



# UNION CHRISTIAN COLLEGE

Alwaye-2, Ernakulam (District), Kerala,  
India

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## Master in Computer Applications

( Approved by A I C T E  
KE-003/ET-MCA/2001)

Affiliated to Mahatma Gandhi University

### **CODE OF CONDUCT and DISCIPLINARY RULES**

Every student is required to adhere strictly to the Code of Conduct and Disciplinary rules of the Department as detailed below. It is mandatory for every student and parent/guardian to sign the following Code of Conduct before the admission.

The M CA course offered at the College not only puts emphasis on academics / auxiliary courses but is also aimed at providing instructions for overall development of personality and exposure to tenets of discipline and character.

1. Every student accepts the obligation to obey the rules and regulations of the College/Department and discharge his/her duties as a student with diligence, fidelity and honour.
2. Each student should maintain the socially accepted standards of morality. Students are expected to wear decent dresses in conformity with the traditions /standards of the society
3. Each student must ensure that he/she is seated in the classroom/lab at least five minutes before the scheduled time. No student shall enter or leave the class/lab without permission, once the faculty is in the class room/lab.
4. Regular attendance in the class including guest lecturers is compulsory. No student shall be loitering around when the classes are on.
5. Prior permission must be obtained from the Class Teacher / HOD in case of inability to attend classes/ guest lectures/lab sessions.
6. Every student shall submit assignments, present seminars, projects , case analysis, submit lab records and lab assignments as per directions.
7. Minimum attendance of 75% is a prime eligibility for appearing in the University examination.
8. Every student must show proper respect and courtesy to all guest lecturers, teaching and non-teaching staff on or off the campus at all times.
9. Any act of disrespect or discourtesy to the guests, teachers and other staff of the College shall be considered as an act of indiscipline.
10. Students shall acquaint themselves and act accordingly to all communications put up on the notice board .

11. Every student has an obligation to safeguard the property of the College. If any student is found guilty, he/she will be fined for the damages. In case where the person responsible for the damage cannot be identified a common fine may be levied on all students
12. Students are expected to obey the library and lab rules of the College / Department.
13. As per the verdict of the honorable supreme court,ragging is totally banned and any one found guilty of ragging is liable to be severely punished. Students and their parents must sign affidavit to the effect that they are aware of the law against ragging and agrees to any punishment meted out in case the student found guilty of ragging and/or abetting ragging. Ragging is a criminal offence and cases of raging may be handed to the police. Cases of ragging ,if any should be brought to the attention of authorities as early as possible.
14. Misbehavior, habitual late coming, disobedience, absenteeism, cyber crime, fraud and cheating in the examination and any other act unbecoming of a professional student shall be considered as a very serious offence.
15. Smoking in the campus is strictly prohibited.
16. Cell phones are not allowed in the College Campus. Mobile phones once confiscated,will not be returned.
17. The college will not be responsible for the loss/theft of any valuables.Students are advised against wearing costly ornaments or bringing excess cash.
18. Any form of violence, threat, intimidation and extortion that cause physical or psychological harm to a student shall be considered as ragging. Students indulging in such behavior shall be summarily expelled from the college.
19. Students shall not be found in the College campus or class rooms in intoxicated condition with alcohol or drugs. Passing alcohol or drugs on the campus shall be treated as a punishable offense.
20. Conduct Certificate is a document which the student has to earn It will not be issued as a matter of course.
21. In every case of residence outside the College hostels, the student concerned should get his residence approved by the College at the time of admission. Whenever any change is desired by him prior permission of the Principal must be obtained.
22. Every parent shall attend the open house programme without fail as per the directions issued from the department.
23. Students are not permitted to bring outsiders to the campus/class rooms/labs without permission.
24. Every student is expected to keep the ambience's clean and beautiful and is advised against leaning with his/her feet against the walls.

Any infraction of the above rules will be dealt with severely. Punishment can be the following.

- a) Censure
- b) Suspension
- c) Issue of Compulsory T C
- d) Dismissal

The Principal/Director reserves the right to give suitable punishment for violation of the Code of Conduct and Disciplinary rules. A repeated offender will not be eligible for campus placements through the College. His/Her name will not be included in the placement brochure.

### **DECLARATION**

I hereby declare that I have gone through the code of conduct and disciplinary rules and agree that I/my ward shall abide by the rules mentioned in the code of conduct and disciplinary rules

Name & Signature of Student:

Name & Signature of Parent/ Guardian:

Date: