



JOY UNIVERSITY
semper paratus

Ref No: JU/Reg.Off/Notice/2023/17

Date: 14.02.2023

NOTICE

Sub: Do's & Don'ts

It is informed to all the students of Joy University to adhere the Do's & Don'ts with respect to General Conduct, Examination and Hostel.

The copy of the **Essential Do's and Don'ts for Students** is attached with this notice which comes into force with immediate effect.

This is issued with the approval of the **Hon'ble Vice Chancellor.**

Prof. Dr. Jones M.L
Registrar (i/c)



Encl: Annexure 1 & 2

Copy to:

- ❖ All Students and Faculty
- ❖ Resident Assistant – Boys & Girls
- ❖ Security Officer
- ❖ Incharge – Library Coordinator
- ❖ Incharge – Lab Coordinators
- ❖ Incharge – Academic & Exam Coordinator
- ❖ Incharge – Sports & Events Coordinator
- ❖ Incharge – Accounts Officer
- ❖ Incharge – Cafeteria
- ❖ Incharge – Transportation
- ❖ **Hon'ble Vice Chancellor** for kind information
- ❖ **Hon'ble Chancellor** for kind information



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Annexure 1

Essential DOs for Students



❖ GENERAL CONDUCT

1. Always wear **Joy University ID cards** in and around the Campus.
2. Daily Bring your own **LAPTOP** to attend the classes since it will be very useful to take the notes directly in the laptop and for doing any lab sessions in the class as well.
3. Be always regular in attending all the lectures since **75% attendance is Mandatory** for being eligible to write the examinations at Joy University and take active part in all the labs as well.
4. Extend your discipline in keeping the classroom and keep the campus clean.
5. Let there be grace and sense of purpose in your work and movement with proper decent and dignified dress.
6. Follow the suggestions given by the JU Professors. Be honest with your professors and try to ask questions in the class if you have anything which you could not understand in the class w.r.t subject under discussion.
7. Know that all tasks/assignments are important and do your best to be sure that your work is done to the best of your ability and within deadlines.
8. Pl. Use the calendar and planner in the **Moodle Platform** for keeping track of all your assignments/classes.
9. Learn the Time management skills to meet the multiple demands on your time you need to devote for classes, homework, friends, clubs, sports, social gatherings, group meetings, etc.
10. Develop thought provoking attitude with experiential learning to walk an extra mile in classes or assignments.
11. Develop a positive mental attitude about Joy University and your set goals.
12. Formulate your question or request in a concise and polite form.
13. Use audio-visual material if required and as per directions from JU Professors.
14. Always be prepared to Plan & Ask questions while participating in any academic activity conducted by Joy University.
15. Organize your time. Think ahead by setting Goals. Be an Opportunist. Learn as much as you can.

16. Daily visit the Library to Read newspapers and magazines regularly apart from Text Books/ References
17. Spend money wisely. Also remember time is Money.
18. Get involved in all the Joy University Activities/Functions/Extra-Curricular activities conducted in our campus.
19. Address the JU Professors and JU staff members in the most appropriate manner such as Sir/Madam.
20. Observe general rules of Etiquette, like knocking on the door before entering, using words like Excuse Me, Please, Thank You, May I etc.
21. Set reasonable and achievable academic goals each semester. Push yourself to perform at your highest level.
22. Take time to review your current strengths and weaknesses. By understanding yourself better, you'll be able to maximize your strengths while overcoming or at least minimizing your weaknesses.
23. Plan a strategy to study and read mostly from your prescribed textbooks given in the Course HAND-OUT, since the text books shall give you maximum core knowledge with proper understanding.
24. Develop a method of taking notes in the classes while attending the Lectures.
25. Try to Publish Good Research Paper with the assistance of the JU Professor in your chosen area of interest.
26. Seek out assistance of JU Professors in learning/how to study, time management, as well as tutoring for a variety of subjects.
27. Live a healthy lifestyle, getting enough rest, eating a healthy diet, and exercising regularly.

❖ EXAMINATIONS

1. Keep an eye on the time during your exams. It will probably seem to pass very quickly, so take care not to spend too much time on any one passage or question.
2. Start at the beginning of the Open/Closed Book Exam and work through it, if you cannot attempt a Question leave it and go on to the next.
3. Answer as many Questions as you can. Read the instructions for each set of questions very carefully.
4. **OPEN BOOK Test** needs an in-depth analysis of subject knowledge and applying that knowledge in answering the questions in a rational way.

❖ HOSTEL

1. Always Keep the Hostel Room Clean, Neat and Pollution free.
2. All resident Students of hostel are required to maintain HIGH standards of Discipline with proper behaviour. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
3. While going out of the campus for any reason one must make an entry in the IN/OUT register and also take proper permissions from Hostel Warden.



4. Switch off all the electrical, electronic appliances and ensure that your room is locked properly before leaving the hostel. Close all water taps properly to save water.
5. **Rooms are allotted to each student on his/her personal responsibility.** He/she should see to the upkeep of his/her room, hostel and its environment. Students should bring to the notice of the Facility Manager, through the Resident Assistant, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.





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Annexure 2

Essential DONT'S for Students



GENERAL CONDUCT

1. **DON'T create any problems inside and outside the JU campus since it may land you into legal troubles with strict police action.**
2. **DON'T** get involved and do not be a part of ragging, strikes and any other bad circumstantial activities inside/outside the campus/hostels.
3. **DON'T** do anything that is derogatory to your self-respect.
4. **DON'T** loiter about or outside the classroom while the lecture is in progress.
5. **DON'T** mark, underline, or annotate the library books and other library material.
6. **DON'T** over participate in the class discussions. Give others a fair chance to contribute and learn from their input.
7. **DON'T** leave the class early or unannounced.
8. **DON'T** act disinterested, pompous or bored.
9. **DON'T** sleep through the class. Class time equals your money and it will cost in the end if you skip.
10. **DON'T** be too intimidated to ask questions. It's your career, you have the right to know.
11. **DON'T** view learning as an obstacle.
12. **DON'T** waste time unnecessarily. Plan to execute by setting proper goals.
13. **DON'T** shrug off opportunities that arise. Joy University presents opportunities you may never get again. Take advantage of these, they are designed for you.
14. **DON'T** spend money unnecessarily.
15. **DON'T** make flattering, rude remarks, or any other inappropriate or provocative statements on other fellow students.
16. **DON'T** expect JU Professors to be anything like your high school teachers. The best students are those who take the time to learn from the Professor and then devise a plan to live up those expectations.
17. **DON'T** get in the habit of skipping classes. Attending class is a critical component of learning the material and class notes are often a key part for exams.

18. **DON'T** study for the sake of studying but analyse and understand the subject to achieve better grades while you study the smarter way.
19. **DON'T** compare your academic performance with other students. Each student is unique and has his/her way of style of understanding the subject.
20. **DON'T** disturb others while moving from one lecture room to another for attending the classes.

EXAMINATION

1. **DON'T** waste time reading the whole passage each time for each set of questions.
2. **DON'T** panic if there are questions which you cannot answer.
3. **DON'T** write more than one answer when only one is required.
4. **DON'T** panic if you get grades that are not up to your expectations, but **do** develop a Strategy and Action Plan with the help from JU Professors to improve your grades.

HOSTEL

1. **Ragging is a punishable crime under Indian Penal Code.** Ragging is strictly prohibited inside and outside of the hostel and in Campus.
2. **DON'T** participate in any political, anti-national, anti-social or undesirable activity in or outside the hostel.
3. **DON'T** organize personal trips without prior permission from wardens and parents. Take permission at least a day before leaving. Permission cannot be granted in the last minute.
4. **DON'T** leave the Hostel without obtaining proper permission from the Resident Assistant (Warden) otherwise students will be subjected to **Strict Disciplinary Action as per Joy University Rules.**
5. **DON'T** involve yourself in Immoral acts.
6. **DON'T** bring intoxicants i.e., liquor, drugs, smoking, tobacco inside the hostel. Consumption of the same inside the hostel or Campus is strictly prohibited which may attract **strict police action as per Joy University Rules.**
7. **DON'T** use any unauthorised electrical or electronic appliances.
8. **DON'T** not spit/paste/scribble anything on the walls.
9. **DON'T** bring any personal guests to stay in hostels without proper permission from Resident Assistant (Warden)

