

ANNAI VIOLET ARTS AND SCIENCE COLLEGE

Code of Conduct for Faculty

1. Communicate clearly with the students in writing the instructions for each assignment.
2. Be updated in the knowledge of subject and the current affairs.
3. Prepare thoroughly the lecture to be delivered in advance.
4. Conduct Theory and practical's as per the time table.
5. Use modern tools of teaching to make the lectures more interesting (Audio/ Visual Aids).
6. Attendance of the students should be recorded regularly.
7. Complete the syllabus in the stipulated time.
8. Conduct and evaluate all the examinations as per the scheduled time table.
9. Be polite to the students listen to their academic needs and should make efforts to solve them.
10. Be in contact with the parents / guardians of the students.
11. Take prior approval of leave from respective authority and make the alternative arrangements for the Theory and practical.
12. Follow the rules, regulations of the institution from time to time.
13. Use of mobile phone during class hours is strictly prohibited.
14. Identity card , must be carried by the faculty at all the times while on the campus.

Code of Conduct for Students

1. The identity card with photograph affixed, must be carried by the student at all the times while on the campus and must be produced on demand.
2. Student must attend the Theory and Practical classes regularly as per the time table.
3. Student should have minimum 75% attendance in theory and practical.
4. Students' conduct will be monitored.
5. Absenteeism from the classes without information will be considered a breach of discipline.
6. Student must appear for all the tests and examinations and show satisfactory progress.
7. Students are advised to read all the notices displayed on the notice boards.
8. The conduct of the student in the premises of the institution as well as in their classes should cause no disturbance to fellow students or other classes.
9. Student must not loiter in the premises.
10. No society or association must be formed in the institution and no person should be invited to address a meeting without Principal's permission.
11. No trips should be arranged without prior consent of the Principal.
12. Students are expected to take proper care of the institution's property. Any damage done to the property of the institution by disfiguring the walls, doors, fittings or breaking the furniture, etc. is a breach of discipline.

13. Every student will maintain strict discipline within the class-rooms, library, laboratory, and College campus.
14. Supplying false information to the College or forging, altering or misusing any College document or record is punishable.
15. Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or narcotics or otherwise dangerous materials on the college premises is strictly prohibited and punishable as per state Government.
16. Encouraging, aiding, or conspiring against the institution is prohibited.
17. Violating the rules imposed on this code is punishable.
18. Use of mobile phone during class hours is strictly prohibited.
19. Students are expected to be dressed modestly and decently.