



# St. Mary's College, Thrissur-680020

## Code of Conduct – Student

- The regular College timing is from 8.30 a.m.to 3.15 p.m. At 8.25, students should be present in their respective classes.
- The working day is divided into two sessions (8.30 a.m. - 11.40 a.m. & 12.30 p.m. – 03.15 p.m.) and each session into different periods.
- Students should attend various programmes – Skill Enhancement, Value Added and Certificate courses.

Programme	Batch
Skill Enhancement ( Multi-disciplinary )	I &II Sem UG
UGC Add on Certificate	I & II Sem UG
Competitive Exam Coaching	III Sem UG
Certificate Programme ( Department Level )	IV Sem UG
UGC Add on Diploma	IV Sem UG
UGC Add on Advanced Diploma	V & VI Sem UG
Certificate Programme	V & VI Sem UG
Certificate Programme	I & II PG

- Attendance will be taken at the beginning of each hour. Absence from class for an hour will be considered as absence for the session concerned.
- No Visitors will be allowed during class hours.
- No student is permitted to leave the College before the class is over. In case of any emergency at Campus, parents are called and students are allowed to leave with their parents.

- Leave or absence must be informed to the respective class tutors. The students will get the leave slip from office on payment. Application for leave will be recommended by the Tutor and forwarded to the Principal.
- If a student takes leave without permission from the Principal for more than 15 consecutive working days, her name will be removed from the rolls.
- No gold or gold coloured imitation ornaments or other expensive ornaments except a pair of ear rings and wrist watch are allowed to be worn. Married students can wear wedding ring and a simple 'Thali' chain.
- Modestly stitched plain churidar without slit and pockets, plain shawl of any shade without design or border is the College Uniform. All other modes of dress like churi bottom, leggings, short tops and other alterations are strictly forbidden. A special uniform, white churidar and sky blue dupatta is to be worn on all First Mondays.
- Use of the mobile phone is strictly prohibited in the College Campus. If it has been brought under notice, the phones will be confiscated and will not be returned back.
- College properties and furniture shall be handled with great care. Any loss or destruction to these will be chargeable individually or collectively as the case may be.
- Students shall endeavor to preserve cleanliness and orderliness of the class room, verandah and College premises. Dislocating chair and other furniture, dirtying the surroundings by throwing paper bits and sprinkling ink on floors, walls and furniture are not in keeping with the high sense of order and cleanliness expected of a lady.
- Irregular attendance, insubordination to teachers, habitual inattention to class work and obscenity in word or act are sufficient reasons for the permanent or temporary dismissal of a student. Minor offences are punishable by fines, loss of attendance etc.
- Students are warned against presenting mass petitions to the principal or to the manager. Students do not participate in:
  - (a) Any agitation directed against constituted authority.
  - (b) Any meeting likely to excite disloyalty towards the Government.

(c) Any movement likely to promote communal ill-feeling.

- No magazine, newspaper or any e-gadgets are allowed to be brought to the College or Hostel without the permission of the Principal.
- Collection of money without the prior permission of the college authority is not allowed.
- Students can convene meeting only with the prior permission of the Principal. Persons who are not on the rolls of the College Register should not be allowed to take part in the propaganda work in the College Campus.
- Students from other institutions and outsiders with valid identity proof should take prior permission to meet the Principal and staff members and also shall not meet or interact with the students of the College inside the campus without prior written consent of the Principal.
- Political activities are completely banned in the College Campus. Students should not resort to Gheraos, Bandh, Hartal or any sort of violence within the Campus.
- No notice should be pasted on the college notice board or any other place or circulated inside the college without the permission of the Principal even during election time
- Day students shall not enter the hostel without the permission of the Warden. They are strictly forbidden to act as the messengers without the knowledge of the Warden. Such cases will be considered seriously.
- The College will not be responsible for any loss of money or article incurred by the carelessness of the students. Book, stationery and umbrellas should bear name of the owner.
- All the students shall co-operate with the College authorities to ensure maintenance of discipline in the College.
- College authorities reserve the rights to amend, repeal or modify any of the above rules.