

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.
- Vehicles must be parked at the students' risk in the places allotted for them.
- 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.
- Eve teasing and ragging are strictly prohibited. Students 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.
- The Principal shall have the final and absolute authority to penalise, dismiss or suspend any student whom he finds guilty of misbehaviour 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.

DRESS CODE:

SNMV collegians 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 matters. T-Shirts, Short tops and low waist dressing 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 either sari or chudithar with the shawl neatly pinned. Girls shall not wear sleeveless dresses, tight fitting pants, jeans, short tops 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.

CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFF

The Following Code of Conduct is laid down for the guidance of Teaching & Non-Teaching Staff.

1. Every Teacher shall, by precept and example, inculcate in the minds of the students entrusted to his/her care, love for the Motherland.
2. Every Teacher shall organize and promote all College activities which foster a feeling of universal brotherhood among the pupils.
3. No Teaching or Non-teaching staff shall be a member of any political party or carry on activities either openly or in camera in support of any such party.
4. The Teacher shall always be on the alert to see that his/her students also do not take any active part in politics.
5. No Teaching / Non-teaching staff shall be a member of the state or central legislature or any other body of local Self-Government. He/ She shall resign his/her job before standing for election as a candidate. No teacher shall be member of any banned organization/clusters nor shall have any link directly or indirectly with such organization/clusters.
6. Every Teacher must be strictly impartial in his / her relations with all his / her students. He / She should be sympathetic and be helpful, particularly to the slow learners.

7. Every Teacher should be temperate and sober in his/her habits. He/ She should scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the college.
8. No Teacher shall indulge in or encourage any form of malpractice connected with examinations or other College activities.
9. Confidential matters relating to the Institution and the Management shall not be divulged by any Teaching / Non-teaching staff.
10. Every Teacher should be clean and trim, and not casual and informal, while on duty. His/ Her dressing should be neat and dignified
11. Every Teaching / Non-teaching staff should be punctual in attendance, in respect of his/ her class work, as also for any other work connected with the duties assigned to him/ her by the Principal
12. Every staff should abide by the rules and regulations of the college and show due respect to the constituted authority, diligently carrying out instructions issued to him/ her by the superior authority.
13. Every Teacher shall avoid monetary transactions with the students or parents or Colleagues.
14. Each Teacher should refrain from exploiting his/her College influence for personal ends.
15. No staff shall, ask for or accept contributions or otherwise associate himself/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

PROFESSIONAL ETHICS

- Morality
- Professional integrity
- Updation
- Competency
- Punctuality
- Respect and Equality
- Work Autonomy
- Professional Responsibility

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. The parking facility for vehicles is provided on campus. Students shall park the vehicles on first-come-first-serve basis. Separate parking space is allotted for the students and the staff.

HUMAN VALUES

The prime objective of the Institution is to inculcate the following Human and Social Values in the minds of Students through education.

- Love
- Peace
- Freedom
- Morality
- Intelligence
- Respect
- Safety
- Equality
- Justice
- Humanitarian Attitude
- Respect for Nature
- Responsibility
- Sensitivity
- Cleanliness
- Politeness
- Honesty