



Do's & Don'ts

COLLEGE:

DOs:

- To be regular to the college
- Mark Attendance in the biometric device
- Regularly observe the notice board for circulars
- Speak politely with others
- Keep the college premises clean and green
- Promote Women's education
- Eliminate gender inequality
- Close the water taps after use
- Switch off the fans and lights after use
- Respect teachers, elders, friends and classmates
- Actively participate in Sports, NCC, NSS activities etc
- Park vehicles in the parking place

DON'Ts:

- Do not be irregular to the college
- Do not use unparliamentary language in the college
- Do not damage college property
- Do not shout and disturb the surroundings
- Do not get involved in physical fights and bullying
- Do not spoil the wash basins with chewing gums



CLASSROOM

DOs:

- Keep the classroom clean
- Pay special attention in the class
- Use proper language
- Respect your teacher, friends and other students
- Maintain silence while the class is going on
- Work together with teacher and other students for better results
- Respect deadlines, to Complete your coursework and projects in time
- Actively participate in student seminars
- Ask permission to enter and leave the class
- Switch off fans & lights after use

DON'Ts:

- Do not disturb the class
- Do not be rude to your teachers and other students
- Do not write anything on benches and walls of the classroom
- Do not sleep in the class
- Do not use mobile phones
- Do not steal others not depend on others for study material
- Do not belongings
- Do not cheat in the examinations
- Do not wait until the last minute to do your work
- **Do not be afraid to speak up**
- **Do not think you know everything**



NCC

DOs:

- Be an example for your peers by your conduct and turnout
- Be a strong leader. Work towards becoming future leaders. Delegate responsibilities. Brief your group well in advance what is expected of them
- Be positive and be a motivating factor
- Remember your entire institution observes you, you have to be upright in your conduct while on or off parade
- Be a master guide to poor and junior cadets
- Volunteer and use your talents during organised NCC activities (Music, Academics, Dance, Sports, Dramatics)
- Feel proud of your uniform and always salute smartly
- Give due respect to all NCC staffs, civilians, including PI, ANO and officers

DON'Ts:

- Do not admonish a junior cadet
- Do not Praise in public and admonish in private
- Do not be late for your parades and discharge of your duties
- Do not blame the organisation (NCC) for the deficiencies in any field. It reflects your poor image
- Do not procrastinate
- Do not hesitate to take initiative
- Do not be worried about criticism, look for silver line in the dark clouds
- Do not get pally with them to get undue favour



LIBRARY

DOs:

- Be a registered Library User
- Present Library Card while entering library
- Respect Library Rules and Regulations
- Keep silence in the library
- Use all Resources of the Library
- Pay Library dues
- Switch your mobile to silent when entering library
- Use suggestion box for your ideas
- Ask for assistance from the Library staff when you need it

DON'Ts:

- Do not make noise in the Library or its surroundings
- Do not use cell phones inside the Library
- Do not steal books from the Library
- Do not listen to music while in the Library
- Do not sleep inside the Library
- Do not talk loudly or walk noisily inside the Library
- Do not carry/move any item out (chairs, tables, books, etc.) without permission from Library
- Do not carry bags inside the Library
- Do not resshelf books yourself



TEACHER

DOs:

- Be on time to the class
- Take attendance of the students
- Treat all the students equally and with respect
- Be patience
- Listen to the students
- Inspire the students
- Create interest among the students
- Avoid sarcasm
- Encourage the students to ask doubts, questions
- Take time to explain things
- Clear the things yourself before entering into the class
- Take feedback from the students
- Use physical things to explain concepts wherever necessary

DON'Ts:

- Do not discourage students
- Do not be offensive with students
- Do not use students for your personal work
- Do not judge students before getting to know them
- Do not blame entire class because of one student acts
- Do not leave the class before the period of time



LABORATORY

DOs:

- Keep the laboratory clean
- Know emergency procedures
- Always perform the experiments as directed by the instructor
- Be careful while handling glassware and apparatus in the laboratory
- Examine all apparatus for damage prior to use
- Immediately report any spills, accidents, or injuries to instructor
- Switch off lights and fans after use
- Close the water taps and gas valves after use
- Clean your laboratory work space at the end of the laboratory session
- Properly dispose the waste
- Wear Eye Protection glasses, gloves, apron, shoes
- Carefully observe the hazardous symbols present on chemical bottles before doing experiment
- Use chemicals properly
- Dispose chemical waste in labeled containers
- Keep flammable solvents away from flame
- Report your instructor of any sensitivities that you may have to particular chemicals

DON'Ts:

- Don't touch chemicals with hands
- Never taste a chemical
- Don't smell chemicals
- Don't play with chemicals
- Don't lose control of yourself during any unwanted things happened
- Don't run inside the laboratory
- Don't bring inflammable liquids near the flame
- Don't change position of reagent bottles
- Never use damaged apparatus
- Don't dispose solid waste in sink
- Never add water to acid
- Don't sit on laboratory benches
- Don't touch hot glassware
- Never leave experiments while in progress
- Never point open end of a test tube, containing chemicals, at yourself and others while heating & Never fill pipette with mouth suction
- Don't leave Bunsen burners unattended.



NON TEACHING STAFF

DO s:

- To be on time to duties
- Be honest
- Keep the office clean
- Respect staff, students and others
- Respect women employees
- Devote yourself to your duties
- Provide unconditional service to the institution
- Respect rules and regulations of the institution
- Create friendly environment

DON'Ts:

- Don't share confidential data with external parties.
- Act in accordance with the college policies.
- Communicate information to a person in accordance with the 'Right to Information Act, 2005' and the rules made there under.
- Do not indulge in any act sexual harassment of any women at her work place.
- Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm
- Don't take bribe from the students
- Do not undertake private consultancy work
- Never adopt a careless attitude at work