

## **Code of Conduct –Student**

### **Rules and Regulation for the students .**

- 80% attendance is required for the students to appear for the final exam.
- In case of medical emergencies (supported by sufficient evidence) is a must for such students 65% attendance .
- Students whose attendance falls between 70% to 80% due to participation in co-curricular, extra curricular may be permitted to take the examination on recommendation of Head of Department/faculty In-charge.
- Student less than 50% attendance will have to repeat the year. It is mandatory for each student to wear Student Identity Card during college hours.
- Student teacher should regularly wear uniform.
- All students must come to college on time. Maintaining required attendance and active participation in all college activities is mandatory .
- Students required to get themselves updated regularly by reading notice board, Whats App group.
- Use of mobile phones inside the class rooms during class hours is strictly prohibited.
- The college has an anti ragging committee . All students are answerable to the principal ,faculty .

### **Leave Rules**

- All must be supported by leave letter .In cases of planned leave, leave letter must be submitted prior to availing leave .
- In case of all other leave (medical and emergencies), leave letter must be submitted on the date the student reports to the college. All medical leave beyond 3 working days must be supported by a certificate from a registered medical practitioner. Submission of medical certificate or other documentary evidences does not make the student automatically eligible for condemnation on attendance.The decision of the Principal will be final in all matters relating to the attendance and leave.
- Rule for Issue of certificate /Document from the administrative office

Student must apply for issuing of certificate /document (TC,Bonafied) application letters must be addressed to the Principal .The office will require minimum 5 working days to process the application. No Issue can be initiated in less than 48 hours .