

Rules and regulations

Every morning, class begins with the prayer song. Come to attention when the song begins and keep standing till it ends. Students who happen to be outside the classrooms, too, are expected to join the prayer.

Students shall rise from their seats and greet the teacher when the teacher enters the classroom and remain standing until he/ she takes his/her seat or the students are asked to sit down. They are also expected to stand up and say, "thank you sir"/"madam", when the class is over.

No student shall enter or leave the classroom without the permission of the teacher concerned. She/he shall not be sent home without the written request by the parent/guardian.

Students are expected to spend their free hours in the library/reading room. They should not loiter along the verandahs or crowd round at the corridors and staircase. They are not permitted to enter class rooms other than their own.

Nothing is more appreciated in a student than courteous and mannerly behavior. Show due respect to your teachers and the other staff of the college. Greet them when you meet them inside or outside the campus. Remember, it is rude to enter a room without being asked to, not to say "thank you" when something is done for you, to jump queues, to scramble for seats in the bus, to get past a person at a door or a passage without saying "excuse me" or not to say "sorry" when you have bumped into someone. Do not 'howl' 'whistle' or 'hoot' during any function in the college.

Students are expected to be properly dressed. Showy clothes are to be avoided. Women students are expected to show lady like dignity in their dress and general behavior so called freak styles of dressing, hair dressing etc. will be treated as mis-conduct.

Smoking and alcoholism is strictly prohibited in the college campus.

Do not disfigure the walls, doors, windows, furniture etc. with graffiti bills, etc. Learning not to damage property whether public or private is one of the primary requirements of civilized behavior.

Political activism is strictly banned in the campus. Students are forbidden to organize or attend meetings other than those permitted by the principal. Strikes are strictly prohibited in the college campus and its premises. Nobody shall instigate or take part in any strike inside the campus.

In case students have any grievance or complaint they shall approach the class teacher first. If they are not satisfied they may approach the Vice Principal and then if needed, appeal to the principal.

Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who in the opinion of the Principal is likely to have an unwholesome influence on the fellow students shall be removed from the rolls.

As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3-2005 students are not allowed to use mobile phone on the campus. In the event of any violation of this rule, the Principal or the teachers shall seize the phone and impose appropriate punishment as per Government Order.

All students should wear their identity cards when they are in the college campus. They will have to produce and show the same to the Principal, to members of the staff or such other person authorized by the Principal. The student may be asked to leave the campus for not producing the same when requested to do so.

Anyone who is suspended from the college shall not enter the college campus unless and until his/her suspension is revoked by the college authorities, or without the prior written permission from the principal.

No outsider should be invited to the college without the consent of the principal.

All kinds of applications submitted to the office by the staff, students and others must be complete in all respects. Incomplete applications will not be accepted.

No one shall engage in or conduct any activity which is detrimental to the reputation and interests of the institution. Publishing posts, comments, news in social media against college, students, teaching staff, non-teaching staff, management etc. are punishable in this regard.

No one shall distribute or circulate any notice, pamphlet; leaflet etc. within the campus or exhibit any type of banner, flag, poster etc. without the prior written sanction of the principal.

In the interests of the institution and for the sake of discipline, the principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any other punitive action on any student for his/her misconduct.

Programmes by External agencies/professional groups/paid programmes such as D J, musical events shall not be permitted inside the campus. No type of fund raising by the students and staff is allowed without the prior permission of the Principal.

Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.

All catholic students are expected to attend the Holy Mass conducted on First Fridays and on other important days.

Students shall not use the emblem / Photo of the college in the transaction of the social media (Face book, Whats App etc).

Teachers hold the responsibility of maintaining discipline in their classes.

A summons to the auditorium or conference halls for any programme must be promptly and strictly responded to. No one is to remain in the classrooms or elsewhere during such occasions.

Strict silence must be observed in the Chapel and Library. Chapel and its premises are used only for prayer.

Discipline and decorum is expected from the students during programmes convened in the auditorium or elsewhere

It is the responsibility of the student to earn a conduct certificate. It is not issued as a matter of right. Conduct certificate is issued on the basis of an overall evaluation by the teachers concerned.

The Principal shall have the right to issue Transfer Certificate to a student admitted to the college without an application from the student or the guardian at any time during the course of his /her study in the college without assigning any specific reason.

Legal action will be initiated against those who destroy or cause to destroy the properties of the college under existing laws including the prevention of Damage to Public Property Act 1984.

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

Students guilty of going over to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will be deemed especially culpable and be punished accordingly.

There shall not be any discrimination against any community or category of students of the college and immediate stringent action will be taken against the erring students / officials/ faculty members.

Outsiders including police, media persons etc. are requested to obtain permission of the Principal to enter the campus.

Photography/video/audio recording and playing in the campus is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.

The Security Personnel / designated college staff is authorized to inspect the records of the vehicles entering the campus and register the details in the gate register.

Complaints of students will be looked into if they are presented through proper channel. Collective petitions however will not be allowed. Students and staff members can make use of the grievance redressal mechanism available in the college.

The Principal reserves the right to amend and alter the Rules and Regulations at par with the timely requirements.

It is the responsibility of the students and staff to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.

Students should keep with them the texts and note books required for the classes they attend.

The Principal shall be the final authority in the interpretation of the college rules. Matters not covered by the rules mentioned above are left to the discretion of the Principal and his decision shall be final.

Internal evaluation shall be strictly in accordance with university norms-unit tests and model tests are to be conducted for awarding internal marks. Normally college conducts a minimum number of unit tests

Qualifying certificate and mark list once deposited will not be returned except when the student leaves the college. Hence they are advised to keep sufficient numbers of attested copies of these documents.

Do not damage benches, desks, chairs, blackboards etc and other articles used in the classroom, toilets and the lab. Do not write anything on the walls of the building, desk or benches and do not dirty the walls with writing or footprints. Individual or common fine will be imposed on students to compensate for the damages caused.

Following activities are considered as misconduct attracting disciplinary action.

1. Staying away from classes without sufficient reason.
2. Disrespectful behavior towards the staff.
3. Persuading students to abstain from classes or making them participate in strikes.
4. Loitering on the verandahs or crowding round near the class rooms during free hours and disturbing classes (during free hours the students are expected to make use of the library or the reading room)
5. Disorderly behavior in class.
6. Organizing tours without the permission of the Principal.
7. Bringing or using mobile phones inside the campus.
8. Organizing meetings in the college campus without the written permission of the Principal.
9. Bringing outsiders to the college campus without the permission of the Principal.
10. Scribbling offensive, abusive or obscene words or figures on walls, black boards, desks or on any other places in the campus.
11. Holding meetings political or otherwise without the prior permission of the Principal.
12. Smoking, consumption of alcoholic beverages and use of narcotics.
13. Destruction of college property.
14. Any other objectionable activity or behavior on the part of students.
15. Disturbing the functions in the auditorium by shouting, howling or dancing.
16. Collecting money from staff or students without the permission of the Principal.