

INSTRUCTION TO STUDENTS/PARENTS

Students shall abide by the following rules of conduct and behavior as framed by the college management:

A. CODE OF CONDUCT

1. Academic excellence and moral leadership are both equally valued in our Institution. All students are expected to maintain high standards in this regard.
2. College timings are from 9.00 a.m. to 4:20 p.m. Students are expected to arrive at the college before 9:00 a.m. in the morning and to leave the college after 4:20 p.m. in the evening. Students are directed to be in the class when the first bell rings.
3. If necessity arises to leaving the college campus before the end of the working day, special permission has to be obtained from the Staff Advisor /HOD.
4. Students should come neatly dressed to the college in their uniforms with valid ID card issued from the college and hand over the same when asked for.
5. Wearing shoes is compulsory (Colorful Sports shoes/Sandals/Slippers are not permitted). They should observe their dress code on campus, laboratories and workshop.
6. Boys should have proper haircuts. They are also expected to shave their beard.
7. The behavior of the students, both within and outside the college premises should be decent and befitting to a professional institution.
8. Students are expected to treat higher authorities, teachers, faculty and non-teaching faculty with all due respect.
9. Dignified behavior is to be observed at all times within the classrooms. Loud talking among students is to be strictly avoided.
10. Entering and leaving the classroom during class hours should only be with the permission of the staff member.
11. During class hours, no student is allowed to be in the library, canteen or any place on campus other than the classroom.
12. No male student is allowed to wear rings, or studs on ear, nose or eyebrow and bangles when they are on campus.

13. Students are permitted to use their vehicles up to the destination with an entry pass and park the same in the PARKING LOT allotted for the students and they are not permitted to ride on campus.
14. University has banned the use of mobile phones in educational institutions. The students are strictly prohibited from using the mobile phones or any other electronic gadgets on campus.
15. Students are prohibited from organizing or attending meetings in the college, distributing notice and collecting money for any purpose without the permission of the Principal.
16. Disruption of the college environment in the form of agitations, like strike or fights, will be viewed seriously and the perpetrators will be very harshly dealt with.
17. Students are to strictly maintain the cleanliness of their classrooms and college premises.
18. Any student,
 - ✓ who is habitually irregular in attendance or inactive to his work in the class, or
 - ✓ who is repeatedly or willfully mischievous, obscene in word or action, or
 - ✓ who is guilty of fraud or examination malpractice, or
 - ✓ who indulges in Movements, which lead to communal ill feelings or enmity, or
 - ✓ who indulges in ragging students, or
 - ✓ who is guilty of damaging college propertieswill be liable for punishment according to the recommendation of the college council.
19. Students are refrained from giving mass petition, organizing mass demonstration both inside and outside the campus.
20. College property must be handled with utmost care.
21. The College campus is a no-smoking, alcohol-free zone.
22. Laptops/ Computers are to be used on campus for academic purposes only.
23. Students are not allowed to loiter in the canteen during class hours. Canteen shall not be utilized for studying or drawing purposes.
24. Students are not allowed to use the social media to malign the college in any way.

B DRESS CODE

Boys Uniform: Trousers & Shirts, Shirts tucked in properly, black/brown belt, ID card with lanyard on all working days.

Girls Uniform: Trousers & Shirt with over coat, decently dressed, ID card with lanyard on all working days.

Lab/Workshop: Uniform with ID, Lab coat, Shoes (Canvas not allowed). No student is permitted to do practical without the above said attire and with hair loose.

C. ACADEMIC MATTERS

- a. Bring study materials as instructed by the teacher.
- b. Submit assignments on time.
- c. Any request/representation should be forwarded to the HOD/Dean/Principal through the staff advisors concerned with proper recommendation.
- d. Parents are advised to
 - i. Contact staff advisors/Dean periodically to know the discipline, attendance and performance of their wards.
 - ii. Attend Parent Teachers meeting organized after each series test without fail.

D. ATTENDANCE, LEAVE REGULATIONS

Attendance is marked for each course. Students are expected to attend all classes without fail. Students who come late will be treated as absent in that period. 75% attendance is mandatory for writing the end semester examination in that course.

If for unavoidable reasons, leave of absence is required, prior permission from the competent authority should be sought. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

E RAGGING

Ragging or any disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising fear or embarrassment to that student and includes

- ✓ Teasing, abusing, playing practical jocks or causing hurt to students
- ✓ Asking student to do any act, which such student will not, in the ordinary course, be willing to do.

Ragging within or outside educational institution is prohibited under Kerala Prohibition of Ragging Act, 1998, section 3.

As per section 4 of this Act, whoever commits, participates in, abets or propagates ragging shall be punished with imprisonment, which may extend up to two years and shall also be liable to be fined.

Section 5 provides for dismissal of a student for a period of three years upon conviction.

F. COLLEGE PROPERTY

Scribbling or etching on drawing boards, desks, and vehicles or on any furniture, writing on wall, black boards, causing damage to the college property etc., are strictly prohibited.

G. ANTI- SOCIAL ACTIVITY

If a student is found involved in any activity, which defames the college or is a threat to the life of any individual connected to the college, he/she is liable to undergo appropriate punishment including removal from the college. In such cases, he/she shall not be readmitted to any course conducted by the college