



AVS

COLLEGE OF ARTS & SCIENCE

Attur Main Road, Ramalingapuram, Salem 636 106

(Affiliated to Periyar University, Salem-11)

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CODE OF CONDUCT

1. Students are admitted as per the rules framed by Periyar University for all the courses and we should follow the rules. If the admission of a student is cancelled due to the rules of the university, the college is not responsible for the cancellation.
2. The college functions from the morning 9.30 am to 3.30 pm.
3. 75% of attendance is must for a student in each semester to appear for the University examinations (theory and practical). Students with below 75 % attendance must accept the decision of the management.

4. Study material for all subjects will be provided by the faculty in the beginning of every semester and students must take photo copy of the material for reference.
5. The college will update students' examination marks, late coming and leave taken to the parents.
6. All students must invariable appear for two Internal Assessment Test and one Model examination.
7. Students should come to the college in proper dress code.
8. Students must have proper hair-cut and hair-style must be decent. They should not wear bands, chains, rope etc.
9. On Monday the students should wear college uniform and the boy students must wear shoes.
10. Students should wear Identity card inside the college bus and campus.
11. Students must bring subject notebooks to their theory and practical classes.
12. The students should attend special classes arranged on non-working days/leave days.
The college bus will be available from selected places only.
13. Students should wear collar shirts and they are restricted to wear cap, or designer shirts.
14. Girl's students can wear only sarees or chudidhar with shawl.
15. Students should come to the college with their ID card to receive TC, Marks Statements, Provisional and Degree Certificates, and they should clear all their dues.
16. If a student is in need of the principal's signature for bus-pass/bonafied certificate/bank loan/scholarship form then such students must submit their forms to the office and collect them on the same day after 3:30 pm.

- 17.** Students should wear lab-coat during practical classes inside laboratories and apparatus should be handled carefully. In case of any damage in any form the student/students must be charged for replacement of the damage.
- 18.** Along with the University examination fee the students have to pay maintenance, breakage and function fee. (Rs. 900 to Rs. 2000 approximately). University fee would be collected only after payment of other fees. (University exam fee due dates are approximately from August 20 to 30 for odd semester and from January 20 to 30 for even semester).
- 19.** Students should not bring mobile phones to college, if the phone is seized it will not be returned.
- 20.** Students should not involve in unnecessary issues/problems. They should not bring any student/outsider nor should approach politicians for recommendation for all issues connected to indiscipline. No students should be a member of any organization, and if the college comes to know about their part of any organization it will lead to their suspension from college without prior intimation.
- 21.** Students should not enter to other class rooms or visit other blocks. They should also not sit on compound walls and steps. They should not form group in corridors.
- 22.** Boy students should not share books/notebooks/study materials/eatables with girl students. Boys should not use place allotted for girls.
- 23.** The students should not ridicule/humiliate the religious belief of other students.
- 24.** Hostel students willing to vacate their room would be considered only at the end of every academic year.
- 25.** Students are not allowed to go out of the campus without any prior permission from the principal.

- 26.** Students should take care of all their belongings including money and jewelry.
College would not be responsible for any loss/damage.
- 27.** Outsiders are not allowed to meet the students without the permission of the principal.
- 28.** Legal action will be taken against students involved in the act of ragging or eve teasing.
- 29.** Students should use only their allotted bus and stopping.
- 30.** Students should maintain dignity while traveling and should not disturb the public.
- 32.** Students should not disturb the public in bus stop and also while travelling in bus.
- 33.** Students should pay the term fee within the announced date and failing within due date will be levied with fine.
- 34.** Fees once paid will not be returned. Students willing to discontinue their studies should pay all the fees of that year.
- 35.** Students should keep their bills/receipts safely for future reference.
- 36.** Only parents and students can meet the Principal, HOD and the Management directly for enquiry or issues, representation from others will not be entertained.
- 37.** Students should not involve in violence actions against college on/off campus. They should also not disturb the public through any means either wise they will be suspended without prior intimation or enquiry.
- 38.** Day scholars are prohibited from entry to hostel and mess. Students should not use college address for their personal communication.
- 39.** Students should wear their overcoat when they are in laboratories.
- 40.** Students should not wander in the parking areas during working hours (9:30 am to 3:30 pm).
- 41.** Students should come to college either by college bus or by their own vehicle and they should not use private bus or auto.

- 42.** Students' should not invite or attend their classmate's for family function.
- 43.** Students must inform change of address and phone number to the department.
- 44.** Students should give respect to all teaching and non-teaching staff members.
- 45.** College bus is common for all students and reserving seats must be avoided.
- 46.** Students should not misguide other students, involvement of such matter will lead to severe action by the management.
- 47.** Students should not share any information of the college on social media violation in this will lead to suspension.
- 48.** The rules and regulations of the college can undergo modification at any time without prior information to students and such modification must be accepted.
- 49.** The above-mentioned rules and regulations are for the welfare of the parents and students.
- 50.** The Principal has all rights to suspend a student violating the rules and regulations from college, college bus and hostel.