

## COLLEGE RULES

### I. GENERAL RULES

1. Students shall always wear identity cards issued by the college and show them as and when demanded by the Principal, teachers and office staff/ security staff.
2. Students must observe strict discipline in the campus; behave with dignity and courtesy to the Principal, faculty members, administrative staff, visitors and other students.
3. The college has an approved pattern of uniform dress which is binding on all students. The cost of uniform materials will be collected at the time of admission. Students should keep modesty in dressing by keeping away from using indecent dresses. Also, they are not allowed to cover their faces when they are in the campus. All students should wear their uniform dress on all days, except on Wednesdays.
4. Use the general complaint/suggestion box for complaints, grievance and suggestions. Let the students' representative alone submit mass petitions if any, to the Principal.
5. Government has made it clear that ragging in any form should be sternly and effectively prevented. Whenever an offence is committed in the name of ragging whether within the campus of an educational institution or in a hostel or otherwise, the Principal/Warden will report the matter forthwith to the nearest Police station and not wait until a complaint in this regard is received from the person affected. Appropriate disciplinary action will also be taken against the culprits. Government makes it clear that it will be viewed seriously for any lapse in this regard and that the responsibility of the officer in charge of the institution.
6. Students who fail to attend internal examinations will not be permitted to attend the University examinations.
7. Campus should remain women friendly and any report regarding the abuse of a girl, either physically or verbally, will be regarded as a severe offence.
8. Students are not allowed to enter the Principal's room without permission.
9. Only two representatives of a student organization can meet the Principal at a time.
10. Students should not remain in the classrooms during free hours as it might disturb other classes; they may go to the library or reading room.
11. Students are prohibited from entering the campus, laboratories, office, staff room, etc. except when they are expected to be there.
12. Students are prohibited from loitering along verandas and in vacant classrooms. Loitering and wandering inside the campus will also be strictly dealt with.
13. Students should not throw litter in the campus or rather place them only in waste bins. This

campus is each of student and he/she is bound to keep it clean.

14. Students are prohibited from damaging furniture and other college property. Do not disfigure the walls, doors, windows, furniture etc. with graffiti, bills engravings, etc. Learning not to damage property whether public or private is one of the primary requirements for civilized behaviour.
15. Fine will be levied from students for damaging college properties. Legal actions will also be initiated against those students.
16. Students' vehicles should be parked in the space provided by the college authority. College gate will be closed at 9.30 A.M. and 1.30 P.M., and will be reopened at 12.30 P.M. and 3.30 P.M. In between that the vehicles can be taken out only with the permission of the Principal.
17. Bike riding in the campus will be a punishable offence.
18. Smoking which is injurious to health, is strictly prohibited in the college campus. No student shall use or keep alcoholic drinks or drugs. Using/ Keeping of these items will lead to immediate expulsion of the student from the college and hostels.
19. The students are prohibited from bringing and using mobile phones inside the campus. Violation of the ban will entail the seizure of the same with fine of Rs. 500/-.
20. Effigy burning will not allowed within the campus. Fire crackers should not be used inside the campus in any context.
21. Cinematic dance and fashion show shall not be allowed inside the college campus.
22. All students should leave the campus before 5.00 P.M.
23. The practice of bringing outsiders, including media, into the campus will not be permitted.
24. No celebrations of festivals like Onam, X'mas, New Year, Holly, Birthday, etc., are allowed without prior permission of the Principal.
25. Wall posters and writings defaming the Principal, Teachers, Non- teaching staff and other students should not be seen in the campus.
26. Students' political activity is strictly banned in the campus. Students are forbidden to organizestrikes or to attend meetings other than the official ones.
27. Flags, banners, posters, flag staff, decorative hangings or any such items bearing the emblem or slogan of any student organization should not be fixed within the campus.
28. Unofficial meetings, strikes, demonstrations, agitations and fund collections are strictly prohibited.
29. Campaigning during elections within campus will not be allowed without prior permission.
30. Student union should not disrupt the programmes of other clubs and forums.
31. Unit Conference of Student Organisation will not allowed in the campus.

32. Gharavo and abusive slogans will not be allowed.
33. Unauthorized processions or processions without prior permission of the Principal will not allowed.
34. Any student who is persistently insubordinate, who is repeatedly or wilfully 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 of his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
35. Students who are charged criminal offence or those who are under suspension will not be allowed to enter the college campus without the permission of the Principal.
36. For acts of misbehaviour, the Principal may impose such punishments as fines, cancellation of attendance, withholding of term certificate, forfeiture of educational concession and scholarship, compulsory issue of T.C., suspension and even expulsion.
37. Any case of criminal activity or violation of law and order will be reported to the police and they shall register case and initiate action against the offenders.
38. The College Management and Principal shall take appropriate measures to insulate the college campus from political activism and external intervention, to safeguard the interests of students, academic community, parents and public.
39. Once students are admitted to the college, they are bound by the code of conduct laid down by the college through the college calendar and it is necessary for the proper administration and management of the institution.
40. In the matter of internal discipline the decision of the Principal shall be final. The college authorities reserve the rights to amend, repeal or modify any of the above rules.

## **II. ATTENDANCE & LEAVE**

1. Students should submit application for leave to the tutor or HoD. If the absence is due to illness or other medical grounds, the application for leave should be supported by a medical certificate.
2. Attendance will be recorded by the respective teachers in each period.
3. The Attendance/Progress/Conduct Certificate (APC) required by the University for admission to University examination will not be granted unless
  - a. The Principal is satisfied that student's conduct and progress.
  - b. The student has attended 75% of working days in the current semester.
4. The student absent without leave for fifteen consecutive working days will be removed from the rolls.
5. If a student is unable to attend classes as he/she represents the college in extracurricular activities

such as sports, games, N.S.S., N.C.C., artistic or literary activities he/she may apply for attendance for such days. Such applications shall be duly recommended by the member of staff concerned and shall be submitted not later than the next day after such activities. Late application will not be entertained. The Principal reserves all rights to grant or refuse such applications.

### **III. FEE RULES**

1. For the first year (UG & PG) students, the fee, including special fees, will be collected on the date of admission.
2. For other students, the fee will be collected in the month of June.
3. If a student fails to pay fees within the last working day previous to the due date, the students will be removed from the rolls of the college. If the student is to be readmitted he/she has to remit all arrears with fine and obtain permission from the Principal. '75/- will imposed as readmission fee.
4. Absence from the college with or without leave shall not be an excuse for non-payment of fees.

### **IV. REFUND OF CAUTION DEPOSIT**

Students who have completed their respective programmes of study can apply for the refund of caution deposit in the prescribed form at the time of leaving the college. If the claim for refund is not made before the date of reopening of the college for the next academic year, the amount will be forfeited and will be remitted to the Government as per rules. The original receipt issued for remittance of caution deposit is to be produced along with the application form for refund of caution deposit.

### **V. ISSUE OF CERTIFICATES**

5. Application for certificates should be made at least two days in advance.
6. Conduct certificate will ordinarily be issued only along with the transfer certificate when the students complete the course.
7. No certificate will be issued from the college unless the Principal is satisfied with the reason stated by the applicant for the issuance of such a certificate.
8. Application for Transfer Certificate should be made in the prescribed form.
9. Students should return College Identity Card, Identity Tag and Bus Concession Card at the time of T.C. Application.
10. A fee of '20 will be charged for every certificate issued, including duplicates, other than the course completion or bonafide student certificate.

### **LIBRARY AND READING ROOM**

E. Moidu Moulavi Library serves as a roadway to knowledge providing admittance to significant collections and services, advancing teaching and learning, fostering scholastic fineness and nurturing

ingenious spaces for research, study, collaboration and discovery. At present, library of the college has a collection of around 35309 books. All staff and students have direct access to the books. To ensure maximum access and use, the books have been scientifically classified subject and discipline wise. PG and UG students are entitled to borrow eight and two books respectively, at a time. The students also receive the support of the library staff to select the books of his/her choice. Library has eight computers with broad band connectivity for the students. The facility is offered free of cost. Reprographic facility is offered to the students and staff at subsidized rates. Internet facility inside the Library has eight systems connected by LAN. The students can download as much information as they require for projects, references and assignment. Students have online access to journal and e-books through INFLIBNET. The facilities for taking hard and soft copies of the downloaded materials are also provided in the library. The facility is open to the students during library working hours. Classification and cataloguing of books, acquisition of library stocks, library transactions library cataloguing has been made online.

#### **LIBRARY RULES**

1. All the staff and students of the college are members of the Library.
2. The members are entitled to borrow books on production of library cards which will be issued by the librarian on payment of `10/-.
3. Additional cards will be issued on payment of `5/- for second and final DC students.
4. Duplicate cards will be issued on payment of `25/- if the card is lost.
5. Requisition slip for books shall be filled in and submitted to the Librarian before 10 am.
6. Requisition from V and VI Semester UG and PG students will be entertained on all days, and all other UG students on Thursdays and Fridays.
7. No member shall keep any book for more than one fortnight. Book may be re-issued to the same student only if there is no other applicant for it.
8. Absence from the College will not be admitted as an excuse for delay in returning books.
9. The librarian may recall a book at any time
10. On no account shall a member disfigure or damage library books.
11. When a member gets a book from the library he shall satisfy himself that the book is in good condition. If it is not, the matter should promptly be brought to the notice of the librarian. Otherwise the member shall be liable for the replacement of the book with a new copy.
12. The penal cost for loss of library book borrowed from this library by the students and staff are as follows:

- a. 3 times the face value of the books, which are published prior to 1944.
  - b. Twice the face value of the books, which are published in and after 1944.
13. A fine of 50 paise for one week will be levied if a book is kept beyond a fortnight and further fine of 50 paise per day will be levied if a book is kept beyond three weeks.
14. If the date of return of the book happens to be a holiday it shall be returned on the following working day.

### **HOSTEL FACILITIES**

Men's hostel with sq. feet of 5192 accommodates 30 students and staff established in the year 1985. Admissions to hostels will be made only after the student is admitted to the college. Ladies hostel with an area of 12603 sq. feet was constructed with the financial assistance of University Grants Commission and College Management.

### **HOSTEL RULES**

1. Principal will be the Chief Warden of all hostels.
2. A Deputy Warden nominated by the Warden will reside in the hostel and will be in-charge of affairs of the hostel.
3. Admission and removal of students from hostels are the matters solely within the discretion of the warden and his decision shall be final.
4. College hostels are deemed part of the college. Serious offence in the hostel will warrant punishments in the college also.
5. Inmates should keep their rooms neat and tidy.
6. No inmate shall disfigure the rooms by writing on the walls or drawing picture or sticking bills or in any other manner.
7. No inmate shall be absent from the hostel without the permission of the Deputy Warden.
8. Inmates should report at roll call.
9. Inmates should maintain complete silence during study hours.
10. Students should devote study hours entirely for study in their rooms.
11. During the leisure hours also they should maintain perfect order and discipline.
12. Inmates shall behave with dignity in dining room and keep good table manners.
13. Hostel dues of each month should be cleared in time. Defaulters' name will be removed from the hostel roll.
14. Attitude and relationship of residents with the employees of the hostel should be cordial and positive.

15. Outsiders and day scholars shall not be allowed to stay in the hostel without the prior permission of Deputy Warden.
16. Grievances, complaints or suggestions by the residents should be brought to the notice of the Deputy Warden.
17. Ragging is a criminal offence and the names of accused will be forwarded to the police. They will be immediately dismissed from the hostel.
18. Decisions of the Chief warden pertaining to all matters of the hostel will be final.