

RAJIV GANDHI ARTS AND SCIENCE COLLEGE

Thavallakuppam, Puducherry



COLLEGE CODE OF CONDUCT

I. REGULAR ATTENDANCE AND PUNCTUALITY

1. The college hours from 10 AM to 4 PM must be adhered to strictly. Students are required to be in the classroom by 9:55 AM for the morning session and by 1:25 PM for the afternoon session. Failure to do so will result in being marked absent for half a day.
2. Wearing ID card is a must inside the College Campus.
3. Students are instructed to come to college regularly and should not take leave unnecessarily. Students with less than 75% attendance in any course shall not be permitted to attend the end-semester university examination. **Such student shall repeat the course when offered next.**
4. Absence without leave letters will be viewed seriously. Prior permissions must be taken for availing leave. For availing leave upto 2 days, leave letter should be submitted on the previous day itself or on the day of return. For availing leave for more than 3 days for reason such as medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature. If leave is taken without permission student should bring the parent on the day of return.
5. Students wishing to represent the college in inter-collegiate programs, seminars, conferences, workshops, skill development activities, or sports events must obtain proper permission from the department or college office. Failure to do so will result in the absence being recorded as leave, and no official duty (OD) will be granted. NSS and NCC students also must obtain prior permission from their PO, CTO/ANO and inform their respective departments before participating in any activities or camps.
6. ID cards will be issued at the college office during the first year. If a student loses or damages their ID card, they must submit a letter counter signed by the Head of Department along with a fine of Rs. 30 to the college office to obtain a replacement. If the ID card is lost along with tag, then fine is Rs.100.
7. In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary committee faculty members till the enquiry is over.

J. Hannah Monisha

PRINCIPAL

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II. DRESS CODE FOR BOYS AND GIRLS

All students on campus are required to always dress neatly and formally, including during examinations. For boys, formal attire consisting of a shirt and pants, with hair neatly cut and beard trimmed and groomed, is expected. However, if a student is growing a beard or hair for pilgrimage purposes, they must obtain prior permission from the department. For girls, wearing a chudidhar with a shawl pinned on both sides is recommended.

Dress Code for Boys – Don'ts

1. No Torn Jeans
2. No un-collared T-Shirts
3. No 3/4th / ankle folded pants
4. No long hair or beard.
5. No Punk/ Box hairstyles
6. No lines in Eyebrows
7. No earrings/studs/magnets/bangle/big chains etc

Dress Code for Girls - Don'ts

1. No full frock without shawl and pant
2. No jeans and T-shirts
3. No Sleeveless/Net sleeve tops/Chudidhar/dress
4. No short tops. Tops should be below knee length
5. No tight leggings/stretch pants

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III. GENERAL CODE OF CONDUCT

Do's

1. **Respect others:** Treat fellow students, faculty, and non-teaching staff with respect and courtesy. Honor your parents
2. **Follow College Rules:** Must follow the college rules and regulations such as dress code, behaviour, Examination, attendance, and academic integrity.
3. **Use resources responsibly:** Utilize library resources, computer labs, and other facilities responsibly and as intended.
4. **Seek Knowledge:** Effectively use intellectual resources on campus, collaborate to expand your understanding, and develop your skills. Participate in co-curricular and extra-curricular activities.
5. **Seek help when needed:** Seek assistance from HoDs, Class teachers, mentors, or counsellors when needed academically and if needed personally.
6. **Sanitation and hygiene:** Maintain personal hygiene to ensure a healthy environment for all. Student's Toilets should be used with care. Fine will be levied on breakage of doors/toilet fitting etc
7. **Green campus environment:** Switch off fans and lights when not in use. Conserve electricity, water. Grow plants and trees. Join hands for maintaining green environment.
8. **Safety regulations:** Follow safety guidelines and procedures in the college campus, especially in laboratories.
9. **Physical fitness:** Do moderate, vigorous physical exercise regularly. Practice healthy and nutritious food habits.
10. **Engage in volunteer activities:** Participate in activities such as NSS, NCC, the Red Ribbon Club, Village Adoption Program, Mission Life, Swachh Bharat (Clean India) and Vikshit Bharat (Developed India) and similar activities to contribute to the growth of peers and society. These initiatives offer valuable opportunities to engage in community service, support social causes, and develop leadership skills.

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III. GENERAL CODE OF CONDUCT

Don'ts

1. **Damage Property:** Do not scribble or write on doors or tables/desk which could deface the college and destroy the academic ambience. Do not damage college property, including buildings, toilet fittings, electrical fittings, furniture, computers and other equipment.
2. **Substance Abuse:** Smoking, drugs, alcohol or any other substance use are strictly prohibited on campus.
3. **Plagiarize or Cheat:** Avoid academic dishonesty in any form, including plagiarism and cheating during examinations.
4. **Disrupt Classes:** Refrain from disrupting lectures or other academic activities. Do not roam in the campus during college hours
5. **Misusing Facilities:** Do not misuse college facilities or equipment for unauthorized purposes. Refrain from bringing students from other colleges onto our campus. Disciplinary action will be enforced for violations.
6. **Noise Pollution:** Whistling, Howling, Bike honking, Silencer sound and engine revving up sound in motor vehicle are strictly prohibited.
7. **Use of Mobile Phone:** Restrict your mobile phone use in campus. Mobile phones should be switched off during class hours, in Library and quiet areas.
8. **Breach of Privacy:** Don't take photo/video of others without permission. Posting of such images/videos or misconduct on social media is strictly prohibited.
9. **Littering on Campus:** Avoid throwing used plastic covers, chocolate wrappers, pet bottles, cans and papers. Help in keeping your campus clean and neat.
10. **Prohibited Expressions:** Ragging or anti-institutional, anti-national, anti-social, anti-communal or immoral activities or political expressions or activities within the college campus is strictly prohibited.

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IV. EXAMINATION RULES

PU Exam Rules

1. Students should not enter the Exam Hall without proper college dress code & ID Card.
2. Students should occupy the allotted seats at least 10 minutes before the commencement of all the examinations. Silence should be maintained in the examination hall.
3. Students themselves should check the Hall tickets, ID cards and calculators before entering the Exam Hall.
4. Mobile Phones, wallets, pouches, Bluetooth devices, smart watches and other belongings should be kept outside the exam hall only.
5. Candidates are prohibited from bringing any written or printed materials into the examination hall. Possession of notes, bits, study material, or any similar items will be deemed as malpractice.
6. Students are not allowed to exchange pencil, eraser, scale etc. inside the exam hall.
7. Students should write only their Register number on the question paper and they should not write anything else. Students should verify the subject code and subject name with hall ticket as soon as they receive the question paper. If there is any discrepancy, they should report it to the invigilator immediately.
8. Students writing regular exams should not leave the exam hall for any reason before 12.00 pm (Forenoon session) / 4 pm (Afternoon session) i.e. they should write for atleast 2 hours and they should leave the corridor immediately after coming out of the exam halls.

Malpractice

9. If a student is caught engaging in malpractice, it will be reported to the university immediately. The college will also initiate disciplinary action against the student. The student's parent will be notified right away, and the student's ID card and hall ticket will be withheld until the disciplinary committee completes its inquiry.
10. For details of punishment regarding Malpractice in examination please refer Pondicherry University Website.

Internal Assessment Exam Rules

11. Two internal tests and model exam will be conducted for each subject. Students are expected to take these tests seriously and attend them. Each subject will have a total of 25 internal marks, with 20 marks allocated based on the internal assessment exam scores and the remaining 5 marks based on attendance. For detailed information, please refer to the respective syllabus available on the college website.
12. Failure to appear for internal exams will result in redoing the course.

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