

RULES & REGULATIONS

“Once students are admitted to an educational institution they are bound by the code of conduct laid down by the educational institution through the prospectus or college calendar and it is implicit that they should observe the code of conduct necessary for the proper administration and management of the institution” (Vide.No. 535 of 2003 dt. 26 May 2003, Judgement of the Hon’ble High Court of Kerala)

PREVENTION OF RAGGING

Ragging is prohibited by law. It is non-bailable criminal offence and punishable with rigorous imprisonment up to 7 years. The students shall not indulge in any of the following activities which are treated as ragging.

The complaints or information in regard to ragging could be oral or written or even from third parties. The burden or responsibility of proving his/her innocence rests with the accused. Complaints can be lodged with the principal or any of the members of the Ragging Prevention Committee. Any complaints or information received shall be kept strictly confidential.

WORKING DAYS & CLASS HOURS

The college works under the full day system with two sessions. The forenoon sessions is from 9.30 A.M. to 12.40 P.M., divided into three periods of one hour each. The afternoon session is from 1.25 to 3.15pm.

At the beginning of the morning sessions, before the commencement of classes, there will be a warning bell at 9.20 A.M. By this time students shall occupy their seats in the classroom. Everyday the classes begin with a two minute prayer. Every student should be present at the classroom before prayer and requested to stand still on hearing the prayer bell.

ATTENDANCE

1. The teacher marks attendance at the beginning of each period.

2. A students who is not in the class when attendance is taken shall be marked as absent.
3. If a student is absent for one period, he/she will lose attendance for the whole session. If he/she will absent for one period each in two sessions lose attendance for the whole day.
4. No student will abstain from the class without leave application countersigned by the parent or guardian, shall be submitted to the tutor in-charge in the prescribed form.
5. A student abstaining himself from the class without a leave application for more than 14 consecutive days will have his/her name removed from the rolls.
6. At the end of each month or at the beginning of the following month each students may check his/her attendance from the teacher concerned.
7. The attendance percentage certificate (APC) for each course is forwarded to the university at the end of each semester for promotion and for admission to the university examination.
8. Students whose attendance falls below 75% of the attendant! (minimum requirement of attendance during a semester) have to apply for Condonation before registering for university exams. Condonation ^ will be allowed only for two semesters during the whole course.

UNIFORM

1. Students should wear uniform regularly on all working days except on Wednesdays. Wearing uniform is a part of college discipline, the violation of which will consider as a serious offence.
2. Students discontinuing the course in the middle should pay fee for the entire courses.

GOOD MANNERS AND CONDUCT IN THE CAMPUS.

1. Students should be courteous. They should respect teachers an elders. It is a matter of politeness that the students greet a member of the staff of the college whenever he/she meet them in the camp' or outside.

2. Students should maintain decency and decorum in dress and manners in the campus.
3. The students shall occupy their respective seats before teacher enters the room. Late comers should not enter the room, nor should leave the classroom during lecture, without permission of the teacher in charge of the class.
4. Students are forbidden to attend or organize any meeting in the college or collect money without permission of the principal. They should not circulate among the students any notice or petition or paste it anywhere in the college premises without the written permission of the principal.
5. Destroying disfiguring or causing willful damage to the college properties will be treated as a serious offense. The cost of damage will be realised from the students who are found responsible for the damage and disciplinary action will also be taken against such students.
6. Bringing and using of mobile phone inside the campus is strictly prohibited for the students as per the order of the Hon. High Court of Kerala WPCC 23377/09. A fine of Rs.500/- - will be levied from the student who is violating this rule. The mobile phone confiscated from the students in the campus shall not be returned. Surprise inspection squad has the right to confiscate the mobile phone from the students. Sticking poster and writing on the walls of any building in the premises and the boundary wall of the campus are strictly forbidden. Poster, banners of various clubs and authorized unions of campus should only paste on the space provided to them.
8. Students should consider it their responsibility to keep the classroom, common areas and the premises clean. Littering should be strictly avoided.
9. Any sort of campaigning during class hours, without the written permission of Principal is strictly prohibited. No pamphlets or notices should be distributed in classes without the permission of the Principal.

10. Outsiders (any one other than a students at the time) coming to the campus so as to promote or interfere in to the students activities or campus matters is strictly prohibited. If outsiders are seen inside the campus involved in any such activities, immediate actions as permissible by the court orders in this respect shall be taken by the Principal against the outsider and also against all those students in the campus who are responsible for bringing them or on behalf of whom they have entered the campus
11. Smoking in the campus and entering the campus after consuming drugs or alcohol are strictly prohibited.
12. Habitual negligence in college work, dishonesty, obscenity in word or action or other acts of misconduct which affect the reputation of the college will invite severe disciplinary actions.

STUDY TOURS & EXCURSION.

1. Study tours will be organized by the tour committee of teachers appointed by the Principal.
2. Students are not permitted to organize or conduct any excursions or tours without the knowledge and consent of this committee and Principal. (

LIBRARY & READING ROOM

1. The library will remain open on all days from 9.00 am to 4.30 pm except on Sundays and public holidays.
2. Silence must be strictly observed in the library.
3. A student will be issued 1 book at a time.
4. A Member who fails to return a book on the due date will be fined Rs. 1.00 per day until the book is returned.
5. Borrowers will be held responsible for any damage caused to the book.
6. All books must be returned to the library before the close of each semester.