

# **APEEJAY COLLEGE OF FINE ARTS, JALANDHAR**

## **CODE OF CONDUCT FOR STUDENTS**

### **• GENERAL**

The students are to abide by the follow mentioned guidelines. They should:

- Maintain regularity, punctuality and discipline.
- Wear elegant and decent dresses in the college.
- Carry Identity Cards on daily basis.
- Show courtesy and patience while dealing with the Office staff.
- Access MOODLE and College Notice Boards for the latest updates.
- Refrain from using cell phones in No-Cell-Phone-Zones.
- Refrain from ragging.
- Refrain from damaging College Property.
- Stay away from the Reception Area.

### **• LIBRARY**

The students are to abide by the following Library Rules:

- While inside the library, a student should be in possession of Library-Cum-Identity Card.  
A book shall be issued only on the presentation of this card.
- Books are issued for a period of days mentioned in the due date slip.
- Students who fail to return the books on the due date shall pay a fine of Rs. 5/- per day, per book for the period beyond the date.
- Reference books, rare books and periodicals shall not be issued.
- If a student loses or otherwise damages a book, she/he shall pay double the cost of that book along with 10% handling charges as fine.
- If a student loses or damages an old edition of a book, he/she would have to deposit triple the cost of the book along with 10% handling charges.
- Students are advised to check the book before getting them issued.
- Use of the Library is restricted to bona-fide students only.
- Students visiting the Library should deposit their belongings at the property counter.
- Students should observe silence while in the reading halls.
- Loss of Identity card should be immediately reported to the librarian and duplicate card should be obtained on payment.