

## CODE OF CONDUCT

### Attendance Rules

- **Minimum 75% attendance required**
- Up to **10% condonation** allowed (only medical, with valid certificate)
- Less than required attendance → **Not eligible for exams**
- Late entry (1st period) → Not allowed
- Leave requires:
  - **Parent-written letter**
  - Approval from **HOD**

### Academic Leave

- Must submit leave letter after returning
- Leave granted only for **genuine reasons**
- Absence without permission → **serious issue**

### Dress Code

- **Uniform is mandatory every day**
- Without uniform → **not allowed entry**
- **ID card compulsory** inside campus

### Parking Rules

- Park before **8:10 AM**
- Follow instructions from staff/NSS volunteers
- College not responsible for vehicle damage
- Violations → vehicle may be **towed or seized**

## Academic Rules

## Examination System

- **Internal Assessment (30 marks total): CIA: Continuous Internal Assessment**
  - 25 marks → Internal exams (2 tests per subject)
  - 5 marks → Attendance
- **University Exam: 70 marks**
- **Total: 100 marks per subject**

### **Important Rules:**

- Internal exams are **compulsory**
- No retests unless it's a **genuine emergency (with parent + Principal approval)**
- Failing internal exams → **Not promoted to next semester**
- Must aim for **minimum 60% in internal marks**
- Malpractice = **serious disciplinary action**

### **Grievance:**

- Submit written complaint → signed by **HOD + subject teacher** → to Grievance Cell

## Grading System

S.No	Range of Marks (SEE+CIA)	GRADE POINTS	LETTER GRADE	PERFORMANCE
1	100	10.0	O	OUTSTANDING
2	90 - 99	9.0 - 9.9	A+	EXCELLENT
3	80 - 89	8.0 - 8.9	A	VERY GOOD
4	70 - 79	7.0 - 7.9	B+	GOO
5	60 - 69	6.0 - 6.9	B	ABOVE AVERAGE
6	50 - 59	5.0 - 5.9	C	AVERAGE
7	40 - 49	4.0 - 4.9	P	PASS
8	BELOW 40	0	F	FAIL
9	ABSENT	0	AB	

## **SEE: Sem End Exams**

## **CIA: Continuous Internal Assessment**

### **Discipline Rules**

- **Mobile phones are banned**
  - First violation: ₹500 fine
  - Repeated violation: Mobile phone will be confiscated until completion of the course
- **Damage to college property**
  - Students responsible must pay a fine for damages caused, and will be suspended - period depends on the seriousness of the damage
- **Strikes, meetings, and money collection**
  - Organizing strikes, unauthorized meetings, or collecting money without permission is strictly prohibited
- **Discipline**
  - Students must maintain strict discipline on campus.
  - The Principal has the authority to suspend or dismiss students for misconduct.

### **Ragging Rules**

- Ragging in any form is strictly prohibited inside and outside the campus.
- The rules are enforced under the Andhra Pradesh Prohibition of Ragging Act, 1997 & also according to <https://nludelhi.ac.in/wp-content/uploads/2024/04/Ragging-UGC-27-June-2019.pdf>
- Students involved in ragging are liable for strict disciplinary action, including suspension or dismissal from the institution.
- An Anti-Ragging Cell is available to receive complaints and ensure student safety.
- Anti-Ragging Undertaking must be filled by the student online on <http://www.antiragging.in> only.
- The decision of the Principal regarding ragging cases shall be treated as final and binding.

★ BE DISCIPLINED • BE RESPONSIBLE • BE SUCCESSFUL ★