

RULES AND REGULATIONS

For all UG and PG Degree programmes, the academic year consists of two semesters. The duration of the UG programme shall be six semesters and PG Degree programme four semesters. There shall be at least 90 working days and a minimum of 450 hours of instruction in a semester. For Degree Programmes, odd semester (June-Oct) commences in June and even Semester (Dec-April) commences in December every year.

1 Admission and Withdrawal

1.1 Students are ordinarily admitted at the beginning of the first semester of the different programmes of study.

1.2 Applicants for the Degree programme should have passed the Plus-Two Examination or its equivalent and those for the Postgraduate programme should have passed the UG Examination approved by the University.

1.3 Application shall be submitted either online or offline.

1.4 At the time of admission all students should present Transfer and Good Conduct Certificates from the institution they last attended. Students who have obtained their qualifying certificates from Universities or Boards of Examinations other than those of Kerala should produce the following documents.

- ❖ Migration Certificate from the University in which they were educated,
- ❖ University Diploma qualifying them for admission to the programme which they wish to undergo and
- ❖ Eligibility certificate from the University of Kerala (declaring them eligible for admission)
- ❖ Medical Certificate issued by competent authority (Applicable to PWD Candidates).

1.5 Qualifying certificates submitted by the students at the time of admission will be returned only on completion of the programme of study. Certificates and mark sheets of qualifying examinations should be claimed at least within three months after the completion of the programme of study. The college office will not be responsible for the loss or damage of the certificates and mark sheets left unclaimed after the above-mentioned period.

1.6 Any candidate who is found to have obtained admission by false representation will be dismissed and will forfeit whatever fees s/he may have paid.

1.7 No candidate will be enrolled or allowed to attend any class until the first installment of fees is paid.

1.8 The Principal reserves the right to refuse admission to any applicant on reasonable grounds.

1.9 Students applying for Transfer Certificate or Conduct Certificate should apply in the prescribed form after clearing all dues. They should surrender their identity cards to the office at the time of submission of application.

1.10 Students, applying for any certificate or corresponding with the principal, should furnish all particulars required for identification such as full name with initials, class last attended, admission number, programme to which they belonged and the year in which they left the college.

1.11 Any student who leaves the college before completing the course without written permission of the Principal or without paying all arrears of fees or dues, will not receive any certificate.

1.12 Students shall furnish correct information regarding their residence, contact and details regarding their stay to the college. Subsequent changes, if any, should be reported to the Principal.

1.13 Identity cards will be issued to students at the time of admission.

2 Class Hours

2.1 The working hours are between 9.30 a.m. and 4.30 p.m. with a lunch break of 45 minutes (1 p.m. to 1.45 p.m.) On Fridays the lunch break is from 1.00 p.m. to 2.00 p.m.

2.2 The first bell for class shall be rung ten minutes before the commencement of the morning and afternoon sessions and the second bell at the hour fixed for the commencement of the class.

2.3 At the warning bell before each session, students should go to their respective classes and take their seats so as to be present when the class begins.

2.4 There shall be intervals of five minutes at the end of each period.

3 Campus Discipline

3.1 All the students should remember that they represent the college, and should honour it by their behaviour. The students are expected to conduct themselves in such a way as to uphold the reputation of the college as well as their own.

3.2 All Students shall compulsorily wear their Identity cards while on the campus.

3.3 Students should be respectful to seniors and superiors, polite and courteous to all. They should maintain good order and decorum.

3.4 When a student meets a member of the staff of the college s/he is expected to greet him/her.

3.5 Strict silence must be observed during the class hours.

3.6 When a teacher enters a class, the students shall stand up and not sit down until s/he allows them to do so or until s/he takes the seat.

3.7 Whenever the National Anthem is sung, or the college prayer recited, students shall stand with due respect.

3.8 Students are not allowed to stand or loiter on the veranda of the college during class hours.

3.9 Girl students are expected to remain in the quadrangle during free hours. They should go to class rooms only after the first bell during FN & AN sessions.

3.10 Students are forbidden from writing or making any mark on the furniture or walls of any part of the college premises or throwing paper or ink on the floor of the class rooms.

3.11 To help keep the college clean and tidy, students are forbidden from throwing used/ waste materials in and around campus.

3.12 Smoking and chewing any type of tobacco in the campus is strictly prohibited. Consumption of intoxicants, narcotic drugs and psychotropic substances in the campus, and entering the campus after consuming any of the above mentioned are strictly prohibited.

3.13 Mobile Phones are strictly prohibited on the campus. Violation shall lead to fine and confiscation of the gadgets.

3.14 Political activism is strictly banned on the campus. Students are forbidden from organizing or attending meetings other than the official ones. Students resorting to strikes are strictly prohibited from entering the veranda of the building or the classrooms.

3.15 Men students are not allowed to enter the quadrangle which is set aside for the exclusive use of women students. Forcible entry into the area shall be treated as an intrusion into and violation of privacy.

3.16 Strikes, agitations, *dharnas*, demonstrations, rioting in the classes etc. are not allowed.

3.17 Banners, flags, posters, etc. are not allowed inside the campus and at the gate and on the compound walls.

3.18 No student shall enter a class other than his/ hers when the class is in session except with the written permission of the Principal.

3.19 No outsider should be invited into the college by any group of students, without the knowledge of the Principal.

3.20 No student shall bring and distribute notices or pamphlets in the campus nor shall they collect any funds.

3.21 Cinematic Dance and Fashion shows are not permitted on the campus

3.22 Students shall not leave the campus during the class hours without the prior permission of the respective HoD/class teacher.

4 Ragging is strictly prohibited

4.1 Ragging is strictly prohibited on the campus. Any instance of ragging will be dealt in accordance with the verdict of Hon. Supreme Court, regulations of the UGC/MHRD and provisions in the Ragging Prohibition Act of the Govt. of Kerala.

5 Dress Code

5.1 The students should be modestly dressed. They shall not wear low waist trousers, Bermuda shorts, Three fourths, Fancy T-shirts & T-shirts with obscene print and short/ tight tops, caps and hats.

5.2 Girls should wear preferably *Saree* or *Churidar*, and Boys *Pants/Dhoti* and shirts.

5.3 If boys choose to come in *Malayali Dress (Mundu/Dhoti)*, only white double dhoti is permitted. Boys shall not tuck up their *Dhoti* while on the campus.

6 Petitions and Complaints

6.1 Students are allowed to submit their grievances to the Principal. However they are not allowed to make complaints in a body or to address any authority in a collective petition. Such combined action is subversive of good order.

6.2 Requests and representations may be made to the Principal by class representatives on behalf of their classes.

6.3 Parents are entitled to make representations or complaints to the college authorities.

6.4 Anonymous petitions or letters will not be attended to.

6.5 No notice of any kind should be circulated among students without the written permission of the Principal.

6.6 No meeting shall be held in the college premises without the written permission of the principal.

6.7 Students should not take part in or attend any political meeting or engage in any public movements that are subversive of good order.

6.8 Any problem relating to student amenities should be brought to the notice of the Principal through the respective class teacher.

7 Evaluations/ Assessments

7.1 There shall be formative (Continuous Evaluation/Assessment) and summative (End Semester Evaluation/Assessment) evaluations with a view to ensuring an objective assessment/ evaluation of students' performances all through the period of their studies.

7.2 Formative evaluation Continuous Evaluation/Assessment may be on the basis of tests, attendance, assignments, seminars, etc. Each course has both Continuous Evaluation/Assessment and End Semester Evaluation/Assessment components.

7.3 Each student shall be required to do two assignments or one seminar for each Course. Valued assignments shall be returned to the students. The seminars shall be organized by the respective teachers and the same shall be

assessed by a group of teachers including the teacher/teachers in charge of that Course.

7.4 For each Course there shall be at least two centralized internal tests during a Semester. Marks for the test component in CE/CA shall be awarded on the basis of the average of the marks secured for the two class tests. Valued answer scripts shall be made available to the students for perusal within 10 working days from the date of the test.

7.5 Each semester shall be treated as separate unit. And candidate shall have to pass in individual subject/ paper as the case may be:

7.6 To clear a semester, a student shall have to secure a specified minimum marks.

7.7 After the semester examination, the results will be scrutinized by the award committee. Students will be provided with marks for every semester examination. At the end of the programme a consolidated statement of mark will be given to each student. It is the University that will issue the degree certificate to the student.

7.8 Details regarding the assessment, valuation, grievance redress, eligibility, results, reappearance, etc., are provided in the Examination Manual.

8 Attendance

8.1 The minimum number of days/hours of lecture, tutorials, seminars or practicals which a student shall be required to attend for eligibility to appear at the ESE shall not be less than 75% of the total number of days/hours of lectures, tutorials, etc. as prescribed requirements for each semester.

8.2 Condonation of absence to a maximum of 10 days in a semester (ie to a maximum, of 2 semester during the whole period of a degree programme) may be granted by the College.

8.3 The Principal shall publish the list of candidates who are short of attendance immediately after the close of regular classes, and forward a copy of the list to the Controller of Examinations. The list shall contain the details of total number of working days, the attendance earned by the candidate and the shortage of attendance in days.

8.4 Application for condonation of shortage of attendance shall be made by each candidate in the prescribed format. Application for condonation should be accompanied by an explanatory statement for each day of absence duly attested by the class teacher. Condonation shall be granted by the Principal on valid grounds only. Eligible applications granted by the Principal shall reach the office of the Controller of Examinations along with the receipt for the

prescribed fee ten days before the date of commencement of the examination. In no case shall the decision on an application be delayed beyond the last date fixed for despatch of Hall Tickets for the examinations.

9 Disciplinary Action

9.1 Students shall abide by the rules and regulations of the college. They are also bound to obey the directions, issued from time to time, by the Principal, HoD, Class teacher and other college authorities.

9.2 Irregular attendance, insubordination to teachers, habitual inattention to class work and obscenity in word or action are sufficient reasons for the suspension or dismissal of a student.

9.3 Violation of any of the rules or direction shall attract disciplinary actions including suspension, dismissal and compulsory issuance of TC without the application from the student or parent/guardian.