



## CODE OF CONDUCT FOR STUDENTS

1. **Dress Code** - The students have to follow the dress code, as prescribed.

**Boys** - formal shirt/ collared T Shirts (without graphics), formal trouser, plain jeans [without design and slashes] and closed formal shoes.

**Girls** – Saree/ Salwar suit, Churidhar kurta or kurti/ long tops with jeans/ trousers with dupatta.

Jeggings/ low hip and ankle pants are to be avoided. Decent hair styling is expected from all the students.

**Failure to adhere to the Dress Code will attract a fine of Rs 200/-.**

2. Students should wear I.D. Cards when in campus. **Failure to do so will attract a fine of Rs 200/-** per day. In case the ID card is lost or misplaced, the computer department may be contacted to get a new I.D. card by paying **Rs. 500/-**.

3. Students' entry is permitted only from first floor. The cut-off time to enter the building is **8.30 A.M. and 01.15 P.M.** [after lunch break]. The doors will remain closed during working hours and will be only opened during lunch break 12.30 P.M. to 01.15 P.M.

**Late coming on both counts will attract disciplinary action.**

4. Any scribbling / writing on the desks, drawing tables / boards or on the walls will attract costs towards damages from the class concerned. It is the duty of the students to keep the classroom and environment neat and clean. Dustbins should be used to throw litter. Throwing the food waste through windows and from the corridor should be avoided.
5. Re-arrangement of tables / chairs in the classroom for team work or any other purpose is not permitted.
6. Each student shall conduct herself / himself, both within and outside the campus of the Academy in a manner befitting a student of a prestigious institution. Each student shall show due respect and courtesy to the teacher, administrative staff of the Institution and good behaviour to fellow students and other citizens.
7. Students must make all possible efforts to conserve electricity and water. Fans and lights must be switched off when class rooms and hostel rooms are not in use.
8. In case the students need to go out of the city for academic purposes, "Parents' Consent" has to be submitted to the Academy in the prescribed format and approval obtained from the Principal.

**Dr. Ranees Vadamuthu**  
**Director**

Date : March 15, 2024