

## **Code of Conduct**

1. Students are forbidden to organize or attend any meeting without the explicit permission of the Principal.
2. No student who has been convicted of any offence in a criminal court will be allowed to continue her studies in the college
3. Students should abstain from active participation in party or communal politics
4. Students who indulge in political propaganda or who organise fellow students into political factions in the premises of the college or hostel, or who otherwise engage themselves in party politics are liable to be expelled from the college and hostel.
5. Under the educational rules of the Tamilnadu government (1978) the Principal has full power to inflict the following punishment; fine, loss of term certificate, suspension and expulsion from the college, if any student is guilty of rudeness of behaviour and gross breach of conduct rules.
6. Students should not indulge in any activity leading to the disruption of peace and discipline and dislocation of normal work in the college and hostel premises by resorting to strike. Those who are guilty of violation of this rule will be severely dealt with.
7. Ragging of any kind is strictly forbidden. Any one who is guilty of ragging will be summarily and severely punished.
8. Students who are guilty of (i) rude language towards the staff of the college or hostel (ii) assault or attempt to assault staff or fellow students of the college or hostel will be expelled from the institution.
9. If a college professor or a lecturer by speech or otherwise seeks to mislead her students into activities deemed objectionable, she is to be punished for dereliction of duty.

### **Attendance**

Attendance in the college is compulsory. Further a student must put in a minimum of 75% attendance to be eligible to write the semester examinations. Students with less than 75% attendance will have to repeat the semester after the stipulated duration of the course. Regular attendance is a must. No one shall be absent from class without proper reason. The members of the staff shall take attendance at the beginning of each period.

A student who is not in the class, when the attendance is taken shall be marked absent. If a student absents herself even for one hour, she will lose attendance for that session. The attendance of each student will be totalled at the end of the semester. Periodic intimation will be sent to the parent or guardian of the student for information and suitable action.

### **Leave and Absence**

A student requiring leave must apply in the prescribed leave form. She should state in the leave form the reason for her leave. The leave letter counter signed by the parent must be forwarded through the tutor.

Absence without proper leave letter would be severely dealt with.

Students who have to leave the class during the session for any valid reason can do so after obtaining permission from the Principal. She can leave the campus only after getting the gate pass from the office.

All the scholarship/fee concession, holders should earn 90% of attendance, failing which the entire scholarship/fee concession amount has to be refunded to the Government as per G.O.Ms.No.1537 Social Welfare Department dated 20.04.1983.

### **Leave on other duty**

Students who represent the college in sports and games or in competitions, such as fine arts, quiz and elocution etc. or in N.S.S. / N.C.C. / RSP / YRC camps are given credit of attendance for the period. They should fill the proper forms and get them counter signed by the professors-in-charge, before they leave the college for participation. Those who fail to do so will be considered absentees.

### **Issuing Certificates**

Any student, previous or present wishing to obtain a transfer or conduct certificate must apply to the college office in the prescribed form. Certificates will generally be issued only after getting application from the students. Certificate will be sent by post, if the application is enclosed with self addressed, stamped envelop. The student who wants to get her transfer certificate should come in person with one of her parent.

### **Good Manners and Behaviour**

1. The college is one family devoted to learning.
2. Students of the college are to confirm the best traditions of Indian national life.
3. Students should avoid doing anything by word or deed that may disturb the unity and harmony of life in the college. The college is above politics and stands for all communities. Students are forbidden from indulging in any kind of political and communal activities.
4. On meeting the Principal and members of the staff, students should greet them.
5. Loitering and making noise in the verandahs, reading room and library are strictly forbidden.
6. Students are expected to co-operate with authorities in keeping the premises of the college clean and tidy. They are earnestly requested to avoid writing on the wall, throwing bits of paper in the lecture halls, verandahs or anywhere in the premises. Any infringement of this rule will be severely dealt with.
7. Students are expected to dress modestly.
8. No student is allowed to leave the class room during working hours without the permission of the member of the staff concerned.
9. In any official tournament or match where the college takes part, no student shall play for an outside team without previous permission of the Principal.

10. While attending a public meeting students should be decently dressed. They should be respectful to seniors and superiors, polite and courteous to all.

### **To Parents and Guardians**

1. Parents and guardians are earnestly requested to keep in touch with the Principal from time to time. They may meet the Principal at least once in a semester to ascertain the progress and conduct of their daughters or wards.

2. It is in the interest of the student that all the fees and other dues to the college or the hostel are paid by the parent or guardian directly in the Central Bank of India(Branch Office) in the campus. The college office keeps an account of such remittances and payments.

3. Parents and guardians of the students who do not reside in the college hostel but reside in hostels outside the campus are requested to ensure the safety of their wards. The place of stay must be intimated to the college office.

4. Every effort will be made to inform the parent or guardian about any instance of serious misconduct on the part of their wards. If there is no response from the side of the parent or guardian, they should comply with any action taken by the institution against the student.

### **Library**

1. The general library and the department libraries are open to the members of the staff and the students of the college.

2. The library will be open on all working days from 9 a.m. to 5 p.m. During vacation, the library will remain open on notified days between 10 a.m. and 1 p.m.

3. Books will be issued during the lunch-break and after 3.30 p.m.

4. The books borrowed from the library must be returned on the date marked on the date slip which would be a week's duration. It will be re-issued twice if there is no demand for the book from others. The book must be brought to the library at the time of renewal.

5. If a student fails to return a book on the due date a fine of 50 paise per day will be levied, Sundays and holidays being excluded.

6. Absence from the college will not be ordinarily admitted as an excuse for a delay in returning the books.

7. On borrowing a book from the library the student must examine it and any damage thereof must be brought to the notice of the librarian immediately, failing which, the student will be responsible for the damage.

8. Sub-lending of library books is strictly prohibited.

9. Students are instructed to use the library books with care. Marking, underlining, writing anything or tearing of pages in books is forbidden. Disciplinary action will be taken against students in such cases.

10. The librarian may recall any book at any time without assigning reason.

11. Reference books or periodicals will not be lent on any circumstances.

12. Strict silence must be maintained in the library. Any assistance required shall be extended by the librarian and the library assistants.
13. Grievances if any shall be addressed to the librarian and the principal.
14. Best library user every year, is honoured with an award.
15. Inlibnet and browsing facilities are available.