

CODE OF CONDUCT FOR STUDENTS

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GENERAL RULES OF DISCIPLINE FOR STUDENTS

1. By accepting membership of the College the students accept an obligation to obey its rules and to respect and maintain its discipline.
2. All staff members and students shall stand when the prayer song is played.
3. Every student shall attend the classes regularly and punctually.
4. Every student shall come clothed in a dignified dress.
5. Students are expected to wear their student Identity Card inside the College campus.
6. Every student shall endeavor to conduct himself/herself in the classroom in such a manner as to afford the utmost possible assistance and cause the least possible disturbance to the work of the classes and to his/her fellow students.
7. Students are required to observe order at all times in the College and make as little noise as possible in moving from one room to another. Students who are not attending classes should not be seen loitering about the verandhas or corridors of the College or the immediate premises of the College. They may remain in the library; but absolute silence should be observed there.
8. All students of the College are expected to cooperate with the authorities of the College in keeping the seminar hall, verandhas, premises, or buildings and play-grounds neat and tidy.
9. Every student shall handle College property with care and take care to maintain cleanliness and tidiness of the furniture, buildings and premises. Causing damage to the property is punishable.

10. Without the previous sanction of the Principal students are not permitted

(a) to convene or organize or attend meetings of any sort in any circumstance anywhere in the College buildings or premises.

(b) to set up entertainments or to organize social functions in the College buildings or premises

(c) to make use of megaphones, loud speakers etc. in College buildings or premises

(d) to invite for any function in the College, persons who are not the members of the Staff of the College

(e) to collect subscriptions of any kind from members of the College

(f) to put up any notice on any Notice Board in the College or elsewhere within the College building or premises

(g) to place any paper, periodical or book in the reading room of the College or to circulate them in the College

(h) to join work for any organizations outside the College.

13. Political activism is strictly banned in campus. If students of the College attend political or other meetings and conduct themselves in any manner which is forbidden or unbecoming to engage in political agitation in such a way so as to interfere (in the opinion of the Principal) with the corporate life or educational work of the College, disciplinary action will be taken against them.

14. No student shall smoke within the College buildings or premises. Use of drugs and psychotropic substances is strictly prohibited and a violation of the same would invite severe punishment.

15. The authority of the Principal in matters of the discipline of students extends outside the College premises and is final.

16. Any notice signed or countersigned by the Principal and published on the College Notice Board, shall be considered as having been brought to the notice of the members of the College.

17. Ragging or anything of that kind will be a criminal offense as per High Court Order.

18. Any question not covered by the foregoing rules shall be decided by the Principal.

19. When students have doubts on any matter of the College discipline they have to consult the Principal before making a final decision.

20. Students are advised to discuss their grievances if any with their mentors, HoD's, or members of the grievance redressal cell.

ATTENDANCE AND LEAVE OF ABSENCE

1. Attendance shall be taken at the beginning of each period and also whenever the Principal or the teacher-in-charge of a class considers it necessary.

2. A student who absents himself/herself without permission from any class after having obtained his attendance, shall forfeit his attendance.

3. A student who requires leave for valid reasons should apply for it to the teacher-in-charge of the class.

4 A student who absents himself/herself without leave shall continue to be marked absent until he reports himself to the Principal/ Warden and gets permission to attend classes again.

5. The responsibility of making sure that a student has earned the attendance necessary for the Semester rests entirely upon the student. Attendance is not a matter of right. He/She has to earn it by attending the classes.

RULES OF THE COLLEGE LIBRARY

1.

(i) All members of the staff and all students of the College whose names are on the rolls of the College are members of the Library.

(ii) Student members will be supplied with Library membership card. This card together with the identity card should be produced for taking library books home. This card will be valid for one academic year and should be returned at the end of the year.

(iii) All books, umbrellas etc. should be deposited at the property counter.

2. Unless otherwise notified, the Library shall be open from 9.30 a.m. to 4.30 p.m. when there are regular classes in the College.

3. Silence shall be strictly observed in all parts of the Library, Reading Room and its precincts.

4. Books may be borrowed from the Library according to the rules given below:

(i) Student members may have in their possession one book at a time.

(ii) Members should on receiving a book from the Library carefully examine and immediately report to any of the library staff members any damage found therein. If they fail to do so, they will be held responsible for any damage that may be detected afterwards.

(iii) All marking, annotating, underlining scribbling etc. in any book, periodicals, manuscript or map, belonging to the library are absolutely forbidden.

(iv) If a book is damaged by marking, underlining, annotating, scribbling etc. or if a book is lost by a member, he/she shall pay the cost of the book including postage etc. and a fine to be levied at the discretion of the Librarian, within the time fixed by her.

(v) Application for a book borrowed from the library may be renewed for a further period after the book is returned to the library on the due date. The book may thus be lent to the applicant provided no other member has applied for it.

(vi) Members are not allowed to lend books taken out from the library.

(vii) If a book is not returned on the due date or when recalled, a fine of Re. 1/-per day will be levied until the book is returned.

(viii) If the due date falls on a College holiday or on a day on which the library is not open, the book may be returned without fine on the next day or the next issuing date for that class.

(ix) In reckoning fines for delay in returning books intervening holidays shall not be exempted.

(x) Absence on illness of a student shall not be regarded as an excuse for not returning books on due dates.

(xi) A student member against whom any fine or other charge is outstanding shall not be allowed to borrow books.

(xii) The Librarian may make special rules for the issue of books in great demand. He may shorten the period of loan.

(xiii) The Principal or the Librarian may recall any book from any member at any time.

5. Newspapers and Periodicals shall not be removed from the reading section.

6. Reference books shall not be lent out to any member.

7. The Principal or the Librarian can suspend or cancel the library privilege allowed to a member on serious offences.

8. Any matter not covered by the rules given above shall be decided by the Principal or by the Librarian.

9. The Principal and the Librarian reserve the right to amend or add to these rules at any time.

10. The change of rules and other details regarding the library will be published on the Library notice board from time to time.

11. Students with disabilities can authorize any other student to borrow books from the library on his/her behalf.