

1. General Rules and Regulations

- 1.1 The Principal of the College shall be the disciplinary authority in respect of the students in the college.
- 1.2 Ragging is strictly banned on the college campus. Anyone found guilty of ragging and/or abetting ragging will be punished as per the directives of the UGC, Government and the Supreme Court. All the incidents of ragging will be severely dealt with. Those found guilty will be dismissed from the college and police cases will be filed against them.
- 1.3 In accordance with the policy adopted by the Governing Body and the PTA, the College has implemented strict regulations on political activities on the college campus which forbid students from organizing/ participating in any political activity on the campus.
- 1.4 As per the Govt. Order No. Rt/No.346/05/Higher Edn dated 1-3-2005, students are not allowed to use mobile phones on the campus and are permitted to bring two-wheelers only up to the parking area allotted to them near the college gate. Under no circumstances are they allowed to bring four-wheelers to the college.
- 1.5 All the students shall compulsorily wear the prescribed college uniform on all working days except wednesdays. Uniform symbolizes unity and uniformity in terms of identity and studentship. It also indicates fellowship and a sense of belongingness to the institution. Hence it should be seen as a source of pride and a symbol of responsibility. Parents are to see that the uniform and hairstyles of their wards are in tune with the decency, dignity and the institutional values.
- 1.6 No celebration shall be held on the campus without the written permission of the Principal.
- 1.7 Programs by external agencies/ professional groups/paid such as DJ, musical events etc. shall not be permitted on the campus. No type of fund raising by the students is permitted, as these practices lead to extortion and misuse of funds.
- 1.8 No vehicles shall be used during celebrations inside the college campus/hostel.
- 1.9 All celebrations on the campus will be under the supervision of the Principal and the staff members deputed by him.
- 1.10 Former students and the general public will be permitted to enter the college campus only for genuine reasons. It will be convenient for the former students if they carry the punched ID cards given back to them on expiry. They are not allowed to enter the classrooms without permission.
- 1.11 Students shall not invite any guest, outsiders, students of other institutions or anyone belonging to external organizations to the campus without the permission of the Principal.
- 1.12 Students shall not use the emblem, photo and other symbols of the college in social media (Facebook, WhatsApp etc.) or programmes conducted outside the campus.
- 1.13 The Principal reserves the right to refuse any applicant admission to any programme without assigning any reason if the authorities are convinced that admitting

that person is detrimental to the interests and discipline of the college.

- 1.14 The Principal is entitled to take appropriate punitive action on any student for his/her misconduct in the interests of the institution and for the sake of maintaining discipline.
- 1.15 The following also are acts of misconduct:
 - 1.15.1 Staying away from classes without sufficient reason
 - 1.15.2 Disrespectful behavior towards the college staff
 - 1.15.3 Instigating other students to go on strike or participating in strike, dharna etc. in the college
 - 1.15.4 Loitering in the corridors during free hours and creating disturbance to the ongoing classes. (During free hours the students are expected to make use of the library)
 - 1.15.5 Unruly behavior causing disturbance to the class
 - 1.15.6 Organizing tours without the permission of the Principal
 - 1.15.7 Organizing meetings in the college, writing on the blackboards or displaying notices on the college notice board without the permission of the Principal
 - 1.15.8 Blocking gates/ doors or passages which would restrict the mobility of the staff and students of the college
 - 1.15.9 Involvement in clashes or the harassment of fellow students
 - 1.15.10 Disturbing the functions in the auditorium by shouting, howling or dancing
 - 1.15.11 Resorting to any kind of malpractice in the examinations.
 - 1.15.12 Collecting money from staff or students without the permission of the Principal
 - 1.15.13 Distributing pamphlets, notices or other materials and displaying flags, banners, and posters on the campus
 - 1.15.14 Scribbling offensive, abusive or obscene words or figures on blackboards, washroom walls or any kind of writing on the walls, furniture or other surfaces on the college campus
- 1.16 Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal proceedings will be initiated against those found guilty of the use of alcohol or narcotic drugs on the campus.
- 1.17 Vandalism and destruction of college property will be severely dealt with and the cost of damage will be fully recovered from those responsible.
- 1.18 The college campus and classrooms should always be kept neat and clean. The students should take care not to litter the classrooms and college premises.
- 1.19 The college is not responsible for the loss of money and other valuables belonging to the students on the campus. Students are advised to keep their belongings safely while leaving classrooms.
- 1.20 Discourtesy towards any member of the staff or any act which affects the discipline of the college will be seriously viewed and in extreme cases it is sufficient

reason for expulsion from college. Immorality, grave insubordination, contempt for authority, willful destruction of college property, malpractice in examinations etc. are sufficient reasons for strict disciplinary action.

- 1.21 As directed by the Government of Kerala, the students should wear ID card tags on the campus which should be shown to the staff and to the security guards on demand. The ID cards need to be produced for any transactions with the college office.
- 1.22 Students are expected to maintain decency and decorum in their dress and conduct.
- 1.23 Students have to be inside the classrooms after the bell marking the beginning of class hours. Observance of strict silence in the standing posture is mandatory during the morning prayer and National Anthem.
- 1.24 If the teacher is absent, the Class Representative should contact the Head of the Department to seek directions on alternative arrangements.
- 1.25 Late comers should not enter the classroom nor should any student leave the classroom without the permission of the teacher in charge of the class.
- 1.26 Parents/ guardians are expected to attend PTA meetings and to respond to the calls from the college authorities.
- 1.27 Teachers hold the responsibility of maintaining discipline in their classes and on the campus.
- 1.28 The members of the College Union are elected by the students in the Presidential mode.
- 1.29 A call to the auditorium or conference halls for any additional programme must be promptly and strictly responded to. No one should remain in the classrooms or elsewhere on such occasions.
- 1.30 Students are to behave with decency and decorum outside the campus also. They should always remember that the good name of the institution is their responsibility.

2. Code of Conduct for Students

- 2.1 Any unavoidable movements on the veranda (laboratory, auditorium, seminar halls etc.) during class hours have to be in silence. The students should always take care not to disturb the ongoing classes.
- 2.2 No Student is allowed to remain on the campus after 4.30 p.m. unless s/he has obtained special permission for the same for approved activities.
- 2.3 The students are required to follow the stipulations imposed on their campus conduct by the orders of the Hon. High Court, UGC, and Government of Kerala.
- 2.4 The students are expected to spend their free time in the library. They should not loiter on the corridor or gather on the college porch.
- 2.5 No student shall leave the campus during the working hours without the permission of the

Principal. He/she shall not be sent out without a valid reason or the request by the parent/guardian.

- 2.6 Strict silence must be observed in the library, college office, and chapel.
- 2.7 Discipline and decorum are expected from the students during programmes conducted in the auditorium or elsewhere.
- 2.8 Prior permission from the Principal is essential to take part in competitions and games conducted in other places outside the campus.
- 2.9 It is the responsibility of the student to earn a good conduct certificate. It cannot be claimed as a matter of right. Conduct certificates are issued by the Principal on the basis of the reports from the HoDs, Mentors, and teachers concerned.
- 2.10 The Principal has the authority to issue Transfer Certificate to any student during the course of study if his/her conduct and character are found unsatisfactory.
- 2.11 For acts of student misconduct, the Principal may impose punishments such as fines, cancellation of attendance, withholding certificates, blocking educational concessions and scholarships, cancellation of participation in arts and sports competitions, suspension, expulsion etc.
- 2.12 The Principal or other duly constituted college committees may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within and outside the campus in order to maintain the discipline and reputation of the college and the hostels.
- 2.13 Legal action will be initiated against those who destroy the property of the college as per rules including the Prevention of Damage to Public Property Act 1984.
- 2.14 Students who are charged with criminal offenses and are under suspension shall not be allowed to enter the campus without permission.
- 2.15 Students guilty of going to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will be deemed especially culpable and punished accordingly.
- 2.16 Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. They shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.
- 2.17 Students from other institutions and outsiders who disrupt any academic activity or functioning of the college office or any unit of the college shall be treated as trespassers infringing on the rights of college authorities to peacefully run the institution and maintain discipline. Any such deed will be treated as an infringement also on the rights of students, especially the backward and the underprivileged, to have uninterrupted education. Legal actions including contempt of court will be initiated in such cases. There shall be no discrimination against any community or category of students of the college and immediate stringent action will be taken against erring staff and students.
- 2.18 Outsiders including police and media persons shall not enter the campus without

the permission of the Principal.

- 2.19 Taking photographs and recording or exhibiting video/audio materials on the campus without permission is strictly prohibited.
- 2.20 Programs in the college shall be covered only by the persons officially authorized by the Principal.
- 2.21 Vehicle users have to register their vehicle number and license number with the security staff. Special parking permits will be issued to the sick or differently-abled students to park vehicles near the college building.
- 2.22 The security personnel designated college staff are authorized to inspect the records of the vehicles entering the campus and record the details in the gate register.
- 2.23 Complaints of the students must be presented through the proper channel. Students and staff can make use of the grievance redress mechanism available in the college.
- 2.24 The college authorities reserve the right to amend, alter or modify the Rules and Regulations from time to time on the basis of the changing requirements.
- 2.25 It is the responsibility of the students and staff to follow the notices/ announcements concerning the rules and programmes of the college from time to time. Ignorance of these rules cannot be considered as an excuse for lapses.
- 2.26 The Principal is the ultimate authority in the interpretation and implementation of the rules and regulations in the best interests of the institution.

3. Attendance & Leave of Absence

- 3.1 The college works from 9.30 a.m. to 4.30 p.m. For the purpose of attendance, all working days will be considered as full working days irrespective of the number of hours. Absence during one hour either in the forenoon or the afternoon session will be considered half a day of absence. Latecomers will not be given attendance.
- 3.2 Semester certificate of attendance and progress required for admission to university examination as well as progression shall not be given unless the applicant has attended at least 75% of the working days of the semester and the Principal is satisfied with the student's progress and conduct.
- 3.3 Leave for a short duration may be obtained from the HOD/Mentor. Application for longer periods of absence must be submitted to the Principal. Application for sick leave for more than five days should be supported by a medical certificate. The certificate should be submitted immediately after rejoining.
- 3.4 Absence without leave is punishable. Those who have to leave the campus during working hours should obtain permission and exit passes from the HODs concerned.
- 3.5 Absence for ten consecutive working days will result in the removal of the name from the

rolls. Duty leave for participating in arts/sports events will be granted only to students representing the college or the university in various competitions. In such cases, leave applications should be submitted to the Principal in advance and it should be recommended by the teacher in charge.

4. Identity Card & College Uniform

- 4.1 Students must always wear their ID card tags when they are on the campus. ID cards are essential for bus concession, payment of fee, entry into the library, loan of books, voting at college union election, refund of caution deposit, issue of certificates etc. Students found without identity cards are liable to be fined or sent out of the campus. Duplicate cards will be issued only in genuine circumstances on payment of Rs.150/
- 4.2 The identity card must be surrendered when the T.C. is issued. Students shall compulsorily wear the prescribed college uniform on all working days except wednesdays. Uniform symbolizes unity and uniformity and attributes a special identity to the students. It also indicates equality and a sense of belongingness to the institution. Parents should see to it that the uniform and hair style of their wards are in tune with the modesty and dignity that every student of Mary Matha Arts & Science College should possess.