will be charged per day, on each book.

Computer Lab Instructions

The College has a High-tech Computer Lab and students are encouraged to use the same for study purposes. Students are encouraged to attend free 'basic computer classes', conducted by the college authorities.

1. Strict silence must be observed inside the Computer lab.
2. Keep your footwear outside the lab.
3. Students must enter their name, class and signature with date in the lab register before using the system.
3. Switch off fans and lights when you leave the Computer Lab.
4. Food or drinks are not allowed in the Computer Lab.
5. Do not remove or disconnect parts, cables or labels.
6. Internet use is limited to teacher-assigned activities or class work.

Personal internet use such as facebook, chat rooms, instant messaging (IM), e-mail etc., is strictly prohibited.

8. Do not download or install any programm, game or music.

9. Internet/intranet gaming activities are prohibited.
10. Do not download or install any program, game or music. Internet/intranet gaming activities are prohibited.
11. Do not personalize the computer settings. (This includes desktop, screen saver etc.)
12. CD-ROMs, thumb drives or other multimedia equipments are for the study work. Do not use them for playing music or for other recreational activities.
13. Log-off and leave the computer ready, for the next person to use.
14. Pick-up your materials and files being discarded should be placed in a recycle container.
15. Do not install any software on your own and modify any software or files.
16. For any hardware or software problems, please contact the lab assistant. Do not try to repair the equipments yourself. If you encounter any problem, please inform the lab assistant.
17. Using personal USB, Pendrive or other similar items are strictly prohibited.
18. Violation of any of the above rules may be cause for:
 - a. Ejection from the lab
 - b. Suspension of computer privileges
 - c. Reporting to the college administration
 - d. Monetary reimbursement for damages

Class Hours

1. The semester consists of a 90 working days as per the university regulations and guidance.
2. The classes begin at 9.30am and ends at 3.15pm comprising of five hours including adequate intervals.
3. The first bell for the morning and afternoon sessions is rung, five minutes before the commencement of the class.
4. At the first warning bell before each session, students shall go to their respective classes and take their seats as to be present when the professor enters. Standing around in groups outside the class or verandas should be avoided.

5. At the beginning of the period, if the professor has not come to the class, the representative from the class enquire from the head of the department if the concerned professor is on leave and get the information from him about the alternative arrangement for their class. Until such information is obtained students should be in class maintaining strict silence.
6. Between periods, students should not be loitering around the campus. If there is any need to use the veranda, silence should be observed.

Principal