



St. Peter's Institute of Higher Education and Research

(Deemed to be University U/S 3 of the UGC Act. 1956)

AVADI, CHENNAI - 600 054. TAMIL NADU.

Phone : 26558080 - 84, Fax : 044-26555430

E-mail : spiher@spiher.ac.in

Website : www.spiher.ac.in

CODE OF CONDUCT FOR STUDENTS

- Students should follow the following rules strictly:
- Be punctual to the classes.
- Stand-up when the faculty enters the class room and remain standing till you are asked to sit.
- Should not leave the class room during the lecture without proper permission.
- Do not make any noise while moving from class to class / class to lab / lab to class. Be polite to elders and courteous to all.
- Wear clean and decent dresses. T- shirts of any form and Jeans are not permitted. Cell phones should be kept switched off in the Class Room / Laboratory. If this rule is violated, the cell phone will be confiscated.
- Do not throw papers or spill / splash ink on the floor / corridors / staircase. Put all the waste materials in the dustbin.
- Do not write anything on the walls or desks or on any SPIHER property.
- No meeting of any kind shall be conducted without the permission of the Vice Chancellor.
- The students shall not collect money for any purpose without the permission from the Vice Chancellor.
- No notice of any kind shall be circulated by students or pasted anywhere in campus without prior permission of the Vice Chancellor.
- No student shall take part in any political activity.
- Students are responsible for the safety of their personal belongings. For any loss of property, the Institute is not responsible.
- Students should make it a habit to read the notice/circular and other papers displayed on the Notice Boards and take appropriate action as directed therein. Any property / articles found in the premises must be handed over to the office with relevant details.



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Registrar

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- Change of address for communication should be intimated to the office immediately.
- Students should park their vehicles in the parking bays only.
- Students should desist from soiling the walls with their footwear mark. Always keep your environment clean.
- Ragging is a cognizable offence, and the accused is liable to be arrested and imprisoned in addition to being dismissed from the Institute.
- Smoking as well as consuming any form of intoxicants is strictly prohibited. Students must not conduct themselves in a way which will bring discredit to the SPIHER.
- Self-discipline is expected from students at all common places like labs, class rooms, library, playground, canteen, common functions etc., failing which disciplinary action will be taken.
- Students should wear their Identity card while they are in the campus.
- In academic and disciplinary matters, the decision of the Vice Chancellor/Management is final.

ATTENDANCE / LEAVE

- Students are expected to put up 100% of attendance. However, as per SPIHER norms, student has to put up a minimum of 75% of attendance failing which; he/she will not be permitted to write the end semester examinations.
- Students shall not absent themselves from classes without proper leave application from Parents /Guardians.
- Application for leave on prescribed form shall be submitted personally to the concerned HOD for prior permission.
- Permission to leave the Institute premises during working hours can be granted only by the Dean or authorized official on the recommendation of the concerned HOD, on production of a letter of request from the Student / Parent / Guardian.



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- Medical Certificate should be produced for more than three days of sick leave. Students should produce evidence of the unforeseen cause, if it is not sick leave.
- All the students doing their project work outside the campus and undergoing industrial training should submit the attendance certificate from the organization for period they have attended.
- The period of training is prescribed by the HOD before they proceed for the project work.

INSTITUTE / HOSTEL DISCIPLINARY RULES AND REGULATIONS

- All students shall co-operate to maintain strict discipline in the Institute and Hostel premises.
- The students shall always maintain decency, decorum and etiquette and shall behave with other students in proper manner.
- Every student of the Institute shall adhere to the dress code.
- Male students must come neatly dressed to attend the lectures, with clean shaven face.
- All the students must wear their identity card while in the campus.
- Overcoat is to be worn over the regular dress along with the closed footwear during practical sessions.
- Students shall follow the instructions of the faculty members and shall always interact with them with due respect.
- No student shall take part in any undesirable activity like ragging or involve in any political or other movements in any manner till the completion of study.
- Students shall devote their time effectively for their studies and maintain steady progress.
- Students should earn a minimum of 75% attendance to qualify for appearing for the end semester Examinations.
- Attendance for Unit Tests and Model Examinations are compulsory.



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- Students have to make good to the Institute when called upon to do so, any damage caused to apparatus, furniture or any other articles, due to their negligence or arrogance.
- Failure on the part of the students to follow disciplinary rules will result in disciplinary action such as expulsion from Institute / Hostel as may be imposed by the Vice Chancellor / Management.
- The decision of the Vice Chancellor / Management with regard to disciplinary action shall be FINAL and all the students shall abide by such decisions.

SPECIAL INSTRUCTIONS REGARDING RAGGING

- The students of SPIHER are hereby informed that "Ragging" in any form is strictly prohibited.
- It is needless to explain about the harassment, humiliation and sufferings to which the new-entrants would be subjected to in the name of "Ragging" which is inhuman and intolerable.
- "Ragging" means displaying noisy, disorderly condition or doing of any act which causes or is likely to cause physical or psychological harm or raises apprehension or fear or shame or embarrassment to a student and includes teasing, abusing of, playing practical jokes or causing hurt to such students or asking the students to do any act or perform something which such students will not in the ordinary course do.
- The management will enforce strict discipline among the students of SPIHER and very much wishes that the SPIHER should be a model institution free from ragging. Students are therefore strictly warned to refrain from involving in any ragging activity. Those who involve in ragging, in any form shall be expelled immediately from SPIHER and Hostel, and they are liable to punishment under the TAMILNADU PROHIBITION OF RAGGING ACT.

Attention of the Students and parents is invited to Sections 4 and 5 of the Tamil Nadu Prohibition of Ragging Act which are reproduced below.





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Section 4: - Whoever commits, participates in, abets or propagates "ragging" within or without any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to Rs. 10,000/- (Ten thousand rupees)

Section 5: - 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.

RULES FOR HOSTEL STUDENTS

- All inmates of the Hostel shall observe the following rules for smooth and efficient running of the hostel in order to ensure comfortable stay.
- Only bonafide students of St Peter's Institute of Higher Education and Research are eligible for admission to the hostel.
- Inmates should not change the rooms allotted to them without permission of the Vice Chancellor/ Warden.
- No posters or pictures should be stuck inside and outside the rooms or anywhere in and around the premises of the Hostel and Institute.
- Inmates shall be responsible for proper and careful use of furniture and fixtures provided in the rooms and hostel premises.
- Inmates should not remove any furniture from the rooms and no extra furniture can be brought in from outside.
- Tampering with fixtures and electrical connections are strictly forbidden.
- No damage to any property of the institution should be caused by any student. The cost of such damage will be recovered along with fine from the inmates.
- Inmates shall switch off fans and lights before leaving their rooms. Guests and Day-scholars are not permitted to stay in the hostel rooms.
- Audio set should not be used. If the rule is violated, the set will be confiscated and will be returned to the students only after the completion of the course.
- The inmates are advised to close the water taps after use in order to avoid wastage of water.



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- Wastes are to be disposed of only in the dustbins provided, and if this rule is violated, the entire floor occupants will be fined.
- Inmates shall take their food in the mess and there will be no room service. Girls are not allowed to leave or enter the hostel after 6.00 p.m. The timing for boys is 7.00.p.m.
- All rooms, corridors, toilets etc must be kept clean and any student who violates the rule shall be expelled from the hostel.
- Inmates shall keep their area noise free.
- All complaints regarding toilet, water and power supply should be made to the Resident Warden in writing.
- Vehicles brought by the students should be parked only at the specified parking area.
- Visitors shall be allowed only between 4.00p.m to 6.00p.m. to the Hostel.
- Consumption of alcoholic beverages, drugs and smoking inside the hostel premises is strictly prohibited.
- If violated, the students will be expelled from the hostel and if necessary, from SPIHER also.
- Those who are not complying with the above-mentioned rules shall be liable for such punishment like fine / Dismissal as may be imposed by the Vice Chancellor / Management and they will not be permitted to stay in the hostel. They must make their own arrangements for their accommodation.
- Students must report for the roll call regularly.

01.06.2020


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