



# SHRI NEHRU MAHA VIDYALAYA COLLEGE OF ARTS AND SCIENCE (SNMV)

(Affiliated to Bharathiar University, Coimbatore, Re-accredited with "A" Grade by NAAC)  
Shri Gambhirmal Bafna Nagar, Malumachampatti, Coimbatore - 641 050. Tamil Nadu, India.



Internal Quality Assurance Cell (IQAC)

## POLICY DOCUMENT FOR CODE OF CONDUCT

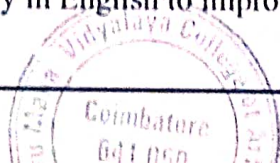


PRINCIPAL  
SHRI NEHRU MAHA VIDYALAYA  
COLLEGE OF ARTS & SCIENCE  
SHRI GAMBHIRMAL BAFNA NAGAR,  
MALUMACHAMPATTI, COIMBATORE - 641 050.

## **CODE OF CONDUCT POLICY DOCUMENT**

### **GENERAL CODE OF CONDUCT**

- Students shall reach the classrooms in time.
- Every student shall wish the staff members on his/her first meeting of the day.
- When a member of the staff enters the classroom, the students have to stand up as a token of respect.
- Students shall maintain strict silence in the classroom and also while moving from the classroom to the laboratory and vice-versa.
- The power to take disciplinary action against an erring student is inherent with the Head of the institution.
- No student shall leave the classroom without the permission of the staff concerned.
- Absence without leave will be considered an improper conduct. Leave letters must be sent in advance, except in emergencies when they should be sent at the earliest. Leave letters must be countersigned by the parent/ guardian, HOD and tutor.
- Students shall enter the staffrooms with the prior permission of H.OD. or faculty for specific purpose.
- Students shall maintain dignity and decorum during their Association programmes and common college functions.
- Students shall keep the campus clean and green.
- Monetary transactions for any purpose without proper permission from the Principal, misappropriation or cheating will lead to disciplinary action. Smoking and consuming liquor inside the college campus is strictly prohibited
- Students shall abstain from participation in political or communal politics.
- Students shall not visit other colleges without permission from the Principal.
- Misbehaviour and malpractice in connection with academic endeavour will lead to suspension or dismissal.
- Students are not permitted to use mobile phones in the classrooms, library, laboratories, examination hall etc.
- Leave of absence for any test will be granted only when specifically approved by the HOD concerned.
- Medical leave applications shall be supported by a medical certificate which shall be submitted immediately after the absence.
- Students shall cultivate reading habit by making use of the library effectively during the leisure time.
- Students shall converse only in English to improve their communication skills.





- Students shall submit their assignments and projects on time.
- Students shall not loiter in the corridors during the class hours.
- No student is permitted to go out of the institution during the regular working hours; for genuine reasons an out-pass which is signed by the HOD and the Principal has to be produced at the main gate.
- Students shall not be permitted to visit the principal's office during the class hours.
- Students are expected to read the notices put up on the college notice boards. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with the directions contained therein.
- Students are not allowed to visit the canteen during the class hours.
- Scribbling on the walls, windows and desks or causing any other kind of damage to the college property is a punishable mischief. Students responsible for any deliberate damage to the furniture, electrical installations, doors, windows etc will be fined heavily at the discretion of the principal, whose decision shall be final.
- Students who ride two-wheelers shall wear helmets compulsorily.
- No notices of any kind shall be circulated among the students or posted on the notice board without the prior written permission of the Principal.
- Students shall follow a neat and formal dress code strictly.

### **DRESS CODE FOR STUDENTS**

- SHRI NEHRU MAHA VIDYALAYA students are expected to adhere to dress code policies. They shall possess high professional standards of dressing. All students should wear clean and decent dress.
- Boys shall wear full trousers and shirts (Half-Sleeve/Full- Sleeve) neatly tucked in. They should not wear shirts bearing pictures and printed matter.
- T-Shirts, Short tops and low waist dressing, balloon fit pants and Casual / Sportive Jeans (Multi-Pockets with stripes in fading colour) are totally banned inside the campus. They shall avoid wearing studs, earrings and metal chains.
- Girls shall wear saree or chudithar with the shawl neatly pinned. Girls shall not wear sleeveless dresses, tight fitting pants, jeans, short tops, leggings and netted shawls. Girl students shall neatly comb and clip their hair.
- Every student shall wear the identity card as long as he/she is on the college campus. They must produce ID card whenever it is demanded by the college authorities.



## IDENTITY CARD

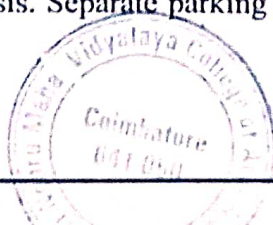
- Bar-coded Identity cards are issued to the students at the time of admission. These have to be carried along with them throughout the period of their study.
- Any faculty member, security personnel of the college, or the Principal may demand the identity card from a person entering and moving inside the campus.
- Movement inside the campus without an ID card will lead to strict disciplinary action. Loss of ID card should immediately be reported to the Principal through the tutor and H.O.D. and a replacement may be permitted at a cost paid by the student.
- Students must wear their identity cards while they are inside the campus. Students should submit the ID card to the Heads of the Department on the completion of the course.

## CODE OF CONDUCT FOR TEACHERS

- The staff shall reach the classrooms punctually and engage the students for one full hour.
- The staff coming from the other departments shall report to the HOD concerned before the commencement of the class.
- The relationship between staff and students should be professional and they should not interfere with the personal issues of students.
- The odd behavior of students shall be reported to the discipline committee immediately
- The ID cards and the dress code of the students shall be checked before the commencement of the class by the staff concerned
- The teaching workload will be as required by the College. At the end of every week, the staff are required to submit the duly updated Log-Book to the HOD/ Dean

## VEHICLE POLICY

- Students riding two wheelers should have valid driving license and should wear helmets. Students' vehicles are restricted to the parking lot and they shall not ride the vehicle inside the premises.
- The Management will not be responsible for any damage or loss of the vehicle parked in the parking lot.
- on first-come-first-serve basis. Separate parking space is allotted for the students and the staff.





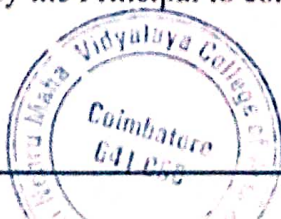
- The parking facility for vehicles is provided on campus. Students shall park the vehicles

**FOUND GUILTY OF SUCH ACTIVITIES ARE LIABLE TO BE SUMMARILY DISMISSED FROM THE COLLEGE.**

**Action in accordance with Tamil Nadu Act No. 7 of 1997 and U.G.C Regulations will also be taken.**

### **ATTENDANCE & LEAVE**

- Every student shall attend the classes regularly.
- Attendance shall be marked at the beginning of each period.
- No student shall be absent from the college without obtaining leave of absence. Absence without leave is a punishable misconduct.
- Students shall apply for leave in advance through the tutor, addressed to the HOD, in the prescribed application form. The grant of leave of absence will not mitigate the loss of attendance or count as exemption or condonation.
- Students shall avail leave only after getting sanction of leave from the Principal through the HOD
- Where absence is due to unforeseen and suddenly arising causes, the leave application shall be submitted as soon as possible and in no case later than the first day of the student's return to the college.
- In case of absence due to illness, production of a medical certificate is essential. This medical certificate is required for medical leave to be medical certificates has to be produced on the date attending the classes
- Student who absents himself with or without leave during forenoon and afternoon session of a day will be considered to have been absent for the whole day.
- Re-admission of students detained due to lack of attendance will be considered, subject to the availability of vacancies in that particular class.
- The University and College rules require REGULAR ATTENDANCE in all the classes, both theory and practical.
- To appear for the University Examinations, a student has to earn 75% of attendance for each semester and the attendance is reckoned in terms of day only and not subject-wise. It may be considered by the Principal to condone deficiency in attendance, if needed.



- Weekly attendance will be displayed on the notice board and also intimated to the parents.
- The principal is authorized to condone deficiency in attendance up to a maximum of 10% of the number of days for each semester.
- The principal may take appropriate disciplinary action in case of continued violation of leave rules. The Attendance Proformas based on university regulations are stated below
- The principal shall have the final and absolute authority to penalize, dismiss or suspend any student whom he finds guilty of misbehavior or violation of the rules of the college, inside or outside the campus after conducting such enquiries as he deems fit.
- It is mandatory to obtain prior permission from the principal before bringing outsiders into the campus. Unauthorized entry of outsiders will be dealt with seriously.
- Students shall avoid costly jewels and carrying heavy cash on campus.
- Students shall use Wi-Fi strictly for their educational purpose only.
- Students shall represent their grievances and suggestions in writing to
- the Principal through the HOD.
- At the end of every semester, students are required to submit the filled-up No-dues certificate to the office.
- Hall tickets for the university examinations will be issued only after the submission of the No-dues certificate.
- Playing music on transistors, tape recorders, mobile telephones or any other similar gadgets with or without earphones is strictly prohibited in the college premises.
- Students shall keep up the good name and traditional culture of the institution through good conduct and self-discipline on the campus and in the classroom.
- In case, any criminal case is registered against a student by the law enforcing authorities, he / she should intimate the same within 24 hours to the Principal, failing which, he / she is liable for disciplinary action leading to expulsion.

Under Tamil Nadu Educational rules, the Principal is empowered to inflict the following punishments in the interest of students or the institution concerned: Fine, Loss of attendance, Suspension, Loss of term certificate and expulsion.



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Website: www.snmv.ac.in



Estd : 1989

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28/08/2021

### **Staff Circular**

This is to inform you that **Proper Dress Code** has to be maintained by the faculty members while they are on the Campus:

- Gents Staff have to come in formal dress with Tie, Shoes and Socks.
- Clean Shave and neat hair cut are also essential
- The lady teachers shall wear their coats during working hours daily (8.00 am to 4 p.m or 9.00 am to 5.00 pm)
- Wearing identity cards & mask is Compulsory for all the staff.

  
**PRINCIPAL**

1. Circulated to All Staff members
2. Notice board
3. File

### Dress code for Staff





### Dress code for students



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