

GENERAL RULES

General Rules & Code of Conduct

Education consists not only in the acquisition of knowledge, but also in the formation of an ideal character by disciplining the body, mind and soul and by developing everything that is good and beautiful in human nature. Every student should aim at cultivating high and noble ideals of life and conduct, and should be gentle and refined in behaviour, polite and courteous in manners, and neat and modest in dress.

1. Rules of modesty, cleanliness and decorum should be strictly adhered to by all the students. Prescribed uniform should be worn on all working days without fail. Defaulters will be charged with a fine of Rs. 50. Women students are expected to show lady-like dignity in their dress and general behaviour. Violation of dress code will be treated as misconduct attracting disciplinary action. All the students should wear their identity cards around the neck when they are on the college campus. They will have to produce the same and show it to the Principal, to the members of the staff or to such other persons authorized by the Principal. The student may have to leave the campus for not producing it when requested to do so.

2. The property and furniture of the college and all the items in the labs should be handled with great care. Any loss or destruction of these will be chargeable individually or collectively as the case may be. Students shall endeavour to preserve cleanliness and order in classrooms, labs, verandas and premises. Dislocating furniture, dirtying the surroundings and walls by markings, writings, littering, etc. should be avoided. Books, calculator and all other personal belongings should bear the name of the owner. The College will not be responsible for the loss of money or any other article of the students.

3. No magazines, newspapers, cassettes, CDs, etc., other than for the purpose of study, should be brought to the Institute without permission. Strict silence should be observed at all times during class hours in the classrooms, labs and in the verandas. All forms of howling, whistling, hooting, etc. should be avoided during any function in the College. Students are expected to spend their free hours in the library/reading room. They should not loiter along the verandas or crowd round the corridors and staircase. No student should be wandering outside during class hours. They are not permitted to enter the class rooms other than their own.

4. Use of drugs, alcoholic drinks, panparag and other such intoxicants and smoking are strictly prohibited in the college and its premises. Any student who is suspended from the college shall not enter the college campus unless and until his/her suspension is revoked by the college authorities or without the prior written permission from the principal.

5. Irregular attendance, insubordination to Teachers, all forms of fraud or malpractice in connection with examinations, habitual inattention in class, obscenity in word or deed, are sufficient reasons for temporary or permanent dismissal of a student. If a student has a grievance

or complaint, he/she should approach the class teacher first. If he/she is not satisfied, he/she may approach the H.O.D. and then, if needed, appeal to the Principal. No outsider should be invited to the college without the consent of the Principal.

6. No student shall engage in or conduct any activity which is detrimental to the reputation and interests of the college. No one shall distribute or circulate any notice, pamphlet, leaflet, etc. within the campus or exhibit any type of banner, flag, poster etc. without the prior written permission of the Principal. Political Activities in any form are strictly prohibited in the campus. Students are forbidden to organize or attend meetings other than those permitted by the Principal. Strikes are strictly prohibited in the college campus and its premises. Nobody shall instigate or take part in any strike inside the campus.

7. Ragging, even of any simple nature, is totally banned by Government order and any student found guilty and / or abetting ragging is liable to be dismissed and punished. Cfr. The Kerala Prohibition of Ragging Act, 1998. The Government of Kerala has banned the use of mobiles, obscene cinematic dances and Fashion shows in educational institutions and has ordered to take strict action in this regard. Vide Government Order Nr. 318/10/H. Edn Dept. dt. 16102/2010. If a mobile phone is found with a student inside the institution and in its premises, it will be confiscated and a fine of Rs. 500/- will be charged from him/her.

8. The Principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any disciplinary action on any student for his/her misconduct and violation of rules and regulations. He shall be the final authority in the interpretation of the college rules. Matters not covered by the rules mentioned above are left to the discretion of the principal and his decision shall be final. Signing of the application form by the candidates admitted to the college and their parents/guardians will constitute an agreement on their part that they are willing and ready to abide by the rules and regulations of the college.

Library and Reading Room

1. Sanjo College has a good reference library consisting of modern books on Arts and Science, Literature, computer science, information technology and general knowledge including latest additions. Students are encouraged to make use of the library and the reading room with Reference Magazines and the News Papers. All Members on the staff and students are also members of the college library. Every student shall produce his/her identity card before entering the library. The library will be open from 09.00 am to 04. 00 pm on all working days. Strict silence should be observed within the library, reading room and the premises.

2. Personal belongings like books, umbrellas etc. are not allowed to be taken inside the library. Files/papers may be taken inside the library for the purpose of taking down notes from reference books. Books of the reference section (including periodicals and text books) will not be lent out but they may be used for reference within the library. After reference the books shall be returned to the librarian. Nobody shall write upon, damage or make any mark upon any book,

manuscript or periodicals and journals belonging to the library. When a book is issued to a reader he/she must point to the librarian any defect noticed concerning the book. Otherwise the presumption will be that the book was intact when issued.

3. If a book is damaged or lost by a member, he/she will have to replace it or pay the present cost of the book including postage etc. within the time fixed by the principal. Books or periodicals will be lent to the members of the staff on getting their signature in a personal ledger maintained for that purpose. Those who fail to abide by the rules will be deprived of the privilege of using the library.

Arrival and Departure

1. All students shall be in the class by 9.35 am. No one is permitted to leave the campus without the permission of the Principal. The departure time will be set by the Principal at the beginning of the academic year. Intervals and lunch breaks are to be spent in the campus itself. Students are not to hang about in the town and at the bus waiting shelter. Those who arrive early are to spend their time in the library. Do not loiter on the Corridors or crowd round near the staircase.

2. No outsider should be invited to the college without the consent of the Principal. Anyone who is suspended from the college shall not enter the college campus unless and until his/her suspension is revoked by the college authorities, or without the prior written permission from the Principal. In the interests of the institution and for the sake of discipline, the Principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any other punitive action on any student for his/her misconduct.

College Property

Do not damage benches, desks, chairs, blackboards etc. and other articles used in the classroom, toilets and the lab. Do not write anything on the walls of the building, desk or benches and do not dirty the walls with writing or footprints. Individual or common fines will be imposed on students to compensate for the damages caused, if any. Legal action will be initiated against those who destruct or cause to destroy the properties of the college under existing laws including the Prevention of Damage to Public Property Act 1984.

Uniforms & Identity Cards

1. Wear uniforms on all working days. Shirts are to be buttoned up and ID cards are to be worn around the neck. Wear your uniforms in a decent manner. Uniform pants must be executive type. It is compulsory for the students to insert the shirts. Anybody entering the campus without uniform and ID card will be charged with a fine of Rs. 50 each. Violation of dress code will be treated as misconduct attracting disciplinary action.

2. Students are provided with identity cards and they are expected to wear them round their necks while on the campus and when travelling to and from the college. They should produce their identity cards for inspection whenever they are asked to do so by the members of the staff or the college authorities. It may be noted that the identity card has to be produced on many occasions, for example, claiming Hall Tickets, Mark Lists, Certificates, Scholarships, Stipends, attending festivities in the auditorium, university examinations, internal examinations, entering Lab & Library etc. If the card is lost, a duplicate may be issued at the student's expense of rupees 100 with the special permission of the principal on submission of a written request for a duplicate card, attested by the parent or guardian.

Notice Board

The notice board of the college shall be handled only by the competent authority or approved person. Do not paste anything on the notice board without the permission of the Principal. Do not overwrite, alter, strike or add anything to the notices exhibited on the notice board.