**GENERAL DISCIPLINE**

# To ensure an environment that supports academic rigor and proper behavior, the following guidelines have been issued:

1. **General Conduct**
   * Students must maintain discipline and decorum on campus.
   * Maintain the protocol to be followed in classrooms.
   * Students are strictly prohibited from indulging in anti-national, anti-social, communal and political activities in the campus. Respect for faculty, staff, and fellow students is mandatory.
   * The campus should foster healthy, inclusive relationships that promote harmony and mutual respect, without any sense of exclusivity. Any activities that negatively impacts a student’s academic performance or is deemed inappropriate and damaging to the reputation of the college will be brought to the attention of the person responsible.
   * Any form of discrimination, harassment, or misconduct will result in disciplinary action as per UGC and University of Calicut guidelines.
   * The use of cell phones/mobile phones is strictly prohibited within the college campus.
   * Students who are permitted to use phones outside the campus for safety reasons must obtain prior approval and store their devices in the designated area in switch off mode. Any violation of these rules will result in disciplinary action, including the confiscation of the device.
   * Conserve electricity and water by using facilities only when necessary.
   * Maintain a clean and tidy campus at all times. Dispose of waste responsibly and refrain from littering. Support the efforts of the housekeeping staff by keeping the toilets clean and hygienic.
   * Hostel inmates should follow the instructions of the warden.

# Attendance and Academics

* + The day begins with a first bell at 9.25 am followed by morning prayer at 9:30 a.m. The first hour starts immediately after the prayer and ends at 10:25 a.m. The second hour runs from 10:30 a.m. to 11:15 a.m., followed by a 15-minute break. The third hour begins at 11:30 a.m. and concludes at 12:30 p.m., after which the lunch break takes place from 12:30 p.m. to 1:25 p.m. Attendance is recorded after lunch break. The fourth hour ends at 2:25 p.m., the final class session concludes at 3:25 p.m.
  + On Fridays the lunch break will end at 2p.m and the fourth hour ends at 2.40p.m.
  + To be eligible for semester examinations, students must maintain a minimum of 75% attendance, as per the regulations of the University of Calicut.
  + Students who are not present in the classroom at 9:30 a.m. or 1:25 p.m. during attendance marking will be considered absent for half a day. Likewise, any absence during any period of the day will also result in a half-day attendance loss.
  + Active participation in all lectures, practical sessions, and academic activities is mandatory.
  + Students are required to submit assignments and projects within the prescribed deadlines.
  + Students are required to remit their university semester fee within one month of the commencement of each semester, a late fee of Rs 100 per month will be charged for delayed payments.

# Examination

* + All students are required to attend two internal exams per semester.
  + Students must wear their uniforms, carry their ID cards and hall tickets, and arrive punctually at the exam hall.
  + Any form of academic misconduct, including malpractice in exams, plagiarism, or dishonesty, will result in serious consequences.

# Industrial Visit

* + Study tours (Industrial Visit)and batch picnics are organized as part of the academic curriculum and are therefore considered mandatory for all students. In case of a serious or unavoidable reason, prior exemption must be sought and obtained from the Principal.
  + The application and detailed schedule of the tour, recommended by both the class teacher and the faculty in-charge, must be submitted to the Principal well in advance for approval.
  + It is mandatory that at least one male and one female faculty member accompany the students during the tour.
  + Only tour operators approved by the government are permitted to conduct tours for students.

# Dress Code

* + Students are expected to dress modestly and appropriately while on campus.
  + Students must wear the prescribed uniform on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, a formal dress code must be maintained. Low-waist pants, Tshirts, leggings, and fancy attire are strictly prohibited.
  + Pregnant students are required to wear an appropriate dress of the same colour as their uniform.
  + Students must wear their identity cards around their neck at all times while on campus during the academic schedule. Attendance for subjects will not be granted to those who fail to wear their identity cards.
  + Students should carry their identity cards when they represent the college for any function outside.
  + Students must promptly report the loss of their identity card to the college office.
  + A replacement card will be issued at a cost determined by the Principal.
  + The identity card is mandatory for entry into the library and labs.
  + Upon course completion, students must surrender their identity card to obtain their Transfer Certificate.

# Campus Discipline

* + Ragging is strictly prohibited by law as per UGC's Anti-Ragging Policy and is considered as a non-bailable offence, punishable with rigorous imprisonment for up to 7 years.
  + Complaints or information related to ragging may be made orally, in writing, or even through third parties. Such complaints can be reported to the Principal, any member of the Anti-Ragging Cell or any faculties.
  + The use of narcotic drugs, tobacco, alcohol, and similar substances is strictly prohibited on campus. Strict disciplinary action will be taken against anyone found in violation.
  + Any form of violence, vandalism, or disruption of college activities are not tolerated.
  + We maintain a neutral stance toward all political organizations and ideologies. Students are strictly prohibited from organizing, attending, or participating in any activities or protests affiliated with student organizations of political parties.
  + Students must carry their identity cards at all times and present them when required.
  + Unauthorized gatherings, protests, or distribution of pamphlets require prior permission from the administration.
  + Maintain the etiquette required of campus life avoiding vulgar and profane language.
  + No student shall enter into any contract in the name of the college except with prior written authorization from college

officials vested with the authority to sign a contract on behalf of the college.

* + Students are not allowed to enter Faculty Rooms and the college office without permission.
  + No student can leave the campus during academic hours without the written permission of the Principal.

# Library and Laboratory Rules

* + Students must scan their ID cards when entering and exiting the library and labs.
  + E-library access is available on a first-come, first-served basis.
  + Silence must be maintained in the library and study areas.
  + Books and resources should be handled with care and returned on time.
  + Students are required to keep their belongings outside the library.
  + Eating and drinking are not allowed in the library and labs.
  + Students must follow all instructions given by the library and lab staff.
  + Lab equipment must be used properly, and any damage must be reported immediately.
  + Students are responsible for ensuring their own safety while working in laboratories

# Use of College Property and Resources

* + Campus is under CCTV surveillance. Any willful damage to college property will result in fines and disciplinary action
  + Students must take responsibility for college property and avoid causing damage.
  + Access to college buildings after normal academic hours is permitted only with permission from the Principal.
  + No student shall solicit fund from students in the campus without the authorized permission from the Principal.
  + Campus is Wi-Fi-enabled for students, if needed to access internet (for academic and project work)
  + Internet and IT resources must be used responsibly; access to inappropriate content is strictly prohibited.

# College Canteen

* Timings
  + The canteen will remain open from 9:00 AM to 4:30 PM on all working days.
  + Students are advised to avoid visiting the canteen during class hours.

Cleanliness & Hygiene

* + - Maintain cleanliness at all times.
    - Use dustbins for disposing of waste.
    - Do not litter or leave food on tables.
* Queue System
* Stand in a proper queue while placing orders.
* Pushing or skipping lines will not be entertained.
* Respect & Conduct
* Maintain discipline and decorum in the canteen area.
* Arguments, shouting, or any unruly behavior is strictly prohibited.
* Respect the canteen staff and follow their instructions.
* Food & Beverage Policy
* Outside food or beverages are not allowed inside the canteen.
* Handle plates, glasses, and other utensils with care; return them to the designated area after use.
* Seating & Usage
* Seats are available on a first-come, first-served basis.
* Do not reserve seats or occupy them unnecessarily after meals.
* Payments
* Ensure proper payment for all food items purchased.
* Misuse of coupons or underpayment will lead to disciplinary action.
* Prohibited Activities
* Card games, mobile gaming groups, or loud music is not allowed.
* Use of tobacco, drugs, or any intoxicating substances is

# strictly banned.

* Lost & Found
* The canteen is not responsible for lost personal belongings.
* Any found items should be handed over to the canteen manager..

# Extracurricular Activities and Events

* + Students are encouraged to participate in extracurricular activities but should ensure they do not affect academics.
  + Students are required to take membership in at least one college club (maximum three) and engage in its events and activities.
  + Prior approval from the concerned authorities is needed for organizing events or programs.
  + College functions and celebrations should be conducted in a disciplined and respectful manner.

# Grievance Redressal

* + All legitimate and reasonable student grievances (academics, harassment, or any other concerns) will be addressed by the Grievance Redressal Cell. Concerns can be submitted to the committee through the complaint box, email, or in-person. The final decision on the matter will rest with the Principal.
  + Complaints will be handled confidentially and fairly, as per the guidelines of the University of Calicut.

# Transportation and Parking

* + Students bringing vehicles must follow the parking rules designated by the college.
  + Vehicles are allowed inside the college campus with the prior permission of the principal. Keep your vehicles in the allocated areas.
  + Rash driving, honking, and misuse of parking spaces are strictly prohibited.
  + Students using the college bus service must pay their fare by the 10th of each month. Note that the fare for March should be paid in advance.

# Code of Ethics

* + Students must uphold the values of honesty, integrity, and professionalism.
  + Any behavior that tarnishes the college's reputation will be addressed promptly and strictly.
  + The college reserves the right to amend these rules as necessary in compliance with UGC and University of Calicut guidelines.
  + Teachers are expected to ensure that the rules and regulations are followed strictly. Violations if any shall be reported to the Principal immediately.

Academic excellence and discipline are the core values of our institution. To ensure a healthy and peaceful environment that promotes effective teaching, learning, and the smooth functioning

of the college, the cooperation of both staff and students is essential.

The rules and regulations mentioned above are currently in effect and must be adhered to by all. Failure to comply with the above rules may result in disciplinary action, including suspension or expulsion from the institution, as per university and UGC regulations.