

## **2. RULES & REGULATIONS FOR STUDENTS**

### **2.1 DISCIPLINE**

- a) All the students should maintain 100% attendance as far as possible.
- b) Leave or absence due to sickness, attending family functions, unavoidable requirements etc. should not exceed 25% of the attendance.
- c) For sanction of medical leave, application should be submitted to the Principal along with medical certificate recommended by the Group Tutor within five working days. Only such medical leave will be considered for condonation of shortage of attendance.
- d) Prior sanction should be obtained from the Principal by those students who are eligible for duty leave. After the duty such students should apply for duty leave within five working days to the Principal.
- e) Any student indulging in ragging (any kind of physical or mental harassment) will be expelled from the college and could be sent to prison for 2 years. (as per the Kerala Prohibition of Ragging Act 1998).
- f) Misbehaviour towards opposite sex, use of threat or violence against the members of staff or fellow students will be considered as very serious cases of misconduct, inviting punishment to the extent of expulsion from the college.
- g) Smoking, use of drugs and liquor are strictly prohibited within the campus and its premises.
- h) Students are required to maintain not only good academic progress but also high discipline in the campus.
- i) Political activity is banned in the college campus. The members of the college community are not allowed to act on behalf of political parties or communal organizations.
- j) Students shall not stick or distribute any posters, notices etc. which will adversely affect the discipline and smooth functioning of the college.
- k) Use of mobile phones in the campus is restricted to academic purposes and only with the permission of the class tutor.
- l) Students who have committed acts of indiscipline and obtained punishment will not be considered for placement. They are also not eligible for “Good” conduct certificate.
- m) Students should not loiter inside the campus during class hours.

- n) All students should wear uniform on all regular working days except Wednesdays and Saturdays. Students are not allowed to alter the pattern of uniform without prior permission from Principal. Students should wear identity card, belt and decent footwear. Use of slippers and flip flops as footwear is not allowed. All the boys are strictly advised to come to the campus in tucked-in style for shirt, while wearing pants and shirts. Low waist pants/J Jeans, T-Shirts should be avoided in the campus. On Wednesdays and Saturdays, all girls are strictly advised to wear only churidar with dupatta on both sides. Sleeveless /short sleeve dresses are not allowed. Leggings and Jeggings should be strictly avoided in the campus. Saree can be worn with prior permission on special occasions. Uniform is compulsory for all internal examination and university examination days. Separate uniforms are prescribed for lab classes and workshop classes.
- o) Damaging furniture, defacing the walls and premises, repeated absence from the class without leave, misbehaviour in class, general neglect of studies and of other duties will be considered as serious offences and will be dealt with appropriately.
- p) In no case shall furniture or equipment belonging to the college be removed from its respective places without prior permission from the authorities.
- q) Students should keep the class rooms neat and tidy. Do not throw bits of papers, chocolate wrappers etc. inside class rooms or verandahs. Deposit such used articles inside the waste bins placed on the verandhas.
- r) Eatables are strictly prohibited inside the classroom.
- s) Use the special zone marked only, for parking motor bikes and cars inside the campus.
- t) It is mandatory for the students and the staff using two wheelers to wear helmets.

## **2.2 AICTE - NOTIFICATION ON ANTI RAGGING**

**Sub: Prevention and prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education.**

**F.No.37-3/Legal/AICTE/2009**

**What Constitutes Ragging:** - Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education: -**

- a) The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- b) For every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- c) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

- d) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -
- i) Cancellation of admission
  - ii) Suspension from attending classes
  - iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - iv) Debarring from appearing in any test/examination or other evaluation process
  - v) Withholding results
  - vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vii) Suspension/expulsion from the hostel
  - viii) Rustication from the institution for a period ranging from 1 to 4 semesters
  - ix) Expulsion from the institution and consequent debarring from admission to any other institution.
  - x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **2.3 LIBRARY**

- a) Strict and absolute silence shall be observed in the library.
- b) External books and other personal belongings should not be taken inside the library.
- c) Library users are strictly prohibited from taking the borrowed and stamped books again inside the library.
- d) Number of books that can be borrowed is limited to 6 for final year Engineering students, 4 for all other Engineering students and 2 for the students of Management Studies.
- e) Membership cards are not transferable.
- f) In case of library cards being lost, the matter should be immediately reported to the Librarian in writing. New library cards will be issued after paying the fine.