



Asan Memorial College of Arts & Science

(Affiliated to University of Madras)

Velachery – Tambaram Road, Jalladianpet, Chennai – 600 100.
Website : www.amcas.in | Email : info.amcas@asaneducation.com

Institutional Code of Conduct

Introduction

Asan Memorial College of Arts and Science is a community with a mission of imparting value-based holistic education along with co-curricular, extra-curricular and skill-based programmes. A specific code of conduct has been developed to ensure that the College fulfills its mission of nurturing personal growth and sustaining a college-wide atmosphere conducive to learning and academic excellence. All the students are held accountable to this code of conduct during their course of study. As responsible citizens of our community, students agree to abide by college guidelines and standards in exchange for the benefits of being a part of the Asan Memorial College of Arts and Science. The code has been developed with the help of Code of Conduct for Higher Educational Institution. Any change in the code is applicable to the code of conduct of the institution.

Objectives of the Code

The objective of the code is to make students act in a manner that respects the rights, safety and well-being of others. The intent of the code is to provide a framework to resolve issues when civility and respect for the rights of others break down and informal resolution is not possible.

Students Code of Conduct

1. The students of the College and the Institute are to conduct themselves on and off the campus in a disciplined and exemplary manner so as to maintain the reputation of the institution as well as their own.
2. Students should greet and respect the teachers and other officials in the institutions. They must obey the instructions of teachers and behave in a polite manner.
3. Students are restrained from organizing any type of Union or Association activities other than those relating to curricular or co-curricular activities and with the prior approval of the Principal/Director.
4. Students must not loiter in the College premises or cause disturbance to fellow students by moving or talking loudly on the corridors, staircases, etc. when the classes are in progress. Free time should be best spent in the College library.
5. Students should cultivate the habit of reading notices put up on the various college notice-boards. Ignorance of any instructions as contained in the notice will not be accepted as an excuse for failing to comply with it.
6. Smoking in the premises of the college, destruction of furniture and fittings, spitting, pasting posters, scribbling on the tables & walls, throwing of waste paper and rubbish are prohibited.
7. The students participating in intercollegiate events should behave decently to keep up

8. Under the Tamil Nadu Government Educational Rules, the Principal/Director is empowered to impose fine, withhold attendance certificate and suspend or expel any student, if considered necessary to do so.

Punctuality

1. The classes for shift – I begins at 08:30 a.m. and concludes by 01:10 p.m.
2. The classes for shift – II begins at 01:30 p.m. and concludes by 06:10 p.m.
3. Students have to be punctual in attending the classes and coming late will not be entertained on any ground.

Attendance

1. The College assigns top priority to regular attendance in all classes. Students are expected to secure 100% attendance for all theory and practical classes. However, the eligibility for appearing in University examinations with minimum of 75% attendance will be accepted subject to valid explanation for absence.
2. For absence due to illness, the request has to be supported by a detailed medical report from a Registered Medical Practitioner.
3. For absence due to participation in College or University programmes – request for such leave should be duly authorized and submitted in advance.
4. The College encourages active participation in sports, games and other extracurricular activities. Provision to meet attendance and other academic requirements will be made only when the student represents the College, the University, the State or the Country. An official letter duly signed by the organizing agency and Head of the Department has to be filed in the Principal's Office along with a letter from parents.
5. All leave applications must be countersigned by Parent / Guardian / Warden and must be recommended by the Head of the Department.
6. If candidate remain absent continuously for 5 days without prior permission, the candidate should come along with his/her parent to meet the concerned HOD/Principal.
7. Submission of leave application with/without medical certificates does not entitle student to earn attendance for the days of his/her absence.
8. Attendance is compulsory on the re-opening and closing day of the Vacation & festival holidays if any, failing which severe action will be taken against the absentees.
9. Absence from Class tests and Model examinations will be severely dealt with.
10. After the final attendance list is put up on the notice board at the end of semester, no request for the correction of attendance will be entertained.

Dress Code

1. Every student is expected to be in simple and modest formal dress. Girls are expected to be either in saree with sleeved blouse or Churidar or salwar kameez with sleeved long kurtha with duppatta. Boys are expected to come in full pants and shirt.

Disciplinary Rules

Don'ts

1. Ragging of any kind and any magnitude inside/outside the college campus.
2. Possession/ use of camera cellular phones within the college campus.
3. Any kind of boisterous and disturbing behavior in the campus.
4. Possession/ use of drugs, alcohol or paddling drugs in the campus or anywhere else.
5. Any kind of misconduct misbehavior inside/outside the campus (in public places, busses, train setc.) or detection of foot board travel, blocking the traffic, unruly behavior in busses/trains or any kind of annoyance to the public will also result in the immediate withdrawal /permanent cancellation of all travel concessions and the scholarships.
6. Misusing of instruments/computers and electric & electronic devices in the campus.
7. Causing damage to college/public property.
8. Inviting/meeting strangers or unauthorized person(s) inside the campus without written permission from the Principal.

Examination Guidelines

1. Candidates who have earned 75% of attendance are eligible to appear for these semester examinations. (Theory & Practical papers separately)
2. Candidates will not be allowed inside the examination hall without proper Hall ticket & Identity Card.
3. Mobile Phones & Programmable calculators are not allowed.
4. Lending/Exchanging of calculators or any other items inside the examination hall is strictly prohibited.
5. Candidates must observe silence and maintain discipline in the examination hall.
6. Malpractice or misconduct of any kind is punishable. The examination written by such candidates will be treated as absent.

Library Rules & Regulations

1. All the students and staff of the college are members of the college library.
2. Silence must be maintained in and around the library.
3. No person shall write or damage or mark on any book belonging to the library.
4. Readers shall be responsible for any damage caused to the books or other property belonging to the library and shall be required to replace such books or property damaged or to pay thrice the value thereof. If one book of a set is damaged, the whole set shall be replaced.
5. Before leaving, the readers shall return the books to the assistant at the counter.
6. Members in the reading room shall vacate their seats 10 minutes before the closing time.
7. The borrowers should examine the books at the time of receiving and if found damaged, it should be brought to the notice of the librarian.
8. If the book is found damaged at the time of return, the borrower shall be held responsible for it.
9. Reference books and periodicals shall not be lent out and are meant for use within the library.
10. Students are not supposed to sub-lend either the card or book taken from the library.

11. Absence from the college will not be admitted as an excuse for delay in the return of the books.
12. Readers should ensure that they take their cards when they return the books.
13. Students must return the cards when leaving the college and obtain "NODUE CERTIFICATE"
14. If a book is not returned on time a fine of Rs. 1/- per book per day will be levied.
15. Any change in the rules or regulations or any information will be notified on the library noticeboard.
16. Use of cell phone inside the library is prohibited.

Disciplinary Sanctions

Ragging

1. Ragging is strictly prohibited within and outside the campus. Prompt and severe action will be taken against those indulging in Ragging activities as per the Tamil Nadu Prohibition of Ragging Act 1997.
2. As per the Act, ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any educational institution and includes teasing, abusing, playing practical jokes on causing hurt to such student. Asking the student to do any act or perform something which such student will not do in the ordinary course willingly.
3. As per the law, ragging or abetting in ragging are acts of indiscipline and crime, which the Supreme Court of India in SLP No. 24295 of 2006, held as a perverse act having the effect of dehumanization of the individual affecting his or her self esteem and give directions to treat ragging more or less at par with rape and atrocities against women, ill-treating persons belonging to reserved categories etc., fresh students, like other weaker sections of the society, need and deserve protection.
4. It has recommended the following punishments which are strictly enforced in the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009:

➤ **Penalty For Ragging:** Whoever directly or indirectly commits, participates, abets or propagates "ragging" inside or outside any educational institution shall be punished with **imprisonment** for a term which may extend to **two years** and shall also be liable to a **fine** which may extend to **twenty-five thousand rupees**.

➤ **Dismissal of Student:** Any student convicted of an offence under the Act shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

➤ **Suspension of Student:** Whenever any student complains of ragging to the Head of an educational institution, he/she shall enquire into the same immediately and if found true, shall suspend the student who has committed the offence, from the educational institution.

➤ If any student violates the Code of Conduct which leads to lowering of the esteem of the College or involves in ragging or involves in any activity which endangers the dignity and safety of other students or staff of the college and if the college authorities find prima facie evidence is available against the student, he/she shall be suspended from the college for a maximum period of 15 days, pending further enquiry by the college authorities.

Ultimate Authority

➤ For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

Request to Parents

➤ Parents and Guardians are requested to co-operate with college authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their wards.

➤ Letters will be sent to the parents of the students who are irregular in attendance.

➤ At the same time, they are advised to check in person with HODs/class teachers regarding the attendance of their children/ward.

➤ All the parents/guardians have to come with their wards for parents-teachers meeting.

Grievances Redressal Committee

The college has a dedicated Students' Grievances Redressal Committee where students can air their grievances. The Principal along with the committee members will address the situation. The students can also approach the college authorities any time to air their grievances.