

## Code of Conduct

The students of SCAD Polytechnic College shall follow strict discipline and code of conduct. If they fail to follow directions of the Principal, they are liable to face any severe action like rustication.

- To develop character, total personality and orderly behaviour of students in society, regular assembly is conducted on every Wednesday at 8.40 am. Important announcements are made in this session. None can plead ignorance of these announcements, unless any student was absent on that day. All students and staff members are required to attend the same.
- Students are strongly advised not to miss any lectures, without proper reason. Eighty percent attendance is compulsory. Those who get less than 75% attendance will not be eligible to appear for the semester examinations.
- The following leave can be availed by students, if necessary.
  - Institute Leave
  - On- Duty Leave
  - Medical Leave
  - Hostel Leave
  - Application for leave should be submitted to the HOD through the class advisor at least two days in advance. The hostel leave has to be sanctioned by the chief warden.
- The students shall respect and behave properly with their teachers.

## Dress Code

- Clothing should be decent and appropriate for the professional course. The aim is to make all students to represent the college in the best possible light at all times.
- **Men:** All students are expected to wear formal pants with half Uniform shirts neatly tucked in. Jeans, T-shirts and fashionable pants are strictly not allowed.
- **Women:** Traditional Uniform Churidhar / Salwar – Kameez with sleeves and no deep neckline. Slit in the churidhar should not be more than 10 inches above the knee level. Wearing of

shawl/dupatta is must. Short salwars, Cholis, Sherara, Jeans, shorts, Mini- Skirts , T-Shirts etc., are inappropriate dress and are not allowed at any time. Women students are not allowed to bleach their hair.

- Wearing of socks and shoes is compulsory for both men and women students. The students should attend the workshops and laboratories with the stipulated coat.
- The students are to comply with the dress code of the college and must maintain professional decorum at all times. All students are instructed to adhere strictly to the new Dress Code.

### **Anti-Ragging Policy**

Ragging is a social menace and is strictly prohibited at the SCAD Group of Institutions, its hostels, playgrounds and other college premises. The top management of SCAD Group of Institutions and the respective colleges in association with the 'Anti-Ragging Committee' consisting of members of college governing council members, teachers and students endeavor constantly to make every campus in the SCAD Group of Institutions 'Ragging Free'.

The offense of ragging is not only punishable under the provisions Tamil Nadu Prohibition of Ragging Act, 1997, but also under various provisions envisaged in several sections of Indian Penal Code, 1860. Students involved in such obnoxious practices will be liable in addition to prosecution before the criminal courts, for rustication, dismissal and expulsion from the colleges.