

MARY MATHA COLLEGE OF ARTS AND SCIENCE

Periyakulam East – 625 604.

2014 – 2015 Academic year

1. Every student must attend the college regularly and punctually. Late coming and irregular attendance should be avoided. Leave Letter must be submitted to the Class Teacher with the signature of Parent / Guardian / Hostel Warden.
2. If a student is absent for three consecutive working days without leave, his name will be removed from the rolls, unless the Principal is satisfied that the failure to obtain leave was unavoidable.
3. Mobile phones are prohibited during the working hours in the College building.
4. Boys & Girls are expected to conduct themselves with dignity and maturity in their dress code, sense of discipline and in their inter-personal relationships.
5. The fees for each year must be paid in the beginning of the Academic year (June). If anybody cannot pay the total amount in June, they can pay in 2 or 3 installments (with proper request made in June 2014), but will have to pay total dues before November 2014. There will be a penalty if fee is not paid in the due date.
6. All Students are expected to keep the cash Receipts for all the fees paid.
7. Students withdrawing from the college in between the year shall be required to pay all the fees due from them in that year before they are given back their certificates.
8. Students are not permitted to smoking and consuming the alcoholic drinks inside the campus.
9. Students are prohibited from taking part in activities fostering communal and political hatred. They should not indulge in any kind of anti- social subversive activities.
10. Students are not permitted to hold meetings, collect subscription, circulate Notices etc., except with the permission of the Principal.
11. No student should cause damage to the college property. Breaking of furniture and glass windows, writing on walls, desks, benches meddling with chemical goods etc will entail severe punishment. If the offender is not traceable, collective fine will be imposed.
12. Every student is required to carry his / her Identification card to the college and it should be shown to the person concerned whenever asked for.
13. Students should not loiter in the Varanda / Corridor / Premises and stand in groups obstructing the movements of staff and students.
14. Students are expected to read notices put up on the notice boards. Ignorance of any notice will not be accepted as an excuse for failing to comply with it.
15. The application for leave of absence for Co-curricular activities participation (Prior permission has to be obtained) must carry the signature of the respective HOD.
16. The attendance certificate on behalf of student will be sent to the University only **if he has secured minimum 85%** of the attendance prescribed by the college for a semester.
17. Ragging is strictly prohibited in the campus. An Anti–Ragging cell is formed in the college to address the grievances of the student.
18. The Principal reserves the right to issue T.C. to any student at any time in the course of the academic year and compel him to leave the college for reason of indiscipline, lack of progress in studies, non-payment of fees to the college or hostel, and illness considered contagious.

Parent's/Guardian's signature

Student's signature