

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. Code and Conduct for Students

<https://www.holycrosscollege.in/admin/download/HCC%20DIARY%202021.pdf>

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CAMPUS CULTURE: 1. Holy Cross College is proud of its eco friendly, serene and peaceful environment. Smoking and consumption of alcohol and drugs are strictly prohibited. 2. Defacing any part of the campus is treated as an offence. 3. The college expects its students to conduct themselves in a worthy manner in their dress, demeanor and sense of discipline. 4. They must respect their teachers, greeting them when they meet them in or out of the college campus. 5. Students should be seated in their respective classrooms at the stroke of the clock/hall. The students are expected to make use of the library during free periods. 6. Movement of students in the corridors of the college building during lecture hours is not permitted. 7. Students must possess their identity card whenever they come to the college and show it to the persons concerned whenever asked for. 8. Students must drive their vehicles always at a moderate speed to avoid any untoward incidents. 9. Students should maintain a sense of decorum and discipline at all times, both inside and outside the campus. 10. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled. 11. Code of conduct on the campus includes safeguarding the college property, keeping the place clean and tidy and following the prescribed dress code. 12. Students should come with clean and proper uniform or dress with modesty and decency and avoid low-waisted pants. 1. General Norms: 1) As Holy Cross is marked by its family spirit the general behaviour and conduct of everyone in the campus is expected to be dignified and cordial, promoting brotherhood and harmony. 2) Ragging is a punishable crime under law and if ragging is found in any form or intimidation of any sort by/she will be expelled forthwith and the law of the land will take its own course of action.	3) Students should cultivate the habit of reading the instruction/notice on the notice board everyday as soon as they enter the college campus and before they leave the campus. 4) Dress Code: All students are expected to follow the dress code of the College. 5) The college campus is tobacco, alcohol free zone. 6) Students are not allowed to use the mobile phone during the classes without the permission of the concerned teacher. 7) Students must not join any club or society or involve in any engagements that would interfere with their studies without the prior permission of the "Principal/Vice-Principal (VP) / Academic Coordinator (AD)". 8) Students are forbidden to organize or attend any meeting within the College, or collect money for any purpose or to circulate among the students any notice or petition of any kind or paste it on the College notice board without the written permission of the Principal/ Vice-Principal. 9) Active participation in politics is not compatible with the academic life of students and as such students are not expected to indulge in public activities, which are of any political nature. 10) Students will not be permitted to make complaints in a body or present any collective petition, but are welcome to present their case, (if any) either individually or through their proper representative. 11) The medium of teaching-learning will be in English Medium. 12) The college offers remedial classes for deserving students as per their request and initiatives. 13) The college offers transport facilities to those who make the official requisition and pay the fees regularly. 14) Issuing of certificate takes minimum of two working days from the date of application.
15) All are expected to use dustbin and wash room diligently keeping it clean. 16) The use of plastic is prohibited and our campus will be a 'plastic free campus'. 17) It is mandatory for students to save their contact number in official names to be eligible to be part of official academic groups. 18) College does not take the responsibility of any electronic devices/ money or valuables brought to the campus. It is the responsibility of the students to securely keep their mobiles, purse, laptop etc and other valuables. 19) Students found to be involved in any form of violence in the campus will be suspended from the college till further investigation. 20) Students who share obscene pictures and materials in official social groups of the college or to faculty members or students of the college will be suspended from the college till further investigation. 21) Students who damage college property will have to reimburse the complete amount of the repairing charge or replace it if it is an equipment. ATTENDANCE 1. At Holy Cross College, regular attendance is absolutely mandatory. If any student is late for his/her class by more than 15 minutes, he/she is to be considered absent for that class. Attendance for all classes in a day is mandatory. Attendance will be taken separately for each class. Each class will be of 60 minutes duration. Attendance to 4 classes/periods will amount to a day's attendance. 2. 75% of attendance is compulsory for being eligible to appear in the internal assessment and to apply for the university examinations. Those having less than 75% attendance will be considered non-collegiate. 3. Shortage of attendance will invite censure. Students will be permitted to make up for the culture percentage of the deficit academic hours by the following: Class seminars, assignments, community services and project submissions.	4. Students who are absent from classes for two weeks or more continuously without the written permission from the Principal/VP/AC, will be considered to have left the College. If they are permitted to join back, re-admission formalities will have to be strictly followed. 5. Monthly attendance bulletins are published through the College Notice Board. Students and parents must take note of their attendance status and do their best to ensure the required percentage of attendance. 6. In case of genuine need for leave of absence and the necessity can be foreseen, prior permission from the Principal is to be obtained through an application to the effect from the Parent/Guardian. In case the absence is due to sudden illness or any unforeseen reason, documentary evidence shall be produced on return, not later than 3 days after returning to the class. 7. The Principal reserves the right to reject the leave application if he is not satisfied with the authenticity and validity of the reasons stated/documentary proof submitted. 8. Attendance for college examinations/internal assessments is absolutely mandatory. Every student is directed to take the college examinations seriously. No student is allowed to leave the examination hall before the expiry of the time. The results of the Examinations along with the Attendance Status will be notified. 9. Attendance for departmental/co-curricular/club activities is compulsory and included in the College Attendance. 10. Students who are regular to the classes will be awarded appropriately. FEE REGULATIONS: 1. Fees are to be paid online through the College App/College Website. 2. Fees shall be paid on or before 15th of each month, a fine of Rs. 50.00 per month (cumulatively) will be accumulated levied on all late payments, and levied on all late payments.

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ACADEMIC COORDINATOR
HOLY CROSS COLLEGE
AGARTALA

CANCELLATION AND REFUND POLICY:

Admission cancellations can be done at the College office from 11:00 am to 12:00 noon upto one month after completing the admission formalities. No refund will be done to the students for the amount paid to the college during admission. To be eligible to collect TC, the student should be upto date with payment of fees with no arrears.

LIBRARY RULES:

The lifeline of an educational institution is its library. H.C.C. encourages all students to make use of the library facilities to the maximum. For the organized and effective use of the library, the following norms shall apply:

1. Working Hours: The library shall be opened on all working days, from 09:00 am to 03:30 pm.
2. Every student/staff entering and leaving the library must sign in the Log Book placed at the counter, with the exact time of entry/exit.
3. The books from the Reference Section are not to be taken out of the library. They are meant for spot reference only. For using a book from the Reference Section, the student may submit his/her ID card to the Librarian, and get the book issued for reference. The book shall be returned before the student leaves the library and the ID card claimed back.
4. A student may take a journal/periodical and leave his/her ID card in its place. The student may take back the ID on return of the journal/periodical to its proper place.
5. No books/journals/periodicals/newspapers other than the ones issued against one's library cards are allowed to be taken outside the library.
6. No library materials will be issued against borrowed ID Cards. Book issues are done in person against one's own ID Card.

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3. Transaction details for all the payments of tuition and transport fees should be provided in the fee card and submitted to Account Section of the College for verification once in a Semester.
4. The College fees cover twelve calendar months in an academic year. No reduction is made for holidays or disruption of classes.
5. Students will not be allowed to sit for semester examinations unless all college dues have been cleared before the respective semester examination.
6. Fees should be paid as long as the student's name is on the roll. Any student leaving the college without completing the course should inform the principal through a written letter and collect the discontinuation confirmation.
7. Certificates will be withheld if the student has arrears of fees. Fees for the vacation months are to be paid in advance.
8. Students joining the college during any semester have to pay all the fees of the semester.
9. 5% concession on total monthly fees (excluding installments) will be given if the fees of the whole year (including installments) are paid at the beginning of the academic year (i.e. within two months). This concession is not applicable for transport fees.
10. If a student leaves the college during any semester he/she is expected to clear the whole course fee as no student is expected to leave the institution without completing the course. If a student leaves the institution without completing the course, the student should pay fees for the entire semester.
11. Reservation of transport facility is granted for a minimum of One Academic Year. If a student cancels transport facility in the midst of a semester, the student should pay fees for the entire semester.

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7. A book will be issued for a period of one week only. The books may be returned on any day before the due date. Failure to return the book by the expiry date will cause hardships to others who are in need of the book. Hence, the delay in returning the books will invite a fine of Rs.5/- per day. One can renew the book only once and after a gap of one week, the student can take the same book, if available.
8. The library books shall be handled with care, without causing any damage to them. Loss of book/damage should be notified to the Librarian immediately. Damages will have to be paid for the same. If a library book is lost, it has to be replaced with a new one within 14 days of the original due date for return. Any delay in replacing the book will invite additional fine. If not replaced, the cost of the current edition of the book +Rs.100 as penalty will be levied against the student.
9. Strict silence is to be maintained in the library & reading room. In case of any need, they should meet the Librarian.
10. Persistent defaulters of various library rules will have their library services suspended.
11. No Dues Certificate from the Library is a must for the issue of all Admit Card for the university examinations.

Dress Code:

Note:

Students are expected to attend classes in proper college uniform everyday.

- Young men: Pants (Black), Shirts (white with red stripes) and Neck ties (Maroon with College Logo) and Shoes (Black).
- Young women: Salwar (Maroon), Kameez (white with red stripes) and Dupatta (maroon with College Badge) and Shoes (Black).

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2. Code and Conduct for Administrators, Teachers and other staff

https://www.holycrosscollege.in/files_uploaded/Code%20of%20Conduct-Holy%20Cross%20College.pdf

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3. Fresher's Day programmes for students

Reports –

<https://www.holycrosscollege.in/files/0fc3a59e35c79f380181144be0a87082.pdf>

Image –



25/02/24

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