

SYED AMMAL ARTS AND SCIENCE COLLEGE, RAMANATHAPURAM
STUDENT'S CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
7. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class must be present for the entire session.
8. Students can leave the campus during class hours only after getting a gate pass from the Principal.
9. All the students shall leave the classes immediately after the college hours. No students shall wander or gather in verandah, corridor, and staircase etc. they not spend much time in canteen, coffee shops etc
10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
11. Students shall come to the college in approved dress code with formal shirts and pants they should not wear jeans pants inside the college. Hawai type rubber or plastic chappals are not permitted. In addition, lady students should wear long churidars with duppattas.

They should not wear leggings. Besides those who are in laboratories shall wear their respective lab-coat.

12. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
13. All kinds of tattooing, body piercing, hair styling, robes in hands etc. that goes against the existing social norms and which could go against the spirit of SAASC academic values will be referred to HOD's by the class teacher and HOD's will take .
14. As per the Govt. order, students shall not bring powered vehicles inside the campus.
15. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
16. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
17. Students should not bring the Mobile phones to the college. They have to get a prior permission to bring mobile phones, Laptops and other gadgets if the usage of the above said devices is necessary and they have to handover them to their respective class teacher.
18. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
19. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
20. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
21. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions moving near the machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
22. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.

23. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
24. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
25. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
26. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
27. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
28. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
29. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
30. Pay the college, bus and exam fees. in advance or in time, which will avoid fines.
31. Any violation of the above rules will invite penalty in the form of warning, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
32. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of the college, all the staff members are empowered to initiate disciplinary procedure by informing to the HOD's and Principal which in turn may lead to the constitution of an enquiry committee and further proceedings.