

## SREE NARAYANA COLLEGE, CHENGANNUR

### Code of conduct for students

- All students shall be responsible to the Management, Principal, faculty members, supporting staff and other Personnel designated for their conduct.
- In any communication, the students should mention their full name with initials, admission no. (candidate code-for university related matters), year of admission and programme/course, for the ease of verification and processing.
- All students shall attend all the lecture hours and practical sessions regularly.
- Students who fail to secure less than 75% but greater than 68% attendance should undergo a procedure of condonation, as per the rules laid down by the University of Kerala.
- Students who fail to secure less than 68 % attendance will not be registered for the examination.
- Any type of malpractice during the examination is strictly prohibited. If any student found to do so, will be punished as per rules laid down by the malpractice prevention squad of University of Kerala.
- The students should verify and duly attest the internal marks awarded to them, before forwarding the same to university, by the teacher-in-charge (tutor) of the class. The date of this process will fall within 10 days after the completion of End Semester Examination (ESE) and will be announced by the class tutor in the class.
- **Ragging (including teasing, intimidating, harassing, using words of abuse etc) is strictly prohibited in the college campus, hostel and in the surroundings of the college.** If found so, the case will be reported to the SHO, Chengannur.
- **Political activism is strictly banned in the campus. Students are forbidden from organizing or attending meetings other than the official ones.**
- Irregular attendance, insubordination to teachers, habitual shirking of class work, obscenity of any sort are sufficient grounds for the suspension or the dismissal of a student from the college.
- Smoking, tobacco consumption, keeping alcoholic drinks & drugs are strictly prohibited in the campus.
- Students should follow the announcements displayed on the notice board.
- Students should not organize/attend any meeting and/or collect money for any purpose without the prior written permission from the principal of the college.
- Any article lost or found so should be reported to the college office.
- Students should show respect towards National flag, National anthem, National symbols etc. They should exhibit and promote patriotism, communal harmony and fellow feeling themselves.
- All students should behave with dignity and courtesy.
- Students should dress neatly and decently. They should wear their identity card in the campus.
- Students should have/develop good conduct and character.

### ID Card

- An identity bearing the passport size photo of the students, duly attested by the principal will be issued to every student, after the completion of the admission process.

- The ID card should be produced for inspection, when demanded by any staff member of the college.
- In case of losing this ID card, students should apply for a duplicate one, through written request to the principal and by remitting a fine of rupees 150/- to the college office.
- Students should produce the ID card for the purposes like the issue of Hall tickets, certificates, Mark lists, payment of fees, scholarship/stipend related matters etc.

### **Use of cell phones**

- The use of mobile phone/ cell phone is restricted only to teaching-learning process.
- However, Cell phones may be used with specific permission from the faculty Advisors or from any teacher of the College; students can use cell phones on special days or during special events in the college.
- Students can use mobile phones in the classrooms, if permitted by the teacher and that too only for academic purpose.
- On the basis of the orders issued by various authorities including the Hon'ble High Court of Kerala (WP(c)23377/09) the use of cell phones in the College Campus is highly restricted. Any misuse of Cell Phone will lead to a fine of Rupees 1000/-, such phones will be confiscated and will be returned only after the end of the academic year. (College will not be responsible for any damage caused to the phone while in custody).

### **Attendance and leave**

- Attendance will be taken at the beginning of each lecture/practical hour.
- Late coming will be marked as 'absent' if the teacher is not satisfied with the reason.
- A student requiring leave for a day or for a longer period shall make a written application, duly countersigned by the guardian and class-tutor concerned, and submit it to the Principal.
- Students should submit, a medical certificate issued by a Registered Medical Practitioner, to the college office, in case of leave availed on medical grounds.
- Students who fail to secure less than 68 % attendance will not be registered for the examination.
- Students who fail to secure less than 75% but greater than 68% attendance should undergo a procedure of condonation, as per the rules laid down by the University of Kerala.
- The applications of the condonation, duly countersigned and forwarded by the class-tutor will be recommended by the principal, only if he/she is satisfied with the reason for attendance shortage.

### **Library and reading room**

The library committee oversees the functioning of the library ensuring that constant quality check is carried out.

- The library and reading room will be kept open from 9.30 am to 4.30 pm, on all days except Sundays and public holidays.
- Books for reference will not be issued to the students. Those books are available only for reference by the students in the reading room, annexed to the library.

- UG students can borrow two books and PG students can borrow four books at a time. The books will be issued only on the production of borrower's card.
- The books issued to the students shall not be retained for more than two weeks. Failure to return the book on/before the due date entitles a fine of Rs. 1/- per day.
- Books taken during vacation shall be returned within the first three working days after the reopening of the college.
- Transfer or sub lending of books is strictly prohibited.
- Marking, tearing of pages, underlining etc. in any book, manuscript or map belonging to the library is strictly prohibited.
- Books borrowed from the library should be returned forthwith, if the librarian demands so.
- At the time of borrowing the student shall satisfy himself that the book is in good condition. if not, it shall immediately be brought to the attention of the librarian. Otherwise, the student will be responsible for the damage.
- If the books issued are lost, the student concerned will have to replace it or pay three times the price, along with the fine fixed.
- Loss of Borrower's card (issued from the library) should be reported to the principal through the librarian. Duplicate card will be issued from the college office on payment of Rs. 50/-
- Students shall not misplace any materials (periodicals/journals/reference books) from their original locations in the library.
- Students should avoid loud reading and talking in the library and reading room.
- The membership card shall be surrendered to the librarian at the end of the academic year and should obtain "No Due Certificate".

### **Admission and Withdrawal**

- Students are admitted to the first year of the UG and PG courses at the beginning of the academic year, as per the notifications and rules of the University of Kerala.
- Application for admission must be in the prescribed form. The application forms are available from the college office on payment basis.
- At the time of admission, the student shall produce all the certificates mentioned in the admission prospectus. It is advised that they should keep at least one attested copy of all the certificates produced during the admission process.
- The admitted students will be enrolled as candidate only on the payment of the prescribed fees.
- The authorities of the college reserve the right to refuse admission to any applicant without assigning any reason whatsoever.
- Students applying for T.C. should submit the duly fill the application form, along with the "no dues" certificate from library, laboratory and department, to the college office.
- Students applying for certificates such as Conduct certificate, Course Certificate etc. must furnish all particulars required for identification.
- The certificates such as conduct certificate, course certificate etc. shall be issued only on the verification and complete satisfaction of the college authorities.
- For appearing the University examination, the candidate should have met all the eligibility criteria laid down by the college as well as the University.

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