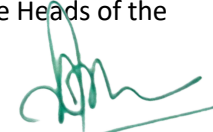


## CODE OF CONDUCT

### GENERAL RULES OF CONDUCT

1. Office hours: 10 am to 5 pm.
2. Class hours: 9.20 am to 4.30 pm.
3. The holidays other than public holidays shall be avail only as per the timely directions from the Government and University of Calicut.
4. Students shall always wear the prescribed uniform in all working days  
No students can enter into the college campus without wearing the prescribed uniform in working days.
5. Students shall always wear the college identity card to the college and show them when demanded by the principal, teachers and office staff.
6. Discipline is important to work together cooperatively and harmoniously. Students must observe strict discipline in the campus; behave with dignity and courtesy to the Principal, faculty members, members of management committee, administrative staff, visitors and fellow students.
7. Students are expected to maintain self dignity and esteem on all occasions.
8. Students should read the notices put upon the notice boards carefully every day and ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply with.
9. Strict silence needs to be observed in classrooms during working hours.
10. The students can enter classrooms other than their own only with the permission of the Principal or Teacher in-charge of the class at special occasions.
11. Students shall keep the campus and classrooms clean, tidy and plastic free.
12. The college properties should be handled with utmost care. Students should not disfigure the wall, windows or furniture by writing on them or sticking bills.
13. No meeting and entertainment shall be organized or any fund collected in the college campus without the permission of the Principal.
14. The student who is absent without leave for 5 consecutive working days will be removed from the rolls and re admission will be considered only on the recommendation from the respective Heads of the departments.



  
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15. In accordance with the Supreme court, High Court, Govt. of Kerala and University of Calicut orders, Ragging is strictly prohibited inside and outside the campus and may result in suspension, expulsion and other legal procedures. Whenever a crime of offence is committed in the name of ragging, the Principal will report the matters to the nearest of police station. Appropriate disciplinary action will be taken against the culprits as per rules in force.

16. Students taking part in communal and anti-social activities will be severely dealt with. 15. Smoking, chewing pan, using any kind of drugs and alcoholic drinks, are strictly prohibited inside the campus. No student shall keep in possession such intoxicated items. Using or keeping of such items will lead to immediate expulsion of the student from the college.

17. The Principal shall have the power to inflict the following punishments: fine, loss of attendance, suspension, compulsory issue of TC and expulsion.

18. Any student found responsible for incidents of damage or theft of college property or the property of others will have to pay the cost of the item/replace the item with the disciplinary action suggested by the Discipline Committee.

19. Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the Prevention of Damage to Public Property Act.

20. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without the permission of the principal.

21. There shall not be any discrimination against any community or category of students of the college and immediate stringent action will be taken against such activities.

22. Flash mob, cinematic dance and fashion show shall not be allowed inside the college campus. Violating these rules will be met with disciplinary action.

23. Using mobile phones by the students are strictly banned inside the campus on the basis of the orders issued by various authorities including the Hon'ble High Court of Kerala. Mobile phone with camera will be confiscated. A Surprise inspection squad is formed to implement the rule.

24. Students are not allowed to bring vehicles inside the campus. They have to park their vehicles at the allotted place at their own risk.


25. Students shall not organize or go on to picnic or excursion in the name of college without getting the explicit permission from the Principal.

26. Students and staff members can make use of the grievance redressal mechanism available in the college.

27. A student who has any complaint and grievance shall represent the same in writing to the Class in Charge or to the Heads of the Department or to the Officer in-charge of disciplinary committee or to the Principal directly. Such representation can be made, if necessary, by the parents/ guardian of the students.

28. If the fees, liable to remit by the students as per Govt. and University of Calicut, are not paid before the last date, the name of the student will be removed from the rolls of the college. For the redmission,



  
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as per the proper recommendation of the Head of the Department concerned, the student has to remit all the arrears of fees with fine and Rs. 50/ as admission fee. The vacations, holidays and student's absence in the college will not be admitted as excuse for delay in the same.

29. The College Management and the Principal shall take appropriate measures to insulate the college campus from external, undesirable and unsuitable, political and other interventions, to safeguard the interests of students, academic community, parents and general public. The students are also responsible to execute all such measures.

30. The mode of college union election is decided by the college management as per the directions from the Government, Courts and University of Calicut from time to time.

31. Students are always welcome to approach the Principal, faculty members and any member of the staff for any help connected with the academic matters.

32. The college authorities reserve the rights to amend or revoke or modify any of the above rules.

33. All the rules and regulations of the college mentioned in the college calendar are to be strictly followed by both the students and parents.

#### **LEAVE AND ATTENDANCE RULES**

1. Students are not permitted to be absent without prior permission.

2. Application for leave should be submitted at least one day in advance.

3. Leave will not be granted if the reasons given are vague or unsatisfactory.

4. All students must attend the classes punctually and regularly.

5. A working day is divided to two sessions: Forenoon and Afternoon.


6. If a student is absent for one or more hours either in the forenoon session or in the afternoon session he / she will lose half days attendance. If he/she is absent for one or more hours in both sessions he/she will lose attendance for one day.

7. Leave on medical ground shall be supported by medical Certificate.

8. Absence of five consecutive working days without leave application will be the sufficient reason for removal of one's name from the college rolls.

9. A student shall be permitted to appear for the semester examination, only if he / she secures not less than 75% at tendance in each semester. Attendance and progress certificate will not be forwarded to University if the student does not get 75% of attendance. The condonation of shortage of attendance shall be subject to the conditions of the University of Calicut. Condonation of short age of attendance to a maximum of 9 days in semester subject to a maximum of two times during the whole period of a degree programme may be granted by the university. Application for condonation of shortage of attendance shall be submitted to the university through the principal.



  
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## LIBRARY RULES

1. Working hours 9 am to 5 pm.
2. All the students and staff of the college are members of the library.
3. Everyone should sign the visitor's register before entering the library.
4. Strict silence should be observed in the library and its premises.
5. Mobile phones are not allowed inside the library.
6. Personal belongings like books, bags, umbrellas, files etc. should not be taken inside the library.
7. Reference books, project reports, journals, magazines and newspapers will not be issued to any member
8. They are entitled to borrow books from the library by submitting the library photo identity card which can be obtained from the library at the time of acquiring the membership.
9. Marking, under lining or writing on library book is strictly forbidden.
10. Students may use book reservation facility for getting the books of their choice.
11. Books must be return on or before the due date, i.e, 14 days from the date of issue. Members can renew the due date of a book borrowed from the library for a further period of 14 days. The due date of the book will be extended to the same member if there are no other applicants for it.
12. A book may be re-issued A fine of RS 1.(one) per day will be charged if a book is kept beyond a fortnight, including holidays. If the date on which a book is due to be returned falls on a holiday, it shall be returned on the next working day to the same member if there are no other applicants for it.
13. Books returned after the due date will be charged an over due charge of rupees one per day.
14. Books will be issued or retuned between 9am to 3.30pm.
15. Students will be issued a maximum number of 2 books at a time.
13. Absence from the college will not be admitted as excuse for delay in returning books.
14. When a member receives a book from the library, he/she should ensure himself/herself that the book is in sound condition, failing which the member shall be liable to replace the book with a new copy.
15. Marking, underlining, writing, tampering and tearing away the pages of books are punishable with fine or replacement of the book or both.



  
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16. Loss of the library cards must be reported immediately to the librarian. Duplicate cards will be issued only on verification. A fine of RS.100 will be charged for each card lost . the member will be held responsible for the lost cards orginally issued to him/her.

17. Members should replace the books lost from them or should compensate for the loss by paying an amount fixed by the librarian along with the existing fine fixed for it.

18. All students and staff members of the college are members of the library. A members of the teaching staff may borrow up to 2 books at a time. A member of the non-teaching staff may borrow 1 books at a time. All other library rules are applicable to the teaching and non-teaching staff also.

19. The librarian may recall a book at any time even when the normal period of loan is not over.

20 . All the members are liable to obey the rules of the library exhibited in the library wall and indicated by the librarian.



  
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