



CODE OF CONDUCT FOR STUDENTS

The code of conduct for the students of Sri Venkateshwara College contains the non-academic rights, responsibilities and standard behavior to be followed by the learners during the period of study. Breach of the code invites disciplinary actions. The code provides the basis for investigating cases of alleged and unacceptable conduct.

The code is based on seven general principles: regularity, punctuality, work habits, respect for self and others, respect to authority, respect for property, freedom from fear.



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1. NON -ACADEMIC RIGHTS AND RESPONSIBILITIES

a. ATTENDANCE

- i. Students are expected to have 85% attendance.
- ii. Relaxation of maximum 10% may be allowed to cater for sickness or VTU approved sports or other valid reasons with permission of HoD. In case of sick leave proper medical certificates is to be provided, the same will be forwarded to the University.
- iii. A student whose attendance is less than 85%, whatever may be the reason for shortfall, will not be permitted to appear in the End Semester Examination (except class 1.a.ii).
- iv. If a student is continuously absent for a period of TEN days without permission, a notice will be sent to the parents / guardian with intimation to Dean Academics by HoD.
- v. If a student remains absent continuously for 30 days without permission, name will be removed from nominal roll. Such a student may apply for re-admission. The student granted readmission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations.

b. MAKING UP OF DEFICIENCY IN ATTENDANCE

- The students who do not have the required attendance in any course during the semester shall register with their Department for Guided Self Study Course within 5 days from the date of communication of shortage. They will be required to pay a fee per course as prescribed by the College.
- Each Department will prescribe "Guided Self Study Course" for the course units in which the students failed or are having shortage of attendance in a semester and arrange counseling sessions for the students on weekends, weekdays (post regular academic classes) and holidays in the same odd or even semesters.
- Such students will have to attend contact classes as and when scheduled by the Department on weekdays / weekends / holidays in the relevant semester to complete the package of study for the course designed by the Department.
- The Departments shall prescribe assessment like term papers / home assignments which the students will submit to their teacher's course-wise within the due dates.
- Regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained student is permitted to take the end semester examination / reexamination or not. The schedule for regular collection and submission of term paper/home assignments will be announced by the Department.
- Only those who register for Guided Self Study Course and complete all the requirements as prescribed by the Department will be permitted to



take the examination in the respective subject when the examinations of such Course are conducted on normal schedule along with the current or next batch of students.

- The Head of Department will give a certificate to the Controller of Examinations in the manner prescribed in Guidelines stating that the student has complied with all the requirements prescribed for making up the deficiency in attendance at least ten days before the commencement of examinations.

c. OFFICIAL DUTY (OD) GUIDELINES

- If a student is sent by the Institution for an OD, the student may be given advantage of it in attendance. The OD can be given equal weightage from the attendance point of view. The procedure for granting OD is available with Principal office/ Dean Academics
- **OD will be part of already permissible 10% absence.** No OD would be given for the following-
 - for practice session or as audience for sports matches, cultural programs etc.
 - for academic project, whatsoever may be the nature.
 - after the event is over or the class already held whichever is earlier.
 - for consulting books in library for preparation of any competitions / assignments.
 - appearing in any competitive examination / back papers.
- OD should not exceed more than 10% of the total classes planned for a course.
- For getting OD, the student has to fill-up the prescribed form for recommendation by the faculty deputed for the activity for final approval by Principal duly recommended by HoD.
- **There will be No cases of either recommendation or ex post facto sanction of ODs.**

d. DISCIPLINARY CONTROL OF STUDENTS

- Every student enrolled in the College shall be under disciplinary control of the College and its Departments/Institutions.
- At the time of admission, every student shall be required to sign a declaration that on admission, he/she submits himself/herself to the disciplinary jurisdiction of the Principal and several authorities of the College, its Departments/ Institutions who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances, the Regulations and Guidelines that have been framed therein by the College.
- Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall amount to act of



indiscipline or misconduct on the part of a student.

- Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/ Institution and against any student within the College
- Without written request remaining absent from the class, test/examination or any other curricular or co-curricular activity which student is expected to participate
- Carrying and use of any kind of weapons
- Misbehavior or cruelty towards any other student, teacher or any other employee of the College.
- Use of drugs or other intoxicants except those prescribed by a qualified doctor
- Any violation of the provisions of the Civil Rights Protection Act, 1976
- Indulging in or encouraging violence or any conduct which involves moral turpitude
- Any form of gambling
- Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background
- Practicing casteism and untouchability in any form or inciting any other person to do so
- Any act, whether verbal or otherwise, derogatory to women
- Smoking, use of narcotics, possession and consumption of alcoholic beverages
- Any attempt at bribing or corruption of any manner or description
- Willful destruction of the property of the College or its Departments /Institutions
- Behaving in rowdy, intemperate or disorderly manner in the premises of the College or encouraging or inciting any other person
- Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student
- Causing disruption of any manner of the academic functioning of the College
- Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the college
- Unpunctuality
- Ragging in any form
- Violation of the status, dignity and honour of students, in particular female students and those belonging to a scheduled caste or a scheduled tribe or other backward class
- Any practice whether verbal or otherwise, derogatory to women
- Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene



behavior of students

- Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be
- The Principal may amend or add to the list of Act of Indiscipline, Misconduct and misbehavior under Clause (1.a.d) above.

e. PENALTIES FOR BREACH OF DISCIPLINE

- Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him the Principal, HoD, may in the exercise of their powers aforesaid, order or direct that any student
 - be expelled from the college or institution, as the case may be, in which case he shall not be re-admitted to the college or institution from where he is expelled but it shall not preclude his admission to any other institution with the prior approval of the Principal; or
 - be, for a stated period, rusticated in which case he shall not be admitted to the college, till expiry of the period of rustication; or
 - be not, for a stated period, admitted to a course or courses of study of the College; or
 - be imposed with the fine of a specified amount of money; or
 - be debarred from taking a University semester end examination or examinations for one or more years.
- The Principal, in exercise of his powers aforesaid or on the recommendations of the Head of Department/Institution, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

2. CONDUCT DURING ACADEMIC ACTIVITIES

- Mobile devices of any nature will be switched off during any academic activity unless the faculty member instructs to use them.
- Students will stick to the seating scheme of the activity.
- Students will not disrupt in any manner and will actively participate in the activity.
- Students will neither damage or deface any facility / fixtures in the premise nor will allow any other person to do so.
- Students will give proper regards to the faculty/ lab technicians/ lab attendants and other staff members.
- Punctuality will be ensured by all.
- Dress Code. It is pertinent that appropriate dress as per the activity be worn by all students and staff members. Dress should be decent and appropriate for the professional college on all occasions. The students and staff have to



represent the college in the best possible light at all times. The following dress code would be followed by all staff members and students of the college:

- **Formal Dress.** will be worn on notified day (based on circular) and on special events whenever notified.
- **Informal Dress.** Graceful informal dress will be worn on other working days.
- Male staff and students are expected to wear pants/Jeans with half/full sleeve collared shirts/Collared plane T-shirts neatly tucked in. Sikh students will wear turban. No parnas/ patkas/ T-shirts with slogans or comments, pajamas, Slippers are allowed in the academic areas.
- Female staff and students are expected to wear traditional Sarees/churidar/salwar-kameez/long kurtis/ Loose jeans with collared plane T-shirts. Wearing of dupatta/shawl is must. Short Salwar/kameez/T-shirts with slogans or comments, pajamas, Slippers are strictly forbidden.
- Dress for the Lab and Workshop classes would be as per concerned departmental orders on the subject.
- Displaying of college ID card is mandatory in the college campus. During examinations, admit cards will be carried in addition.
- The above dress code is applicable for all students irrespective of year or branch. 2nd, 3rd and 4th year students.
- The students must check the Notice Boards / Kaizala notices from time to time. Everyone will follow the directions, displayed by the college/staff/department on the Notice Boards. Ignorance is not acceptable.
- Use of internet for the purpose other than academic related activities is banned in the college campus.

3. HOSTEL CONDUCT RULES

- No student with past record of indiscipline/misconduct will be allotted hostel.
- Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.
- Students are not allowed to consume alcoholic, narcotic drugs or any intoxicating substance in the college campus.
- A visitor's pass will be obtained from the college main gate for all visitors to the hostel including the parents/guardian. They will make necessary entries in the visitors' book available at the hostel entrance with the security guard. They must be entertained only in the guest room during visiting hours only.
- No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel. In case, guest want to stay overnight in the hostel, he/she should take permission from warden and will pay guest entry charges @ Rs. 150/- per night. If any unauthorized guest found in hostel, the host shall be fined Rs. 500/-.
- Students are not allowed to take common room's newspapers to their room at any time.



- The students are advised to check all the fitting in the room while taking possession of the room. If there is any discrepancy, they must report to the caretaker immediately.
- Students should handle hostel equipment, furniture, mess property carefully and not abuse or tamper with it. Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. If so then applicable fine will be charged by the hostel authorities.
- For any maintenance arising due to regular wear & tear of the fitting in the room, the residents of the hostel must make entry in repair/maintenance register kept with security guard of the hostel. Same will be corrected within 24-48 hours of reporting.
- Students must use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students in their rooms, fine will be charged by hostel authorities.
- Use of electrical gadgets like heaters, kettle, electric rod, electric iron, radio, deck, tape-recorder, woofer etc in the hostel is not allowed.
- Garbage and wastage only be put at garbage box available nearby hostel premises
- Students are allowed to go home on only one weekend in a month. They are allowed to go home/out second time only in case of emergency with valid reason and with the permission of hostel warden. They must take permission two days in advance. They must make the necessary entry in the movement register available in the respective hostels with hostel servant/security guard.
- The students residing in the hostel are required to pay accommodation and mess fees during beginning of academic year.
- Students are required to come to the hostel mess and common room in proper dress (sleeveless and half pants, capri, bermuda etc are not allowed).
- The students can keep PC/Laptop in hostel rooms with due permission from the Hostel Warden.
- Carrying and keeping lethal weapons like guns, revolver etc. in the college and hostels are not allowed.
- Students will not enter rooms of other students without permission of the inmates.
- Every case of illness and accident must be reported immediately to the hostel authorities.
- Tea and eatables are not allowed in the common room.
- Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
- After the semester examinations (even semester) are over, the students are required to vacate their rooms within two days. If required, the rooms can also be got vacated during the winter vacation.
- All matters relating to differences among students and complaints



against theft shall be brought to the notice of the hostel authorities.

- Hostel accommodation (room) can be changed by the hostel warden if they found it necessary at any point of time.
- Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.
- Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.
- When a student leaves the college without completing his course, he/she will have to vacate the hostel as well. The locks of such students can be broke-opened any time by the warden to get the rooms vacated.
- If the students residing in the hostel are not found present during the evening roll call (biometric and manual), they will be treated as absent. Proxy or dummy room-mates are forbidden. Strict action will be taken.
- Cooking is not allowed in the hostel rooms.
- The students themselves will take care of the cleanliness of their rooms, balconies and surrounding areas.
- The warden/college authorities can any time check the rooms of the hostellers in their presence or otherwise.
- After college hours, students should be in proper dress code if they want to go outside the hostel limits (night suits are not allowed).
- No meeting, seminar, function, celebration or gathering is permitted in the hostel without prior permission of the warden.
- Moving of hostel property (Bed, Chairs etc.) from the room is not allowed.
- Hostel option is allowed once in an academic year in the month of August and no change of option will be allowed in between the same academic year.
- Insurance of Laptops/ Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.
- Security of ATM/Debit cards: All residents must take care of their ATM/Debit cards. They must not disclose their PIN to anybody- even to their best friends.
- Students who wish to go to any place such as Railway station etc. for the night trains must take prior permission at least one day in advance from the Warden/ Chief Warden.
- Any student found loitering in the campus after 09.30 pm is liable to be questioned by Security staff. They are liable to surrender their I- card to security staff on duty.
- The Parents of residents coming very late or who are habitual offenders will be informed. In acute cases the resident may have to vacate the Hostel.
- In case of boy's hostel, no student is allowed to enter or leave the hostel after 09:30 P.M.
- In case of girl's hostel, entry timing schedule will be displayed in the hostel.