



SAFI INSTITUTE OF ADVANCED STUDY (SIAS)

CODE OF CONDUCT STUDENTS

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





CODE OF CONDUCT FOR STUDENTS

1. Students shall always behave with dignity and courtesy on all occasions.
2. Students shall not engage themselves in actions that are offensive to good taste.
3. No meeting or entertainment shall be organized nor any fund collected without the permission of the Principal.
4. No student shall keep in possession or consume alcoholic drinks and/or hallucinating drugs.
5. Possession and use of fireworks or such hazardous materials is prohibited on the campus.
6. Students shall not enter classrooms other than their own.
7. Mobile phones, Cinematic Dance and Fashion Shows shall not be allowed inside the campus.
8. Principal's decision shall be final regarding the conduct of students.
9. Students shall desist from all forms of destruction and disfiguring the classrooms, compound walls, buildings, furniture, electrical fittings, vehicles and other properties. Any disfigurement will be punished and the cost of damage will be recovered from the students.
10. Vehicles are not permitted inside the campus
11. Furniture should not be dislocated from its position.
12. Students who are charged with criminal offence or are under suspension cannot enter the campus without the prior permission of the Principal.
13. Banners, flags, posters etc. shall not be allowed inside the campus without the permission of the Principal.
14. The ID card is to be produced for collecting the Hall Tickets
15. The Hall Ticket is to be produced for collecting the Certificates and Mark Lists.
16. Ragging, harassing and use of words of abuse etc. within the campus or outside are punishable and such matters will be immediately reported to the police. Ragging invites immediate expulsion from the college.
17. Political activity is strictly prohibited inside the college premises.



DRESS CODE

All students are expected to wear clean, modest, decent and dignified dress and observe strict modesty in their dress. No particular dress code is allowed in the campus.

IDENTITY CARDS

Students should compulsorily wear their Identity Cards in the campus. All payments, Issue of certificates, mark list etc. will be made only on production of the identity card.

ATTENDANCE

1. Classes are conducted from Monday to Friday from 9.30 am – 3.30 pm.
2. The minimum requirement of attendance during a semester shall be 75% for each programme.
3. Application for leave must be made at least 2 days in advance.
4. No student shall be absent from the class without applying for leave. If a student requires leave for personal reasons, he/she must obtain it from the Class Advisor.
5. Application for sick leave must be supported by a Medical Certificate issued by a competent authority.
6. The name of any student who is absent without leave for 10 consecutive working days or two weeks will be struck off from the rolls, if not intimated in time with supporting certificate.
7. Students who do not have 75% of the attendance are not eligible to appear for University examinations.
8. The certificate of attendance required by the University for admission to the University Examination will not be issued unless the Principal is satisfied that the student has attended three fourth of the working days in a semester.
9. If the student has 65% attendance, condonation of shortage of attendance to a maximum of 10 days in a semester at the discretion of the Principal may be granted by



the University, subject to a maximum of two semesters during the entire period of a Degree Programme.

EXAMINATIONS

The evaluation scheme for each course is based on internal and external examinations

INTERNAL EXAMINATIONS

Internal examinations are conducted by the Institute. 20% of the total marks in each course are for internal examinations. It consists of 2 written tests, class attendance, assignments and seminars conducted.

EXTERNAL EXAMINATIONS

The external examination is conducted by the University at the end of each semester 80% of the total marks in each course are for University examinations which consist of theory, practical and viva voice.