

# CODE OF CONDUCT FOR STUDENTS

At the time of admission each student shall sign a declaration on the Admission Form, that she will abide by all the rules and regulations of the college, and accept the decision of the Principal in all matters as final. Her parents/guardians will also endorse this declaration.

1. All students are expected to conduct themselves in a manner worthy of a citizen in the college community. Such conduct is based on respect for the dignity and rights of individuals, public and personal propriety and personal and academic honesty. All students are answerable to the Principal for their conduct in the college, and for their behaviour outside college, if it adversely affects the good of the college. Appropriate action may be taken when the principles of equity, justice and morality are affected.
2. **Christian students are expected to avail of the special facilities provided to them to enrich their lives as Christians.**
3. Insubordination and unbecoming language or conduct in any form is sufficient reason for the dismissal of a student.
4. **Attendance at all college functions is compulsory.**
5. Absence from college must be justified **in writing** and if illness is the cause, a medical certificate must be submitted; **75% attendance is mandatory as per University of Calcutta norms. Certificates are awarded annually to those students who have full attendance in classes. The CBCS System, of University of Calcutta accords marks for good attendance every semester.**
6. Internal assessment and tutorial marks are considered by the University of Calcutta for grading the student. Absence at tutorials or internal assessment is considered as failure.
7. Those who **absent themselves from internal examinations** without the express permission of the Principal, make themselves liable for disciplinary action. Such absence must be justified in writing and in case of illness by a medical certificate. These letters and medical certificates with a covering letter from the parent or guardian of the student are separate from those intended to justify absence from college at other times. Attendance below the University of Calcutta norms will mean loss of the semester. **No prizes are awarded to any student who has missed college examination** for any reason. Absenteeism on grounds of health needs to be within the permissible limit of the University of Calcutta.
8. Although illness or other serious circumstances maybe considered valid reasons for absence from lectures, tests, tutorials, examinations, etc., there remains no evidence of a satisfactory knowledge of the courses concerned. **Failure to submit assignments, unjustified absence from tests etc.** will seriously prejudice the student's academic

record. If after a warning, a student persistently continues not to conform to college requirements, she can be refused admission/continuation for the next academic year.

9. Students leaving the city for any of the holiday periods are expected to make the arrangements as per the dates for vacation according to the college calendar.
10. **The college reserves the right to require the withdrawal of any student whose academic work falls below its standards/has not appeared for college examinations/misconduct.**
11. **Ragging of any sort is not condonable.**
12. Students must maintain an environment conducive to the teaching learning process. They should maintain strict discipline in the classroom and extend respect to their teachers. Completion of academic commitments to the fullest capability is mandatory.
13. No students will compromise on the academic integrity of the institution by indulging in malpractices such as cheating. Those who use **unfair means** at examinations are liable for **disciplinary action** and may result in the student being asked to **discontinue her studies in the college.**
14. All students are expected to dress modestly.
15. Wearing the College identity card is compulsory.
16. **The use** of mobile phones by the pupils in the college building is not permitted.
17. Maintaining the cleanliness of the College is the responsibility of each student.
18. Damage or vandalism of college property is punishable.

