



**SECAB'S A.R.S. INAMDAR ARTS, SCIENCE
AND COMMERCE COLLEGE FOR WOMEN,
VIJAYAPUR.**

**COLLEGE
RULES, REGULATIONS
AND
CODE OF CONDUCT**



I. College Working Days, Timings and General rules

College working days are from Monday to Saturdays in a month.

General Timings: 9.00 am to 4.00 pm.

General Rules:

1. Students are not permitted to leave the college till the completion of their classes.
2. Students are expected to be punctual to the lectures, tutorials and practical.
3. Students absent at the roll-call forfeit attendance. Students shall submit a leave note whenever they have to be absent.
4. Students may spend their non-lecture hours either in a silent study in the Library or in a recreative talk in the Common Room or the benches provided in the campus.
5. Courtesy, politeness, and lady-like behavior must always characterize students of the college.
6. No student will leave the college premises without the Principal's permission, except to go home after the lectures are over.
7. No day-scholar will go to the Hostel residential quarters.
8. No visitors for students (including students from other colleges) are allowed during lecture hours.
9. No books, magazines, newspapers or notices for the notice board will be brought to the college without the approval of the Principal.
10. Students changing their residence must notify the Principal without delay.
11. Students shall wear the college identity card around their neck in the college premises.
12. Use of mobile phones inside the building, corridor and anywhere inside the campus is strictly prohibited. If found guilty of using them, they will be confiscated and punished accordingly.
13. If a student wants to avail leave she has to give a request letter to the concern subject teacher. If the leave is for more days then the request should be from the parents or Guardians.



II. Code of Conduct on the campus includes:

1. Safeguarding the college property.
2. Keeping the place clean and tidy.
3. Following the prescribed dress code.

III. Attendance

Even though the requirement as per Karnataka State Women's University Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists on a minimum of 90% attendance for theory classes and 100% for the laboratory classes, so that

- (i) Students can perform well in the Internal and university examinations
- (ii) No one will be detained from writing the Karnataka State Women's University examinations due to shortage of attendance.

If a student wants to avail leave she has to give a request letter to the concern subject teacher. If the leave is for more days then the request should be from the parents or Guardians.

IV. Rules and Regulations:

1. Students must possess their identity card, whenever they come to the college and show it to the persons concerned whenever asked for. Congregating on the road in front of the college or at the entrance of the college is to be avoided. Students should park their vehicles in the place allotted for the purpose.
2. Students should maintain decorum and discipline at all times, both inside and outside the campus. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled. Code of conduct on the campus includes safeguarding the college property, keeping the place clean and tidy and following the prescribed dress code.
3. Only students who are on the rolls of the college and their parents shall normally be permitted to enter the college campus.



4. Students are not permitted to play any sports or join cultural teams against the college.
5. Students are forbidden to organize or attend any meeting within the college, or collect money for any purpose or circulate any notice or petition of any kind among the students or paste it on the college notice boards without the written permission of the Principal.
6. No meeting should be held in the college campus, at the gate or within the periphery of the college without prior permission or consent of the Principal.
7. Ragging is a punishable crime under the law and if found guilty in any form, the student will be expelled forthwith.
8. There are committees/ cells like ICC (Internal Complaint Committee for sexual harassment) and Grievances Redressal cell in the college to look after the academic as well as personal issues of the students.

V. Dress Code:

Students are expected to dress formally and modestly as per the specifications of the college i.e. Salwar, Kameez with Dupatta. The college has a new dress code system by the decision of the Governing Body and the IQAC members. Students must wear their uniform as allotted to their respective streams in the college from Monday to Saturday day. If the students are found without uniform they will not be permitted to enter their classroom or they will be penalized.

VI. Library Rules and Regulations:

The students should strictly follow the norms of the library and act accordingly.

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Principal,

SECAB's A.R.S. Inamdar Arts, Science &
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VIJAYAPUR-586109.