

**WOMEN'S CHRISTIAN COLLEGE
CHENNAI 600 006**

RULES & REGULATIONS TO BE STRICTLY FOLLOWED ON CAMPUS

Attendance

The working hours of the College are from 08.00 am to 01.20 pm for Shift I and 12.30 to 5.30 for Shift II. **Students are required to be punctual and regular to class.** Irregular attendance will be dealt with severely. The College assigns top priority to regular attendance for all classes. Students are expected to put in 100% attendance for all courses, including fieldtrips, internships and on-the-job training. **Attendance is taken every hour.** Students are advised to maintain their individual record of attendance. It is the responsibility of the parents to verify the attendance and progress of their wards.

A minimum of **85% attendance** is required for each course to appear for the End of Semester Examinations. Absence for valid reasons such as illness and other emergencies will be condoned by the Principal provided leave letters from parent / guardian are submitted along with Leave Slips with signatures of the course teachers and the Head of the Department to the Principal's Office within seven days of absence. **Unauthorized absence and lack of attendance for reporting late to class will not be condoned.**

A fine of Rs.500/- will be collected from students who fail to report on the first day after the Semester Exams, Christmas and Pongal holidays and Rs.100/- for every subsequent day's absence. Request from parents for extension of holidays due to personal reasons will not be entertained.

Condonation of Attendance

Detailed written requests supported by relevant data should be submitted to the Principal for condonation of lack of attendance to appear for the End of Semester Examinations. The Principal's decision will be final.

Academics

Class tests, practicals and field trips will not be rescheduled to suit each student's convenience. Leave letters signed by the parent will be accepted only if the reason is valid. Every student is expected to take the required number of tests and meet all other academic requirements, which include regular attendance before she is permitted to take her End Semester Examinations. An **OPEN DAY** is organized once a year in January to brief you about your daughter's academic progress and conduct. Parents are requested to attend the same without fail. **A student has to earn compulsory credits for Value Education, Physical Education & Extension Activities to qualify for a degree.**

Students participating in co-curricular and extra-curricular activities in college / university programs **should submit duly signed leave requests in advance failing which they will be marked absent.**

Examination & Valuation

Each academic year comprises of two Semesters. Examinations are conducted at the end of each semester. Academic performance of students is assessed throughout the Semester through a system of Continuous Internal Assessment (CIA) Continuous Internal Assessment (CIA) and End Semester Examination (ESE) are given equal weightage while computing the aggregate marks. The passing minimum for Undergraduate students is 40% and for B.Com. Honours & Postgraduate students 50%.

Malpractice

Students indulging in malpractice during Continuous Internal Assessment (CIA) will be awarded zero marks. Repeated offence will entail zero marks in the consolidated CIA for all the papers of the Semester. All instances of malpractice will be communicated to the Examinations Office, with a written statement from the course teacher and the student along with proof, if any.

If malpractice is detected during the End Semester Examination, the student will be debarred from writing all the following examinations and all papers regular/repeat of that semester will be cancelled.

Value Education

Scripture : An organized study of the Bible is offered to all Christian students. Students can choose either CEC (Christian Educational Council) or TAFTEE (The Association for Theological Education by Extension) which earns them one credit per year in their Academic Curriculum.

Holistic Value Education : Holistic Value Education is offered to all Non-Christian students. This course earns them one credit per year in their Academic Curriculum.

Physical Education

A student has to compulsorily participate in **physical fitness activities** offered by the department during the **first year** as a part of her course requirement.

Outreach Education

Extension activities are a compulsory part of the curriculum, to inculcate in the students, an awareness of their role in the community and the needs of the less privileged.

Rules and Regulations

1. **Identity Card** is issued to every student for identification, access to Library and for entry into the Hostels for residents. **It should be worn at all times on campus.**
2. Students should get a Gate Pass from the Department if they have to leave the campus during college hours in an emergency.
3. Students are not allowed to organize any meeting on campus or collect money for any purpose without the permission of the Principal.
4. Students should not participate in fashion shows, stage shows and TV programs without permission from the Principal. Request for modelling / acting in movies will not be entertained. **No matter for publication or interviews in newspapers, magazines, journals, radio, television or social media may be submitted in the name of the College by students without prior permission from the Principal. Strict action will be initiated and will lead to the expulsion of the student.**
5. Students misusing the facilities on campus, destroying college property and indulging in graffiti on the walls and furniture will be duly fined.
6. Important information to students will be put up on Notice Boards / College Website. It is the responsibility of every student to check this data regularly.
7. **Ragging in any form is strictly prohibited on campus.** Students who are directly or indirectly involved in ragging will be punished as per the Government rules. Incidents of ragging should be reported to the Principal immediately and written complaints may be dropped in a "Black Box" available at the Principal's Office.
8. **Mobile Phones :** Students should not use mobile phones on college campus. If a student violates this rule, she will be suspended for 6 working days.

9. ***Dress Code*** : Students are expected to wear simple, decent and modest clothes. Sarees, long skirts and blouses, salwar - kameez, jeans and shirts are acceptable. Short, tight, sleeveless and flimsy clothes are not permitted on campus. **Strict disciplinary action will be taken if dress code is violated.**
10. ***Parking*** : Students coming to College in their vehicles should alight near the car shed opposite to the auditorium and walk inside the campus. Self-driven cars and bikes should be parked at the parking assigned for it and strictly adhere to the rules issued by the college authorities. Bike parking fee of Rs.500/- and car parking fee of Rs.1000/- per year should be paid and the passes issued by the College should be prominently displayed on the vehicle. No driver will be permitted to stay on campus.
11. ***Visitors / Mail*** : Students are not permitted to receive letters, parcels and visitors in college or use the college address for their personal mail. **We discourage non-resident students from receiving visitors on campus. As parents, do encourage your daughter to meet her friends at home.**
12. ***Grievance Redressal Cell*** : Any member of the College community may approach the Grievance Cell for assistance. The members being the Principal, Vice-Principal, Deans, Staff Advisor, Staff Representatives on the Senate, Head of the Department, Public Relations Officer and the Student President.

Kindly refer the College Handbook for details on academic programs, general information and **RULES AND REGULATIONS**. **Strict disciplinary action will be taken if Rules and Regulations are violated by the students.**

Date -

PRINCIPAL