

GENERAL RULES AND CONDUCT FOR STUDENTS

Life in the College must be inspired by unity, mutual trust and co-operation among the management, staff and students. Every student must make it a part of her personal duty to attend classes daily and punctually. Students are expected to be in class at the first bell and begin the day by reciting the common prayer. When teachers are on leave students shall remain in the class and do the work assigned to them for the period. No student shall leave a class without the permission of the teacher. No student shall be seen outside the classroom during class hours.

- Students who are not attending classes or lectures or working in the Library, during College working hours shall take special care not to disturb classes that are going on.
- Students shall not see visitors during class hours. Day students or those residing in other hostels are not allowed to see their visitors in the College.
- Use of Mobile phones is strictly prohibited in the Campus.
- Letters addressed to the College shall not be delivered to the students. They shall have their letters and communication addressed to their homes.
- Going for lunch in hotels during the lunch recess is strictly forbidden. Lunch and snacks are provided in the College Canteens.
- Dress Code: Students are expected to dress modestly. Tights, leggings, miniskirts, flimsy clothes, short-tops, sleeveless and deep necklines will not be allowed.
- Scribbling on walls/furniture etc are strictly forbidden. Loss or damage caused to building, furniture, tools and apparatus of the College due to violent action of students will be repaired by imposing collective fines on all the students of the College.

Student shall seek prior permission of the Principal:

- To conduct meetings in the College buildings or anywhere in the College premises
- To use Megaphone, loudspeakers etc. and posters, banners or boards to be put up on the campus.
- To publish matters in Newspapers, Magazines, Journals or Social media in the name of the College.

Students who do not adhere to the rules will not be permitted to attend the class. Serious misconduct will result in removal from the rolls.

ATTENDANCE AND LEAVE OF ABSENCE

Attendance shall be marked at the beginning of each class, whether lecture, practical, or tutorial, by the teacher-in-charge of the class.

Students should occupy their respective seats before attendance is taken. They should not leave the classroom, nor should late comers enter the classroom without the permission of the teacher-in-charge of the class.

No student shall absent herself from class without leave. The student shall bear in mind that proper and timely submission of application for leave of absence is a prerequisite for applying for exemption from shortage of attendance. A proper medical certificate should accompany the leave application when the period of leave extends to more than five days or synchronizes with the date on which Final or sessional assessments are held. If leave is required for a single hour only, application may be made to the teacher-in-charge of the class during the hour. If leave is

required for the afternoon session only, the student should appear in person before the head of the department concerned and get the application for leave recommended by her.

EXAMINATIONS AND TEST PAPERS

The primary purpose of Examinations and Test papers is to evaluate the academic progress of the students and also to give them training. Exemption from attendance at assessments and test papers is granted only by the Principal.

Malpractice in test papers and assessments will be regarded as a serious breach of discipline and will be debarred from all examinations of the corresponding semester.

College scholarship/Prizes/concessions etc. will be awarded only to those students who appear for the Final assessments and Test papers of the College.

IDENTITY CARDS

Every student is expected to put on their identity card with her photograph attested by the Principal while in the campus and when travelling to and fro from the College. Failure to do so will invite strict disciplinary actions.