



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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CODE OF CONDUCT

For the Students

CODE OF CONDUCT FOR THE STUDENTS

The students of the college must adhere to the following guidelines in letter and spirit.

- 1) College commences the day with a college prayer song. Once it is on, all the students in the college whether they are in the campus or in their classrooms should stand in attention. The working hours of the college are from 9am to 4pm. The classes are held from 9am to 2.30pm.
- 2) The students should conduct himself/herself properly and in a respectful manner in the college.
- 3) The students should be courteous towards the teachers.
- 4) The use of any banned substances within the college campus is strictly prohibited, and those found to be in possession of such items will be dealt with as per the laws of the land.
- 5) The students should not indulge in any activities deemed to be against the interests of our nation, institution, society and greater common good.
- 6) The act of destroying public and private properties is not a rightful behavior. So, the students of the college should not resort to violence with the aim of damaging private or public properties. If the students go to the extent of the impairment of properties of public or private kinds, then the cost of the damaged properties will be recovered from the students concerned and they need to face the disciplinary actions for the same.
- 7) The learning atmosphere of the college should be kept in tack by the students and there should be ample silence to be observed in the college.
- 8) No kind of entry is entertained to the college campus to the outsiders without the permission of the Principal.
- 9) The distribution of all the notices and pamphlets of objectionable nature is prohibited in the campus. The handling of such materials can bring penal actions against the students doing the same.
- 10) The college does not promote politically based organisations in the campus. The students of the college are not allowed to hold meetings of political parties within the campus.
- 11) All placards and allied publicity materials of outside agencies should not be displayed in the college campus unless and until permitted by the principal.
- 12) Nobody does have the authority to collect money from the students for any purpose without the consent of the principal.
- 13) Since the college is a place for serious academic pursuits, all descriptive activities such as dharna, gherao, burning of effigy and sloganeering are prohibited in the campus.
- 14) No student should exert pressure on other students, if so, such cases will result in disciplinary actions from the part of the authorities.
- 15) The students of the college should not go out of the classrooms while a teacher engages them in a session.
- 16) If a student is absent for three days without furnishing leave form or prior information, such a student will be taken out of the roll and thereafter his/her readmission is solely the prerogative of the principal of the college.

- 17) The mobile phone usage during class hours is not allowed. If this rule is violated, the cell phone will be confiscated. The students should not misuse social media.
- 18) The college does have a student's grievance redressal cell. If a student does have a grievance, he /she can approach the Head of the Department and if that is not enough, he/she can submit the grievance to the Principal, Head of the Department and teacher will look into it.
- 19) The students who are placed under suspension are not admitted into the campus without the sanction of the principal.
- 20) The sole authority to declare holiday for the college is vested with the Principal in case the college cannot function smoothly because of the uneasiness prevalent in the campus.
- 21) The cases related to criminality and violation of laws will be referred to the police and they can take legal action against the wrong doers.
- 22) The code of conduct and terms and conditions of admission are given to each and every student and parent at the time of admission and it is imperative that the students and parents abide by the college norms as mentioned in the code of conduct.
- 23) The Principal of the college does have the sole discretion when it comes to internal discipline.
- 24) The students should keep the campus neat and clean and there should not be any action from their part that makes the campus unclean.
- 25) All the students of the college should wear their college uniforms on all working days. The students of the college should not wear inappropriate cloths in the college campus.
- 26) The students are allowed to bring their vehicles to the campus on the condition that they should park their vehicles at the designated spots.
- 27) If the students engage in malpractice during the time of university exam, then such students will be reported to the university.
- 28) The student must be at their best behavior while in the classroom, college campus and outside it.
- 29) The students of the college should use the library in their spare times.
- 30) Our college is a ragging or eve-teasing free institution, so any act of such nature will be notified immediately to the police.
- 31) After each hour, attendance of the students will be marked by the teacher concerned. If a student is absent for one hour during any of the session (forenoon or afternoon) then that will be marked as half day leave.
- 32) A student present in the college cannot leave without the permission of HOD.
- 33) In order to take leave more than one hour from the college, an application for leave should be submitted to the HOD and if he/she approves such a thing only, the leave can be availed upon.
- 34) Leave from any examination can be given by the principal of the college only. Leave from the internal exams should be brought to the attention of the principal by the students who avail upon such leaves.
- 35) A student who is on leave for one day should submit a leave letter to the principal specifying the reason for such a leave duly signed by HOD.

36) The leave application form should be submitted by the students concerned with signature of the parent or guardian in it to the principal and after getting his signature, it should be handed over to the HOD.

37) Those students who have 75% average attendance can only get registered for the university exams.

38) Attendance is bestowed upon students who participate in university-oriented and also intercollegiate competitions.

39) The students of the college should wear their identity cards while in the campus and when they represent the college outside. In order to receive the services from the college, the students should have their identity cards with them.

40) If a student loses his original identity card, a duplicate one can be secured from the college office by paying the necessary fee.

41) The students should furnish their identity cards at any time on demand from the college staff.

42) The students should intimate with the college office their authentic residential address.