

## **ISSUE OF CERTIFICATES**

1. Application for the issue of any certificate shall be made in the prescribed form obtainable from the office.
2. No certificate will be mailed unless the postage is remitted.
3. Students have to clear all the dues to the college for obtaining the Transfer Certificate.
4. Generally, a notice of 24 hours is necessary for the issue of certificates.
5. Transfer Certificates may be applied for after a week of the last date of one's examinations.

**Students may obtain TC & conduct certificates from the College office by submitting an application in the prescribed format which is available at the College office. The Principal may at his discretion mark the conduct of the student as 'Good', 'Satisfactory' or 'Bad', depending on regular factors like attendance in classes, conduct and behaviour of the student in general at the College and with teachers and student's participation in other activities, which disrupt the smooth functioning of the College and maintaining discipline at the College.**

6. The qualifying certificates submitted by the students on admission will be returned to them only on the completion of their respective University Examination, and in no case during the course of study.
7. Transfer Certificates of students expelled from the College will be sent to the Registrar, Mahatma Gandhi University and the matter will be reported to the guardians.
8. Duplicate Transfer Certificate will be issued only on very extraordinary circumstances, and only on the completion of the required formalities.

## **GENERAL DISCIPLINE & CONDUCT OF STUDENTS**

To make our college a model institution, the students and the staff alike should have a spirit of loyalty and friendliness, and an earnest desire to join together in all the efforts to enhance prestige of the College. They shall pay special attention to good manners, gentlemanly behaviour,

modest dress and cleanliness. They shall respectfully follow the instructions of the Principal and other competent authorities of the College.

All students of the College are bound to observe the following rules and regulations to prevent disorder and confusion in the functioning of the college.

1. The Principal is the ultimate disciplinary authority of the college.
2. In the interest of the institution and for the sake of discipline, the Principal is entitled to take any punitive action on any student for his/her misconduct.
3. Students shall be punctual and earnest in attending classes and other academic or co-curricular activities.
4. The first bell is rung 10 minutes before the commencement of each session, the second bell 5 minutes before, and the third bell hour for commencement. By the second bell all students should occupy their seats. At the third bell in the morning all students and members of the staff will stand and join the college prayer. Two bells are rung at the end of morning and evening sessions. At the end of last hour there will be National Anthem.
5. All students shall occupy their seats in the class on the second bell of each session. At the stroke of the third bell in the morning session, all students shall stand up for the prayer, and remain standing in silence during the prayer.
6. If the teacher is absent, the class leader should inform the Head of the Department/ Principal for alternative arrangements
7. Teachers hold the responsibility of maintaining discipline in their classes.
8. No student shall enter or leave the class without the permission of the lecturer until the class is dismissed.
9. On the teacher entering the classroom, the student shall rise and remain standing until the teacher takes his seat or directs them to sit.
10. Order and restraint should characterise the conduct of the students at all times, and perfect silence should be maintained in the lecture classes, laboratories and library.
11. Smoking and use of drugs and alcohol in the College campus are

strictly prohibited. Neither shall any student enter the premises of the college after consuming drugs or alcohol. Criminal proceedings will be taken against those found under the influence of alcohol or narcotic drugs within the campus.

12. Megaphone, loudspeakers, music boxes, Blue tooth, wired or wireless speakers or any such devices should not be used without the prior permissions of the Principal, inside the College or hostel premises.
13. Posters, banners or boards for any reasons should not be put up or exhibited in the College premises, either inside the campus or on the outer or inner surfaces of the college compound walls and in and around the entrances to the college without the permissions of the Principal.
14. Writing or making marks on the wall of any of the buildings in the College or hostel campus, compound walls or on furniture is strictly prohibited.
15. During free hours, students shall not loiter about or roam through the verandhas. They should remain either in the library or in the waiting hall. Entry of men students to the women's waiting hall is strictly prohibited. Ill-mannered noise making is also prohibited.
16. Students shall prudently avoid bad company which leads to failure in study, character and life.
17. Ragging is banned on the College campus. Anyone found guilty of ragging and/or abetting ragging is liable to be punished as per the directive of the UGC and government. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the College and a case will be filed with the local police authorities.
18. Student politics is prohibited in the College campus. [Court order No. WP (C) No. 35267 of 2018]
19. Students indulging in and involving themselves in any kind of political activities in the College campus are liable to be punished.
20. Students are forbidden to organise or attend any meeting in the College campus, circulate any notice or petition of any kind, and pasting, painting and writing anything in the College notice board, walls or on any part of the College or hostel buildings without the permission of the Principal.

21. Students are prohibited from taking out processions in the college, without the permission of the Principal.
22. No student shall indulge in any activity which may cause disruption to classes or disturbances in the college campus. Strict disciplinary action will be taken against students who violate this regulation.
23. Students are prohibited from taking out processions in the College or hostel campus.
24. All celebrations in the campus will be under the supervision of the Principal or the staff designated by him.
25. No celebrations shall be arranged in the campus without the written permission of the Principal.
26. Students shall not collect money for any purpose from any other student without the permission of the Principal.
27. Programmes by External agencies/ professional groups/paid programmes such as D J, musical events shall not be conducted inside the campus without the permission of the Principal.
28. No matter for publication in Newspapers, Magazines, Journals or, other media may be submitted in the name of the College without prior permission of the Principal.
29. Students should not indulge in spreading false news, misinformation or rumours in the media, both electronic and print, or any other place which tarnish the reputation of the College. Students doing so are liable to be prosecuted.
30. The public and former students will be permitted access to the College only for genuine reasons. They will not be allowed to enter the classrooms without the permission of the Principal.
31. Serious action will be taken against students bringing outsiders to the College campus without the permission of the Principal. Students facilitating the entry of outsiders into the campus and instigating violence on the campus shall be a punishable offence.
32. No student shall enter a class room other than his own without the permission of the Principal or members on the staff, whether it is before, during or after the College working hours.
33. Students shall not invite Police or Media Persons to the campus on

their own.

34. Students shall not use the emblem / Photo of the College in the transaction of the social media (Facebook, Whats App) etc.
35. The Principal reserves the right to refuse admission to any applicant for any course without assigning any reason, if he / she feels that admission of that person is detrimental to the interest and discipline of the College.
36. Misconduct shall include:
  - a) Staying away from classes without sufficient reason.
  - b) Disrespectful behaviour towards the staff.
  - c) Provoking students to strike and participating in strike, dharna etc. in the College.
  - d) Loitering in the verandas during free hours and creating disturbance to the classes in progress. (During free hours the students are expected to make use of the library)
  - e) Disorderly behaviour in the class.
  - f) Organizing tours without the permission of the Principal
  - g) Organizing meetings in the College or displaying notices on the College notice board without the permission of the Principal.
  - h) Blocking gates/doors or passages which would restrict the mobility of staff and students in the College.
  - i) Involvement in manhandling or harassing fellow students.
  - j) Disturbing the functions in the auditorium by shouting, howling or dancing.
  - k) Resorting to any kind of malpractice in the examinations.
  - l) Collecting money from staff or students without the permission of the Principal.
  - m) Distributing leaflets, hand- bills or other materials and displaying banners and posters inside the campus.
  - n) Scribbling offensive, abusive or obscene words or figures on black boards or any kind of writing on the walls or other places in the College or the College campus.

37. Students are forbidden to participate in any agitation directed against the constitutional authority or the College management. They shall not participate in any movement likely to promote communal ill-feeling.
38. For misconduct, unbecoming activities and serious offences, punishment may range from heavy fines to suspension from classes, withholding of term certificates, and in extreme incorrigible cases expulsion from the College. An adverse entry on the conduct of a student in the confidential register may debar him from receiving a certificate of good conduct and character from the Principal.
39. Vandalism and destruction of College property will be severely dealt with and shall draw serious punishment including expulsion from the College. Material loss will be fully recovered with fines. The loss or damage caused to the College articles will be made good by releasing double the value of loss or damage from the student concerned.
40. Students are welcome individually to bring to the notice of the Principal in the right spirit, any reasonable grievance or difficulty they might have.
41. Students should keep their vehicles in the scooter shed near the main entrance of the College. Bike race / motor car race / or similar activities shall not be permitted inside the campus / hostel premises. No type of vehicles shall be used during celebrations inside the College campus / hostel. Stunting and racing of vehicles by students within a radius of 200 meters outside the campus are strictly banned.
42. Students and staff have to register their vehicle number and license number and pollution certificate with the security.
43. The security personnel/ the designated College staff are authorized to inspect the records of the vehicles entering the campus and register the details in the gate register.
44. Parking permits will be issued to differently abled students and they have to park their vehicles at the area allotted.
45. The College campus and classrooms should always be kept neat and clean. Students should see that no damage is done to College property including plants and trees in the campus.
46. The College is not responsible for the loss of textbooks, note-books,

tiffin boxes, clothes, money, ornaments or any other personal belongings of students.

47. Discourtesy towards any member of the staff or any act, which affects the discipline and tone of the College, will be seriously viewed and in extreme cases they are sufficient reason for dismissal from College. Immorality, grave insubordination, contempt for authority, willful damage to College property, malpractice in examinations etc., are sufficient reasons for immediate dismissal.
48. Students should carry College identification cards at all times which should be shown to the staff and to the watchman when demanded.
49. Students are expected to keep decency and decorum in their dress and behaviour.
50. A call to the auditorium or conference halls for any programme must be promptly and strictly responded. No one is to remain in the classrooms or elsewhere during such occasions.
51. Any unavoidable movements on the verandahs (to the library, laboratory, auditorium, activity rooms etc.) during class hours have to be in silence. This is to avoid disturbance to neighbouring classes.
52. It is advisable that every student shall participate in at least two of the co-curricular activities offered by the College.
53. No student is allowed to remain in the campus after 5.00 pm.
54. Any student persistently insubordinate, repeatedly or wilfully mischievous, guilty of fraud or malpractice in examinations shall be removed from the rolls.
55. No student shall leave the campus during the working hours without the permission of the Principal. He/She shall not be sent home without the written request by the parent/guardian.
56. Discipline and decorum is expected from the students during programmes convened in the auditorium or elsewhere.
57. Prior permission from the Principal is essential to take part in inter-collegiate competitions or in live Photographic Modelling, Fashion shows or Radio/TV programmes.
58. 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.

59. The Principal shall have the right to issue Transfer Certificate to a student admitted to the College without an application from the students or the guardian at any time during the course of his /her study in the College without assigning any specific reason.
60. The Principal or other duly constituted College or hostel authorities may frame and issue from time to time disciplinary rules of permanent or temporary character regulating the conduct of students within and outside the College and the hostel premises with a view to maintaining the credit and reputation of the College and the hostels.
61. Cleanliness in classrooms, verandahs, and premises is essential. Avoid leaning against walls and doorways. Students shall desist from disfiguring the classrooms, the furniture, compound walls and buildings or any part of the College campus by pasting poster's fixing nails or writing on them. They shall also desist from disfiguring the compound walls of neighbouring buildings
62. Legal action will be initiated against those who destruct or cause to destruct the properties of the College under existing laws including the prevention of Damage to Public Property Act 1984.
63. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
64. 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.
65. Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the College inside the campus without the prior written consent of the Principal.
66. Students from other institutions and outsiders disrupting any academic activity or functioning of the College office or any unit thereof, shall be treated as infringing on the rights of college authorities to run the institution in a good manner for the public interest. All such deeds will be treated as infringement of the rights of students especially

those belonging to orphan, SC/ST's and other backward communities to have uninterrupted education. Legal actions including contempt of court will be initiated in all such cases.

67. 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.
68. Outsiders including police and media shall not enter the campus without the permission of Principal.
69. 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.
70. Complaints of students will be looked into if they are presented through the proper channel. Collective petitions, however will not be allowed. Students and staff members can make use of the grievance redressal mechanism/Internal Complaint Committee available in the College.
71. Students shall not collect money for any purpose from any other student or public without the permission of the Principal.
72. No student of the College shall stage or indulge in any activity like dharna, gherao and obstruct entry to the College campus, class rooms, office or other places inside the campus. This shall be treated as misconduct.
73. No student shall shout slogans inside the campus, class rooms and verandah and disrupt the classes in the College campus. Strict disciplinary action will be taken against students violating this regulation as per Orders issued by the M.G. University (No. 162/2004/2/Elen dated 16-2-2005)
74. All the members are welcome individually to bring to the notice of the Principal / Grievance Redress Cell/Internal Complaint Committee in the right spirit, any reasonable grievance or difficulty they might have.
75. The Principal is the final authority to interpret the rules and regulations in the best interest of the institution.

## GOOD MANNERS AND CONDUCT

1. When a student meets a member of the teaching staff of the College within the campus or outside, it is a matter of politeness that he/she should greet him/her.
2. When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.
3. Students should keep with them the texts and notebooks required for classes they attend.
4. No student shall leave the classroom during a lecture without the permission of the teacher.
5. Students who happen to have no class should not loiter in the corridors or campus during class hours. They must either go to the library and read or retire to their waiting rooms.
6. Students should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good order and decorum.
7. Habitual negligence in College work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
8. Students are expected to keep decency and decorum in their behaviour, dress, hair style etc.

## MAHATMA GANDHI UNIVERSITY STUDENTS CODE OF CONDUCT RULES 2005

1. **Title:-** These rules shall be known as Mahatma Gandhi University Students' Code of conduct Rules - 2005. It shall come into force with immediate effect.
2. **Object:-** These rules are framed with a view to maintaining and enforcing good conduct inside the classrooms and campus in the affiliated Colleges, Departments of teaching and Research and self-financing schools of the Mahatma Gandhi University.
3. **Application:-** These rules shall be applicable to all the affiliated Colleges under the University, University departments of teaching

and research and self-financing school of the University.

#### 4. Definitions:-

1) **College**:- Means a College as defined in Section 2(2) and Section 2(7) of the M.G. University Act 1985.

2) **Vice Chancellor**:- means the Vice Chancellor of the Mahatma Gandhi University.

3) **Students Grievance Redressal Committee**:- Students Grievance Redressal Committee constituted as per Rule 8 of these Rules.

4) **Student**:- Means a part time or full-time student as defined in section 2(26) of Mahatma Gandhi University Act.

5) **Principal**:- Means Head of College as defined in Section 2(16) of the Mahatma Gandhi University Act 1985.

6) **Political activity**:- Political activity means any act, activity or conduct by any student in a College by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication, whatsoever.

In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail

#### 5. Prohibition on Political Activity inside the campus:-

a) No student of a College shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.

b) Taking part in any political activity by organizing students or to cause gatherings inside the College campus for the purpose of doing any activities as defined in Rule 4 (6) shall constitute serious indiscipline.

Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.

c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.

d) No student of a College shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.

e) No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution.

These activities shall be treated as misconduct.

## **6. Procedure for imposition of punishment:-**

a) The principal of the College shall be the disciplinary authority in respect of the students in the College.

b) If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the College.

c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.

d) The enquiry officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations and delinquency were made. The enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal

without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit. including the imposition of the following punishments.

1. Imposition of fine
2. Issuance of compulsory transfer certificate
3. Dismissal from the College.

In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate the principal shall forward the order along with the report to the University.

- 7. Prohibition of damage to property:-** The students shall not disfigure the class rooms, compound wall, or other buildings, inside the College campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the College campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of the fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of nonpayment the recovery proceedings shall be taken against the person responsible
- 8. Student's Grievance Redressal Committee/Internal Complaint Committee:-** In every College there shall be a Students Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be the ex-officio members of the said committee. The committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the College and suggest and implement remedial measures.

- 9. Right to Appeal:-** A student against whom the disciplinary orders had been passed, shall have a right to appeal to the Board for Adjudication of Students Grievance as provided in Chapter 27 of Mahatma Gandhi University Statute 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

## KERALA RAGGING PROHIBITION ACT - 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998-ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷാകർത്താക്കളുടെയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

2(ബി) 'റാഗിംഗ്' എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാകുന്നതും അതിൽ-

(i) അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ; അല്ലെങ്കിൽ

(ii) ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരു ബുദ്ധിമുട്ടോ അല്ലെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.

(3) റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.

(4) റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിന്മേൽ, രണ്ടുവർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപവരെയോകാവുന്ന പിഴശിക്ഷയും കൂടി വിധേയനാകേണ്ടതുമാണ്.

(5) വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ : 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതാകുന്നു.

(6) വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ: (1) മുൻപറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷാകർത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ

രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴു ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ, കുറ്റാരോപണവിയേനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും, ഉടൻ തന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

(2) (1)-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാ മൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

(7) **കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്** : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റ സ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

### 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 oral act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or indisciplined 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, post, 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; 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.

## **LIBRARY**

### **GENERAL INFORMATION**

In 1965, St. Peter's College Library started functioning in a small room with Sri. P. K. Issac as Lecturer-in-charge. Now we have spacious and well designed Library, unique in collection and construction, in variety and volumes. Strong and steady development of the Library is a testimony of unreserved attitudes of the management of the College.

In 1991 the General Library was shifted to a spacious and well-designed hall with good collection of books, periodicals and journals. The total carpet area of the central library is 15,000 sq. ft. The Library is in fact the nerve center of knowledge transaction.

### **Collection**

The Library book collection includes 44942 volumes. Library subscribes about 50 journals (8 International and 42 National), 75 magazines and 16 Newspapers. Library has a bound volume journal collection of 1700 volumes.

### **Working days and Working hours**

Except on govt. holidays and Sundays, library is open from 9.00a.m. - 4.30 p.m., to provide an adequate support to the staff and the students of the College.

The loan counter will be closed half an hour before the closing of the library and there will be no loan transactions thereafter.

### **Admission to the library**

Admission to the library is restricted to members only. Members should keep the library informed of any change of address during the period of membership.

### **Membership**

Library Membership is open to the teachers, students, non-teaching Staff and the retired staff of this College. Membership to any other category of users can be given only with the approval of the Library Advisory Committee.

Application for membership is to be made on the prescribed application form. Application with a copy of their photograph should be submitted at the Circulation Counter.

### **Loan Privileges**

Members are eligible for borrowing books from the library as follows:

1. Degree Students - 3
2. PG students - 6
3. Teachers - 10
4. Guest Lectures - 5
5. Non-Teaching staff - 3
6. Retired Staff - 3
7. Research scholar - 3

### **LOAN OF BOOKS**

The borrowing facility is restricted to the members only. Member must borrow books personally from the Library.

Except Teachers & Retired Staff, the period of loan for all categories of members will be 15 days. For teachers it is 30 days & for retired staff it is limited to 60 days. Books on loan can be renewed thrice for the period of loan specified. The request for renewal should be received in the library before the due date of return. Renewal will not be done if the book is under reservation. For renewing a book, member should come to the library with books and the member ID card or Smart Card.

A book will be issued to the borrower against production of Library Member ID card issued by the Librarian, failing which the library can refuse to issue/return books to him/ her.

An overdue charge of paise 25 per day per volume shall be collected for the first 15 days, then 50 paise per volume for the next 7 days and thereafter 1 rupee per volume shall be levied if the book is kept beyond 37 days.

Loose issues and bound volumes of periodicals & Reference books will not be issued out. The Librarian reserves the right to recall any

book from any member at any time.

The librarian may shorten the loan period if the books are on special demand.

A member can reserve a book that is on loan and on display (New additions).

## **LOSS OF READER'S TICKETS AND IDENTITY CARD**

The members are responsible for the Library Member ID card issued to them. Loss of tickets should be reported to the circulation section immediately. Duplicate ID card will be issued on payment of Rs.10/- . In case of loss of book, the borrower shall either replace the book or bear its cost.

## **SPECIAL SERVICES**

In addition to the usual services, library provides the following specialized services.

### **Reprographic services**

Library provides specialized reprographic services like printing, scanning, CD writing etc. at a lower cost with high quality.

Library is fully computerized by using a standard software KOHA and all the computers are networked. All books and member ID cards are bar-coded for easy transaction. Internet facilities are also available in the library and are open to all the members of the library. Users are keeping up to date by using available online journals in their area of interest.

## **USE OF THE LIBRARY**

As the library is a place of individual study and research, the members should so conduct themselves inside the library as to maintain an atmosphere conducive to it. Members have the privilege of direct access to the shelves in the stack room and the reading halls and the freedom to browse among the books. It is important that the classified arrangement of books according to their numbers is maintained in the shelves for the convenience of the members themselves. Books can be freely taken out of the shelves, but on no account, they could be re-shelved by the members because of the danger of misplacement.

The library provides computer based Online Public Access Catalogue (OPAC) for searching documents available in the library. Readers can consult with this computerized catalogue (OPAC) for knowing the required book of his/ her is available or not. For better use of the library, members can seek the help of library staff.

### **LIBRARY GENERAL RULES**

- The privilege of borrowing books from the Library is restricted to the members only.
- Library Member ID Card is not transferable.
- Members shall observe silence in the reading halls.
- Members shall not engage in conversation in any part of the Library so as to cause annoyance to any other reader.
- Members shall not smoke, or spit in any part of the Library.
- Members shall not write upon, damage or mark any book belonging to the Library.
- Members are responsible for any damage caused by them to the books or any other property belonging to the Library and shall be required to pay the penalty imposed upon them by the Librarian.
- Members shall not bring personal belongings and Library books issued to them inside the Library.
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- The members caught for tearing pages/ stealing of books will be suspended forthwith from using the library facilities.

### **PHYSICAL EDUCATION**

1. The College offers sports and games facilities to every student to develop his or her potential abilities and qualities for sportsmanship, team spirit and physique. Facilities for all the major items of games and athletics are provided.

2. All students should either undergo a programme of physical education for two periods a week as determined by the Principal in the beginning of the academic year.
3. Attendance will be calculated separately for physical education. The University insists on a student earning 3/4 of the -attendance at physical education separately before being presented for University examinations.
4. Every student should have a sports costume of the prescribed type.  
For the conduct of the College youth festival and annual sports, students of the college will be divided into four houses each under a captain and vice-captain, and each house will be under the supervision of a staff adviser. Students have to ensure their house immediately on the notification of house division and elect their captains and vice-captain in a democratic way.

### **Medical check-up**

Every student of the first year degree and PG degree classes will be medically examined by a qualified doctor appointed by the College and a report about the state of his/her health is prepared. Whenever a medical certificate has to be produced by a student, such certificate should be from either the College doctor or from such other doctor approved by the Principal.