



**Sri Ramakrishna Mission Vidyalaya College of Arts and Science
Coimbatore - 641 020**

(An Autonomous Institution affiliated to Bharathiar University and Re-accredited by NAAC with 'A' grade)

Internal Quality Assurance Cell

7.1. Institutional Values and Social Responsibilities

7.1.10. Code of contact for students, teachers, administrators and other staff

CODE OF CONDUCT FOR STUDENTS

Every student who undergoes any course of study in UG or PG or research programme should abide by the following rules and regulations laid down by the College.

1. Attendance

- a) The student should be punctual to the classes and regular in attendance.
- b) For genuine reasons students can avail leave, by applying in advance in the prescribed form and must be recommended by the staff Advisor/ Class Teacher. Day scholars should get their leave applications duly attested by their parents or guardians. All leave applications should be addressed to the Principal routed through the HOD and get sanctioned before availing the leave.
- c) Any student found absent without applying for leave is liable to be punished. If such absence is for a week, his name will be removed from the Attendance Register.
- d) On Duty applications should be submitted in advance.
- e) Each student has to put in a minimum attendance of 75% of the total number of working days of the college to be eligible for appearing to the Semester Examinations.
- f) Students who do not have the required percentage of attendance will not be allowed to go to the next semester.

2. Dress Code

- a) Students should attend the college with the prescribed dress code of white shirt and brown colour full pant, black belt, black shoe, and ID Card with Tag.
- b) Chemistry major students should wear lab coats or aprons while they are inside the laboratory.



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3. Daily Prayers and Weekly Bhajans

All students should attend daily prayer, weekly Bhajans, functions, association meetings and all other activities of the college and observe order at all times.

4. Community work

Community work is an essential part of our college life. Every student should participate in community work inside and outside the campus.

5. NCC /NSS / Sports

Each UG student has to be a member of NSS or NCC or Sports and should participate in all its activities. Since it is a component of curriculum under part V, participating in the above activities, is an essential requirement for completing the under graduate degree programme.

6. Students' progress in studies

Students' progress will be assessed periodically by assignments, tests and seminars. The mark sheets along with student profile of each semester will be given to the students in the presence of the parents only.

7. Organizing activities

Students can organize association activities in their respective Departments with the approval of the Head of the Department and Principal. However, students should not organize meetings or entertainments and collect money for any purpose in the college or hostel without the prior permission of the Principal.



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8. Submission of undertaking

At the time of admission the parent or guardian of the student should give an undertaking that he/she has clearly understood the rules and regulations of the college and if his/her son/ward misbehaves, he/she shall abide by the disciplinary action taken by the Principal.

9. Disciplinary action

The Principal has the right to suspend or dismiss any student at any time from the college for any one of the following reasons:

- a. Indulging in ragging, eve-teasing and any such misbehavior activities amount to Ragging and Punishment.
- b. Indifference towards studies.
- c. Non-observance of college rules and regulations.
- d. Indiscipline in any activity amounting to anywhere in the college campus or hostel.
- e. Disrespect towards the staff and the college authorities.
- f. Non-payment of college fees and other dues.
- g. Negligence of community social service activity, daily prayer, common bhajans etc.
- i. Irregularity in attendance.
- k. Ours is a tobacco free campus. Hence, tobacco use in any form is also prohibited.

RAGGING (Activities related to Ragging and punishment details are given below)

- Teasing, Embarrassing and humiliating;
- Assaulting or Approaching with Criminal Attitude;
- Wrongfully Restraining or Confining of Causing Hurt;



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- Causing Grievous Hurt, Kidnapping or Rape or Committing Unnatural Offence; and
- Causing Death or Abetting Suicide.

Now Govt. of Tamil Nadu has banned ragging in educational institution by passing Government Order. Hence, any one indulging in ragging will be punished as follows :

1. Imprisonment upto a term of 3 years and
2. A fine upto Rs.25,000/- and
3. Student convicted for Ragging will be dismissed from the Institution and shall not be admitted to any other educational institution.

Hence, students are advised not to indulge in ragging, but to rise up totally against this evil.

10. Library Rules

a) Library working hours

The Library functions on all working days from 8.30 a.m. to 5.00 p.m.

b) Admission to Library

1. Books, note-books, sticks, umbrellas, boxes, bags and such other articles should be left at the entrance of the Library.
2. Silence should be strictly observed in the Library.
3. Mechanical or electronic reproduction can be made with prior permission.
4. No person shall write upon, damage or mark upon any book, manuscript or map belonging to the Library.
5. Readers are responsible for any damage done to the books belonging to the library.

They should replace them or pay the current value for such damages. If one book of a set is damaged then the whole set shall be replaced.



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6. The readers shall return all books, manuscripts and maps to the staff at issue counter, before leaving the library. The students should not take any library materials outside the library.

c) Issue of Books

1. All the students of the college are eligible to borrow books from the library.
2. Each U.G student is eligible to borrow four books from the library. Each PG student and each research scholar is eligible to borrow six books from the library and keep with them for a maximum period of 14 working days from the date of issue and on the fifteenth day the books shall be returned.
3. The book noted as reference book will not be issued as ordinary book. However, these books will be issued for over night only i.e from 5.00 p.m. of the issue day to 9.00 a.m. of the next day.
4. If a student does not return the borrowed books from the library till the end of the course, the transfer certificate will not be issued to him.

d) Return of Books

1. All books shall be returned on due dates.
2. The Librarian may lend books which are on special demand for short periods as may be necessary or temporarily declared as reference books.
3. Book Lending may at any time be terminated by an order of Librarian.
4. If a book is not returned to the Library within the due date, an over due charge of 50 Paise per book per day will be levied.
5. Book Lending may be renewed for a fortnight in a month subject to the following conditions.
 - The application for renewal shall reach the Librarian not less than one and not more than 6 days of the due date.



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- No other reader should have applied for the books in the mean time. If any one applied for these books, a letter will be sent to borrower concerned.
- On every fourth renewal, the books shall be produced for inspection compulsorily.

6. A borrower, against whom any overdue or other charge is outstanding, will not be allowed to borrow books from the Library.

11. Laboratory Rules

Students will be responsible for tools or apparatus placed in their charge. Any damage or loss has to be made good by the students concerned.

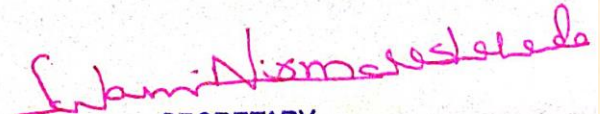
12. Scholarships and fee concessions

The following scholarships and fee concession are available for the students. Students can avail any one of the scholarships, in an academic year.

a) Both UG & PG students are eligible for fee concessions under rule 92 of Tamil Nadu Educational rules. They should produce necessary income certificates. Fee concession application can be had after the candidate has been enrolled in the college.

b) Residential and non-residential scholarships awarded by the Government of Tamil Nadu and Government of India to backward classes and scheduled caste are also available to deserving students.


PRINCIPAL
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SECRETARY
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