

MES COLLEGE NEDUMKADAM

GENERAL DISCIPLINE

The following guidelines are issued in order to help the students to conduct themselves courteously and in accordance with the highest standards of mannerly behaviour.

1. Every student should behave and conduct himself/ herself in the college and the hostel in a dignified and courteous manner and should be respectful to the teachers.
2. Consumption of narcotic drugs, tobacco, alcohol, Panmasala etc. are strictly prohibited in the campus and in the hostel and serious action will be initiated against those who are found to have consumed them.
3. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, and immoral activities.
4. Learning not to damage the property whether public or private is one of the primary requirements for a civilized behaviour. Hence, students shall not disfigure/damage or destroy public or college properties. In the event of such damage or destruction the cost of such properties will be recovered from the concerned student/students. Disciplinary action will also be taken against the delinquents.
5. Complete silence should be maintained in the college library and limited silence at the premises of the office.
6. Unauthorised entry of outsiders into the campus as well as in the hostel is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college or the hostel.
7. No one shall bring, distribute or circulate any notice, pamphlet, leaflet etc. within or near the campus or the hostel. The possession, distribution or exhibition of any object which is obscene within the campus or the hostel is also punishable offence.
8. Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates, walls and on the compound walls. Similarly, students are prohibited from disfiguring the walls of the college building. Except with the specific

permission of the principal, no student shall collect money either by request or by coercion from others within the campus or the hostel.

9. Students' politics is banned in the campus.

10. Politically or communally based organizations, students of other organizations or outfits are not allowed to enter the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically or communally based student organizations.

11. The college being a temple of learning and an exclusive academic zone, nobody should respond to any call for any form of strike or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful and serene atmosphere of the institution and should eschew from violence within the campus and the hostel.

12. Any student who is found to exert undue influence on fellow students will strictly be dealt with. No student is allowed to enter classes of other batches.

13. No student will enter or leave the class room without the permission of the teacher when the session is on.

14. Students absenting themselves without submitting proper leave application for more than 15 working days will have their names removed from the rolls. They may be re-admitted only at the discretion of the Principal.

15. Usage of cell phones within the campus is strictly prohibited. Violation of the ban will entail seizure of the same with fine.

16. There is a Student's Grievance Redressal Forum in the college. In case the students have any grievance or complain! they may approach the concerned HOD at first and if nil satisfied, meet the Principal. The Principal at his discretion will refer the matter to the Students Grievance Redressal forum consisting of senior teachers, one MOD and one senior teacher (Associate Professor) nominated by the Principal.

17. Students who are charged in criminal offence or (those who are under suspension will not be allowed to enter the college campus without the permission of the principal.

18. The Principal shall have the power to declare holiday for the college, if he is not sure that peaceful academic functioning of the college can be carried out.
19. Any case of criminal activity or violation of law and order will be reported to the police and they shall register case and initiate action against the offenders.
20. The terms and conditions of admission and the code of conduct in the campus are included in the college calendar issued to the students and are binding on the students. In the application form for admission, an undertaking should be submitted duly signed by the student and the parent as accordingly.
21. In the matter of internal discipline the decision of the Principal shall be final.
22. Students should not litter in the campus or, rather place them only in the waste bins. This campus is of each student and he / she is bound to keep it clean.
23. Students are directed to wear uniform on all days as instructed by the Principal and they have to be properly dressed. Showy clothes including T-shirts are to be avoided. Girl students are expected to show lady-like dignity in their dress.
24. The students who are involved or charged with criminal cases or offences will not be allowed to study in the College.
25. Students are not permitted to drive their two-wheelers /four wheelers into the prohibited area of the campus.
26. Any student who is persistently insubordinate, repeatedly or willfully mischievous, guilty of fraud or mal-practice in connection with the examinations or those who are likely to have an unwholesome influence on his fellow students. in the opinion of the Principal, will be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
27. Students are expected to spend their free hours in the Library/ Reading Room. They should not loiter along the verandahs or crowd at the gate or in the main road.
28. In order to ensure a congenial academic atmosphere in the campus, the election process shall be in parliamentary form of Indirect Election. The college parliament will be constituted with the representatives elected from each classes and the College

Parliament will in turn elect the college level office-bearers as well as the university level office-bearers of the college union.

29. Ragging is a criminal offence. The cases of ragging will be reported to the Police. Action will be taken against those who indulge in ragging. Anti-ragging Committee and Anti-ragging Squad have been functioning in the College.

30. The students are directed to uphold moral and ethical values of our society while they are inside and outside the college campus. Boys and girls are prohibited from indulging in any kind of unwanted, unethical, immoral, relations in between. Any breach of this code of conduct will attract severe disciplinary action.

31. The Students are prohibited from defaming the college, college authorities and the staff through Social Media. Disciplinary actions will be taken against those students who disobey this rule.

ATTENDANCE AND LEAVE OF ABSENCE

1. Each working day is divided into two sessions. The morning session consisting of three periods and the afternoon session of two periods.

2. Attendance will be marked at the beginning of each period.

3. All working days, irrespective of the number of periods shall be considered as full working days.

4 The annual certificates of attendance and progress for University examination will not be granted unless.

(a) the Principal is satisfied with the progress and conduct of student.

5. Students are not permitted to absent themselves without leave for the whole or part of the day.

6. Application for leave shall be made in prescribed form one day in advance.

7. Attendance is calculated on hour basis. Average attendance in all classes will be taken for registration for University examinations.

8. The student whose attendance between 65 % and 75% will be permitted to appear for examination only after producing condonation of shortage of attendance from the

University. No exemption will be granted to a student whose deficiency of attendance exceeds 20 days.

9. When absence is due to unforeseen reason the application for leave must be submitted as early as possible.

10. A student will be removed from roll if he/she absents from the college for more than 15 consecutive working days without satisfactory explanation.

11. All students must submit leave application signed by the parent, tutor and HOD to the principal on the next day of leave.