



KLE Society's
S. NIJALINGAPPA COLLEGE

II-Block, Rajajinagar, Bengaluru-10
Re-accredited by NAAC at A⁺ grade with 3.53 CGPA
College with UGC-STRIDE Component – I

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Code of Conduct for UG/ PG Students

The students admitted to UG/ PG programme of the college are the part of KLE SNC Pariwar. For the admission approval the students should submit the original documents along with application forms (duly filled and signed by student and parents/ guardians). The students' admission confirmation is subjected to approval from parent university. Within two weeks after final approval of admission, identity card and library borrower's cards will be issued. Formal Dress code is mandatory to all the students. Each and every student should follow the following guidelines in his/ her tenure in the college campus.

- The identity card should be signed by the student and should wear in college campus.
- A student must produce the identity card, whenever it is demanded by the college officials and security.
- The attendance of each student will be notified to parent/ guardian from time to time.
- Students should be regular and punctual to the classes. Irregularity of attendance will be viewed seriously.
- A student will be allowed to appear for the University / Board Examination only when he/ she has the required attendance.
- Students should attend all the tests and examinations conducted by the college.
- No student should stand or loiter in the college verandah during class hours.
- Students are prohibited to write or scribble on the walls of the college or on the desks/ on any college property.
- In any official tournament where in the college takes part, no student should play for an outside team.
- Drastic actions will be taken against those students who misbehave either inside or outside the college premises.

- Students should not communicate any kind of information about the college to the press/ social media without prior permission of the Principal.
- No student associations shall be formed in the college without the permission of the Principal.
- No person shall be invited to address a meeting or association of students without the permission of the Principal.
- The chair person in the college debates and other functions must seek the permission of the Principal.
- The subject for debates must have the approval of the Principal.
- No books/ periodicals or newspapers should be purchased for college reading room without the approval of the Principal.
- In case of change of address, students should promptly intimate it to their Mentor.
- Character certificates will not be issued to the students without producing the identity card.
- The students should intimate and bring their parents to attend Parent-Teachers Meet. The students' academic progress will be discussed with parent/ guardians by the mentors.
- In any college functions like fairs, fests, annual day etc. the students are not allowed to bring outsiders.
- If any students found involving in any kind of misbehaviour/ prohibited activities and if found guilty will be debarred/ rustigated from the college.

Note:

- 1. For issuing of certificates a minimum of 4 hours of prior intimation is required. The students should submit an application to avail the Character/ Bonafide Certificate/ Provisional Degree Certificate/ No due certificate/ Transcripts.**
- 2. The students should apply to collect the original documents he/ she should submit application duly signed HoD/ Coordinators, Office, Library prior three days.**
- 3. The college fees remitted for a programme is non-refundable.**

Attendance:

- Each *Year/ Semester* shall be taken as a unit for the purpose of calculating the attendance. A student shall be considered to have completed the required attendance for the year/ semester if he/ she has attended not less than 75% of the total number of the classes conducted in each subject.
- The University has the powers to condone shortage of attendance up to 5% on the recommendation of the Head of the Institution subjected the student produce the proof for genuine reason.
- A student who does not satisfy the required attendance or whose shortage of attendance is not condoned by the University shall not be permitted to take the University Examination.
- Whenever change in the subject is to be entitled in the middle of the year, the attendance in the particular subject shall be calculated based on the number of classes attended by the student after the change is affected.

Leave of Absence:

- No student shall absent himself herself from the college without applying for leave of absence to the mentor concerned. If the absence is due to unforeseen reasons, the student must submit an application of leaves as soon as possible and in no case later than the day of return to the college.
- In case of illness, the application must be supported by a Medical Certificate. If a student remained absent himself/ herself for a week without permission.
- If the student remained for a long duration without the permission of the Principal, the college may terminate the students admission/ candidature.

PRINCIPAL