

## RULES AND REGULATIONS

### DISCIPLINE

- Students should wear the Identity card at the time while on campus.
- Students may not leave the class room without permission or until the lecturer has left the room or permitted to disperse.
- Students shall report to the college office whenever he / she changes his/her residence. Failure to report will be regarded as a serious breach of discipline. Students who distort the image of the institution through their activities will not be entertained and their continuation in the college will be subject to the final decision of the Management.
- There should be a healthy relationship between boys and girls. Violation of this rule will invite disciplinary action.
- The decision of the Management shall be in all matters of discipline and enforcement of rules.
- Any student who indulges in strike or hooligan in College would be dealt with severe action which may include even expulsion from college.
- Likewise Students on visit to other college or Institutions and indulging in acts of indiscipline such as organizing demonstrations and strikes would be liable for punishment.
- Students are required to safe guard to property of the College. Any student found guilty of defacing or damaging property like doors, windows, furniture, equipment, fixtures, books, buildings, vehicles, etc. of the college shall be liable for penal action and expulsion from the college.
- No student should take the law into his /her own hands, whatever be the circumstances. Use of violence by a student on any other person will be viewed seriously. Students shall make representation for any difficulty or grievance directly to the Principal. The decision of the Principal in these matters shall be final.
- All notices shall be displayed on the notice board and / or on the website and it shall be presumed that the students have knowledge of the same. Any negligence to read the notices and the loss thereafter will not be the responsibility of the college.
- The College is not responsible for loss of any personal belongings and expensive/precious items of the students inside the college campus.
- Any student found to have committed breach of rules and regulation or to have been found with improper conduct would be subjected to enquiry by the college and the decision of the college would be final and binding.
- Ragging of any kind inside / outside the College campus is strictly prohibited.
- Student should not bring mobile phones to the college.
- Any kind of disturbing behavior in the classrooms or in the campus or during celebrations is punishable.
- Smoking or chewing pan in the college premises is strictly prohibited
- Possession / use of drugs, alcohol or peddling drugs on the campus or any where else will result in suspension/ dismissal from the college.
- Any kind of misconduct / misbehavior inside / outside the campus / in public places, buses, trains etc. or any kind of annoyance to the public will result in immediate cancellation of the scholarship to the concerned student.

- Students are expected to write the tests and do the assignments /seminars given for each subject on time as instructed by the mentor.
- Inviting/meeting strangers 'unauthorized persons inside the campus without written permission from the Principal is not allowed.
- Going into other classrooms or calling out students from there during class hours without prior permission is not allowed.
- Littering classrooms / college premises with bits of papers, wrappers, plastic bottles etc. is not allowed.
- Students should not attend or organize a meeting in the college or collect money without permission of the Principal.
- Agracetimeof10minutesfrom8.20 anto 8.30 a.m. for shift I and from 1.20 p.m. to 1.30 p.m. for shift II will be given for students.
- Students are not encouraged to come late for more than 2 times.
- If late for the 3<sup>rd</sup> time the student should bring his/her parents and meet the Principal.
- Students should bring the college calendar regularly to the college.
- Ragging is a very serious offence. In accordance with UGC norms, ragging in any form is strictly forbidden. A student found guilty of ragging will face cancellation of admission, suspension from the College and fine of Rs.25,000. In case you experience ragging, kindly contact either of the following numbers: (26533140, 26530978) for assistance or drop your complaint in the box provided.

#### DRESS CODE

All students are expected to be in simple and modest formal dress.

Formal pants and Shirts are allowed. Plain T- Shirts are allowed. Neat shave is preferable. Tight-Fitting Pants / Torn Pants / Pants with Multiple pocket sare not allowed. Earstud and other Accessories are not allowed. Hair coloring not allowed.

#### Women

Saree with Sleeved Blouse /Collared Churidhar/ Salwar Kameez/ Long Sleeved Kurtha with Dupatta are allowed. Leggings/ Tight fitting tops / Netted sleeves / Sleeveless tops / Transparent dupatta /Stoll are not allowed. Hair coloring not allowed.

- The whole fees for each semester should be paid at the beginning of each semester on the date indicated in the college calendar failing which a fine will be imposed.
- If a student leaves the college in the middle of course or during the semester, he/she shall have no right to claim remission of any portion of the semester fees and have to pay the full course fee.

#### FEE REGULATIONS

#### ATTENDANCE

All the students are expected to attend lasses everyday without fail. If there are some genuine reasons such as family functions or celebrations or ill health etc., they can avail leave of absence after obtaining permission from the Principal.

- In case of absence for more than two days due to illness, students must submit a medical certificate when they return to college.
- The name of the student will be removed from the roll if he /she is continuously absent for more than 10 days. Attendance is taken for every hour and the attendance percentage is putupon the notice board attheend of every month.
- All the students are expected to check their attendance that would be displayed on the notice board. In case of any doubt, it should be rectified immediately by contacting the

teacher concerned.

- 75% attendance is compulsory for the award of scholarship of any kind, and also it is the minimum requirement to take up the University examinations.

#### **On Other Duty Attendance**

Students who require on other duty attendance for taking part in Co - Curricular or Extra Curricular activities such as NCC, NSS, Sports, Inter - Collegiate competitions etc. should get the leave on OD sanctioned; later representation in this matter will not be entertained.

#### **LEAVE**

Students should apply for leave only in the prescribed leave application form which will be issued by the Head of the Department.

- No student will be allowed to be absent to the college without prior permission. He / She must apply for leave in advance, stating explicitly the reasons for his / her absence.
- In case of absence due to unforeseen circumstances, an application for leave should be submitted between 8.20 a.m. and 8.30 a.m. for shift I and between
- 1.20 p.m. and 1.30 p.m. for shift II as soon as he/she reports to the college.
- Students should submit their leave application to the class mentor concerned thereafter approved by the Head of the Department concerned.
- Leave letters submitted after time limit will not be accepted.
- Students should be present on the reopening day after the holidays.
- Students who absent themselves from internal tests and terminal examination without prior permission will have to bring their parents and meet the Vice Principal before entering the class.
- Leave letters should be signed by the parents / guardian for day scholars and by the warden for the hostel students.
- Submission of leave application with / without medical certificate does not entitle a student to earn attendance automatically for the days of his / her absence.  
Parents are encouraged to meet the faculty members in order to facilitate co-operation and collaboration in our educational work. Meetings are organized by the respective departments, date of which will be intimated to the parents through their wards.

#### **PARENT - TEACHER MEET**

#### **ALUMNI**

The alumni association plays an important role in boosting the image of the college. This association can assist the college in various developmental, co-curricular and extracurricular activities and placements for the students of the college. All the students, while leaving the college after the completion of the course are requested to register their name with the Alumni Association for future correspondence and collaboration.

#### **CELEBRATION**

Festivals, Fresher's Day, NSS day, NCC Day, Sports Day and College Day are celebrated during the academic year. Prizes and medals are awarded to meritorious students.

#### **VEHICLE PARKING**

- Four wheeler parking is not available for students. Two wheelers of students may be parked at the allotted space in the campus.
- The college is not responsible for any loss of the vehicle or any part of the vehicle.
- Racing the vehicles or use of vehicles with defective silencers or parking the vehicles of any

description outside the parking area in the campus is not allowed.

➤ Parents and Guardians are requested to co-operate with college authorities in the formation of good character, regularity in attendance and progress in studies of their wards.

➤ Once in a semester, warning letters are sent to parents of the students who are irregular in attendance. Parents and Guardians are advised to check in person with the college office about the attendance of their wards.

#### TO THE STUDENTS

➤ We welcome you to the college with the confidence that you will live up to the ideals of Mar Gregorios and co-operate fully with the faculty / staff and authorities of the college in the ongoing process of your education

#### CO-CURRICULAR ACTIVITIES

➤ EXTENSION ACTIVITIES

It is mandatory for all the students to enroll in any of the following programmes namely NSS / NCC / Games and sports to earn a compulsory minimum credits.

#### NATIONAL SERVICE SCHEME

The objective of NSS is to create social awareness, to aim at an overall development of the personality of students through involvement in projects, to train the students towards responsible leadership.

NCC aims to develop qualities of character, courage, discipline, leadership and the ideal of self less service among youth to make them better citizens.

#### NATIONAL CADET CORPS (NCC)

#### SPORTS AND GAMES

Sports and games facilities are offered to every student of Mar Gregorios College who desires to develop his/her potential, abilities and qualities of Sportsmanship.

#### ENVIRONMENTAL STUDIES

This course offered in the second year is intended to motivate the student to develop a positive attitude towards the environmental concerns of society.

#### VALUE EDUCATION

This is a value oriented, interdisciplinary programme which is a part of the Foundation Courses for all third year Undergraduate students.

#### PLACEMENT AND CAREER GUIDANCE CELL

Career Guidance Cell is dedicated in providing comprehensive quality career development and employment programme and to organize training programs / workshops / seminars to assist students with life planning, to provide available information regarding jobs, positions and opportunities.

#### CULTURAL ACTIVITIES

Inter and Intra - collegiate cultural programs are held annually in a spirit of friendly and healthy competition.

#### LIBRARY RULES

- Membership is open to all the staff and students of this college.
- The Library works from 8.30 am to 6.00 pm on all working days.
- Two library cards will be issued for student members.
- Library cards are not transferable.
- Only one book can be borrowed upon each card.
- Members are responsible for all books borrowed on their library cards.
- Student should produce their identity card along with the library cards at the time of borrowing books.
- Books will be issued to a student for a period of 7 days.
- Two renewals of books will be provided if there is no reservation against those books. For renewals, books have to be presented in the good condition to the library.
- Students before leaving the counter must check whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the librarian failing which he / she will be held responsible.
- Books that are in special demand maybe recalled at any time, if required.
- Absence from the college will not be admitted as an excuse for the delay in the return of the books.
- The following rates of overdue charges will be collected if books are not returned on due dates.
  - Re. 1/- per day per book up to 10 days.
  - Rs. 2/- per day per book from 11th day onwards.
- Loss of books, if any, shall be reported to the library immediately and it shall be replaced by another good copy immediately.
- All members shall sign in the gate register at the entrance as a token of their acceptance to adhere to the rules of the library.
- On no account will personal books, files and other articles (Except loose sheets of paper) be allowed inside the library.
- Strict silence shall be observed inside the library.
- Any marking or writing inside / on the books by the members is strictly prohibited.
- A student shall be held responsible for any damage done by him/her to the books or other property. He/ She will be required to replace the book or other property damaged
- In addition to these rules, the decision of the college authorities will remain final on the matters binding on the rules and regulations of the library.
- Loss of cards should be reported to the Librarian immediately.
- Duplicate cards will be issued on payment of a penalty of Rs. 25/-with respect to student members for card and on giving an undertaking that they will continue to be held responsible for any loss.
- All the students should return their two library cards at the end of the final year and obtain a "No Dues Certificate" from the Librarian.
- All books must be returned on or before the last working day of the academic year, this is applicable for all the classes.

- No books can be borrowed by the final year student after the last working day of the academic year.

The first and second year students should show their library cards and obtain a “No dues Certificate” from the librarian; only then the Hall Ticket will be issued to appear for the exam.