

# JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



**PERIYAKULAM - 625 601, THENI DT.**

Accredited with 'A' Grade (Cycle 3) by NAAC

DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodaikanal)

☎ Res : 04546 - 231382  
Off : 04546 - 231482  
Fax : 04546 - 231482

Website : [www.annejac.com](http://www.annejac.com)  
E-mail : [principal@annejac.com](mailto:principal@annejac.com)

## CODE OF CONDUCT

### EDUCATIONAL GOAL OF SISTERS OF ST. ANNE OF TIRUCHIRAPALLI

The Sisters of the Congregation of St. Anne of Tiruchirapalli, in their educational apostolate, strive for human liberation at all levels among those entrusted to their care. Called to serve in simplicity among the poor, the sisters in all their educational institutions pay special attention to the downtrodden and the marginalized and help them grow in knowledge and awareness.

It is their earnest endeavour to inculcate in the students and teachers of their institutions, a spirit of love for God and neighbour. Christian values are their strength to achieve this.

They also read the signs of the times and educate their students in social awareness, brotherhood, justice and freedom of the individual, so well enshrined in the Indian constitution.

They inculcate in them a sense of fellowship and Christian charity and train them to be the leaders of a better future.

## Code of Conduct

### For Students

- Students are expected to conduct themselves within and outside the college in accordance with the best standard, manners and behaviour.
- Students are expected to dress modestly and neatly. Students are not allowed to wear Leggings. They have to pin their shawl properly. All should wear uniform saree on every Wednesday & uniform chudithar on every Saturday. If the rule is violated, the student will be fined.
- Students should be refined in their behaviour. They must show due respect to the authorities, the Principal and the Staff. They should wish them on the occasion of their first meeting for the day. Disobedience and rude behaviour of any kind will be severely dealt with.
- Students should avoid doing anything by word or deed that may disturb the unity and harmony of the College.

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- Students are expected to maintain the premises of the College tidy, clean and healthy and abstain from disfiguring the walls, desks or benches by sticking notices or scribbling and other similar uncivic acts.
- Students are expected to read all the notices put up on the College and Department notice boards for important information.
- Students are prohibited from organizing or attending any meeting in the college or collecting money for any purpose without the written sanction of the Principal. Strike and similar demonstrations are not allowed. But a respectful representation of grievances will be looked into, with concern.
- No student shall be allowed to leave the classroom, without the permission of the teacher. Students should avoid going to the canteen, walking on the corridors and college campus during working hours. Students are given ten minutes break between first and second period.
- Cell phones and Cameras are strictly prohibited for students' usage in hostel and in campus.
- Students should wear the Identity Cards issued by the College everyday. They are expected to retain their I.D. Cards till the Transfer Certificate is issued.
- At the stroke of the first bell, students should occupy their seats in the class and get ready for their class.
- Students entering the college after the assembly/ prayer will present themselves to the Vice- Principals and then sign in the late register.
- When a teacher enters the Classroom, students must stand and wish her. Likewise students should stand and thank the teacher when she leaves the class.
- Students are expected to converse in English during college hours.
- Students are expected to approach the Staff Advisors for guidance, clarification and advice in matters pertaining to their studies.
- Books or Magazines unconducive to good and healthy education should never be brought to the college.



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- Students are expected to walk silently in order, while moving from one room to another.
- Students should maintain decorum and dignity while attending meetings and functions.
- Disciplinary action will be taken against students involving in any kind of malpractices (cheating, copying in tests and examinations, giving false declaration etc.) in the campus or anywhere else.
- Ragging of any sort, inside the College / Hostel campus is strictly forbidden. Since 1971, the inception of the Institution, JAC is a ragging free campus.
- With regard to all matters of conduct, in and out of the College, students are expected to conduct themselves in such a way, as to maintain the prestige and reputation of the College.
- As per the disciplinary norms of JAC, students who do not adhere to the rules and regulations and who neglect their course will not be readmitted.
- Under the Education Rules of the Government, the Principal has full power to take stringent measures and action against loss of term days, certificate suspension and expulsion from the College.

## **Library Rules**

- The Library is open to all the members of the College.
- It remains open from 8:30 a.m. to 6:00 p.m. on all working days.
- The Library remains closed on Sundays and other government holidays.
- The Library issues 2 Library cards to each UG student, 3 to each PG student, 4 to each M.Phil. scholar and 5 to each Ph.D research scholar. Only one book can be borrowed for each card. While borrowing a book, the student should submit the card to the Librarian and get it back while returning the book.
- Books are usually lent for a period of two weeks. Books may be renewed twice, for a further period of one week, if there is no due.
- The Librarian may ask for the return of any book even before the expiry of the normal loan period.

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- An over-due fine of 1 Rupee per day is collected for books returned after the due date.
- Sub-lending of library books are strictly forbidden.
- Library cards are not transferable.
- Students are allowed to keep the library books during Christmas holidays.
- Personal belongings such as bags, tiffin boxes and other books should not be taken into the Library.
- Books are to be returned between 12:15 p.m. to 1:00 p.m. and borrowed between 3:00 p.m. to 5:00 p.m. on all working days.
- Reference books will not be lent. Students can use the reprographic facility for the reference books.
- Delicate handling of books is indispensable; students should not spoil the books by scribbling or folding the corners of the pages.
- If a book is damaged or lost, the person responsible for it shall supply a new copy of the book or pay the cost of the book as per the norms of the Library.
- Students are advised to examine the condition of the book at the time of borrowing. If there is any damage, it should be immediately brought to the notice of the Librarian. Otherwise the borrower will be held responsible for the damage.
- A student, who discontinues her study in the course of the year, should surrender her cards and get a "No due certificate" from the Librarian.
- All students must return their cards at the end of their course.
- Strict silence should be observed in the Library.
- Students who are economically weak can borrow books from the Book Bank for the whole semester, recommended by the HoD and permitted by the Principal. They should return all the books immediately after their semester examinations.
- Students should wear their I.D. cards when they are in the library.



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- Students should drop their valuable suggestion and appreciation in the suggestion box.

## **Certificates**

- Students should apply well in advance for any type of Certificates. They should apply at least two days before they wish to receive the same.
- Age Certificates and Identification Certificates are issued at a charge of Rs. 2/- each.
- A Search Fee of Rs. 5/- shall be charged extra from those who have been more than two years, out of the College.

## **Extra Curricular Activities**

- All students shall be the members of the College Union and other affiliated Associations. Opportunities shall be provided by these associations to students to develop their talents.

## **Medical Inspection**

- Every student will have Medical Inspection conducted by the College Medical Officer.

## **Fee**

- The fee shall be paid in-one instalment in each semester within due date.
- Students who withdraw from the College in the course of the year, are required to pay all the tuition fee and other fees due, upto the date of withdrawal.
- The fee once remitted will not be refunded if the student fails to join the College or discontinues.
- A fine of Re. 1 per working day will be charged for late payment.
- Full fee concession is allowed for Scheduled Caste and Scheduled Tribe students.

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## THE TAMILNADU PROHIBITION OF RAGGING ACT, 1997

### 1. Ragging means:

Display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes, --

- a. Teasing, abusing of, playing practical jokes on or causing hurt to such student; or
- b. Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

### 2. Ragging within or outside any educational Institution is prohibited.

3. Whoever directly or indirectly commits, participates in, abets or propagates "ragging" within or outside any educational institution shall be punished with imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees.

4. Any student convicted of an offence under Section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational Institution.

5. i) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head of an educational institution or to any other person responsible for the management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence from the educational institution.

ii) The decision of the Head of the educational institution or the person responsible for the management of the educational institution that any student has indulged in ragging under sub-section (1) shall be final.

6. If the Head of the educational institution or the person responsible for management of the educational institution fails or neglects to take action in the

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manner specified in sub-section (1) of Section 6 when a complaint of ragging is made. Such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in Section 4.

Principal

Jayaraj Annapackiam College  
for Women (Autonomous)  
Periyakulam - 625 601.  
Theni District.