

**Rules and regulations of the West Goalpara College:**

1. Students are expected to come to the college in neat, clean and simple clothes. They must conform to the high standards of modesty maintained by the institutions. They should not wear gaudy dresses.
2. All men students are expected to wear pants and shirts-bush shirts or slack shirts. T-Shirts are not allowed. Women students are strictly not permitted to wear skirts, leggings, jeans, frocks and high tops.
3. Students should not bring discredit to the college or to themselves. Insubordination and rude behavior of any kind inside or outside the college will be severely dealt with.
4. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the class room during class hours without the permission of the principal. They are not permitted to go out during lunch break.
5. The students should stand up and wish the teacher when he/she enters the class. They should take their seats only after the teacher takes his/her seat or instructs the students to do so.
6. They should wish all the teachers irrespective of their departments.
7. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls and in the College premises.
8. Use of books, magazines and other materials not approved by the principal will not be permitted in the college campus.
9. All lost property should be brought to the college office.
10. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated.
11. Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the principal.
12. Students are not permitted to entertain the visitors in the college during the working hours. They are strictly forbidden from receiving personal phone calls or letters.
13. Student should not enter the office room, staff room or computer lab without permission.
14. Monthly tests and model examinations are part of curriculum and student should be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.

15. Ragging in any form inside or outside the college campus and hostel is banned. Senior students found indulging in ragging junior students will be dismissed from the institution.
16. According to guidelines provided by U.G.C. and university, students found guilty of participation or abetment in ragging will be subject to severe punishment ranging from cancellation of admission to a fine up to Rs.25000 and rigorous imprisonment up to 3 years.
17. Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time. Thus, in the interest of the students, strict discipline has become the watch word of the college.
18. Students who do not follow the college rules and regulations will be expelled from the college.
19. Students coming by two wheelers are instructed to wear helmet. They should possess a valid driving license. The vehicle must be parked in the allotted space only.

### **Hostel Rules**

1. Rooms once allotted to the students for an academic year, will not be changed.
2. Students should not tamper with any of the electrical and other permanent fittings in the room and any loss or damage shall be recovered from the occupants concerned. Unauthorized use of electrical appliances will lead to expulsion of the student from the hostel.
3. Any student who is removed from the college will automatically cease to be member of the hostel. Accommodation in the hostel will not be given to students who are not active boarders in the hostel.
4. Day scholars are not permitted to enter the hostel on any reason.
5. No person or student other than the boarder should be found in the hostel. If anyone is found, action will be taken against the boarder in whose room the person is found.
6. Students should not paste any posters/pictures etc on the walls and doors, windows and shelves.
7. When students go out of their rooms during night for a fairly longer duration, they should switch off the lights.
8. Ragging in any form is totally prohibited. The offenders will be severely dealt with, by way of expulsion from the colleges as well as the hostel.
9. Students who join the hostel will not be permitted to vacate until they complete the course, failing which they will abide by the action taken by the principal.

### **Girls Hostel**

Inmates will be allowed to go home once a month only if their parents give written requisition stating the reasons and durations of absence. They will be permitted to go home only for valid reasons.

Only the authorized persons (including parents) are permitted to visit their wards. For this purpose, visiting cards with photos of the authorized persons affixed and attested by the warden are given to the inmate. Whenever they visit their wards, they should bring the visiting cards issued by the hostel authorities.

### **Special Request to Parents/Guardians**

Parents are specially requested to contact the college authorities periodically to get first-hand information about the attendance, academic progress, conduct, etc..., of their wards.

Parents are reminded that they are not absolved of their responsibility in the education of their children once their daughters/sons are admitted to the college. They should follow the students' progress in studies and her/his general conduct in and outside the college. Their co-operation is solicited especially to ensure regular attendance of classes.

### **Physical Education**

1. Every student of the first and second year degree course has to participate in the physical education program and has to put in 75% of attendance in addition to the usual class attendance.
2. No candidate will be exempted from physical education classes except on medical grounds.
3. Games can be played between 3.30 pm and 5.30 pm on all working days of the college.

### **Lab Rules**

1. Silence should be maintained inside the computer lab.
2. Playing games and chatting are prohibited.
3. Students should work only in their assigned systems and they are responsible for the given system.
4. Chewable items are prohibited inside the lab.
5. If a student damages the system i.e. either software or hardware component, the expense will be collected from him/her.
6. Students should get permission while entering & leaving the lab.
7. Students should get permission to use (Pendrives /CDs) inside the lab.
8. Students should bring observation notebooks without fail.
9. Scribbling on the walls or computer tables is not permitted.
10. Chairs should be arranged properly before leaving the lab.

**College Library Rules**

1. The library is kept open on all the working day for all the students and staff of the college from 9.00am to 5.00 pm. The library will remain closed on all holidays.
2. Students and staff should make entry in the gate register before entering the library.
3. Each first year UG student can borrow two books, second and third year UG students can borrow three books and PG students can borrow 4 books for an academic year using their ID card.
4. Students will be entitled to keep the borrowed books for two weeks from the date of issue. At the end of the period, they shall return the books to the library
5. ID card is not transferable.
6. The librarian can recall any book at any time even if the period of loan has not expired.
7. A student who has to pay fine or any other charge to the library will not be allowed to borrow books.
8. Absence from college will not ordinarily be accepted as an excuse for delay in the return of books.
9. Reference books will not be lent out.
10. Students are expected to use all the books with care. If a book is lost or damaged, the borrower has to replace the book or pay double the cost of the book.
11. All marking, underlining or annotating of books whether already soiled or not is forbidden. Every book will be examined and if it is found damaged, the matter will be reported to the principal for disciplinary action.
12. The last borrower using a book shall be held responsible for all effects which he/she did not point out at the time of his/her taking it.
13. No renewals of the books will be allowed after two weeks.
14. The library will be closed during vacation.
15. Strict silence and decorum should be observed in the library. It is the duty of the librarian to bring to the notice of the principal if any student is damaging the books, talking or making noise or coming to the library improperly dressed or misbehaving.
16. All complaints and suggestions should in the first instance be made to the librarian who will, if necessary, refer them to the principal.
17. Students must return all the library books and the cards at the end of the course or at the time of leaving the college whichever is earlier. All dues should be paid.
18. Students are not allowed to bring any printed matter, notebooks or files inside the library.
19. The librarian's decisions are final in the matter of issue, and collection of the books from the students.

**Attendance and Leave of Absence**

1. No student will be allowed to absent herself/himself from the college without prior permission from staff concerned and Principal.
2. Anyone who is not present in the class when attendance is taken will be marked absent
3. Students have to obtain parent's signature preferably from father in the leave letter.
4. The absence of one hour or more in a session will be marked as absent for half a day.
5. They will be allowed to attend the class only after the leave is sanctioned by the tutor concerned and the principal.
6. The students should not absent themselves particularly when the college works on Saturdays.
7. In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible, and never later than the first day of return to the college.
8. If a student takes leave because of sickness he/she has to submit a medical certificate signed by a registered doctor. He/she should submit it on the first day as soon he/she comes to the college after leave.
9. Medical certificate submitted late, will not be considered.
10. If a student takes leave for more than three days he/she will not be allowed into classroom, unless he/she meets the principal along with his/her parents.
11. No leave will be granted for monthly tests and model examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the principal.
12. Students are instructed to strictly follow the format of the leave letter given in the college calendar.
13. No student should absent herself/himself on the first and last working day of the college.
14. The students should earn at least 75% of attendance to appear for university exams.