

CODE OF CONDUCT

SREE SANKARA COLLEGE, KILIMANOOR

STUDENTS

The rules and regulations of the college are framed to ensure a peaceful campus atmosphere. Students are expected to be aware of these rules and regulations from the date of his/her admission to the college. The student community of SSC is bound to abide by these rules and regulations along with the directions of Hon. High court through its various judgements.

- College works from Monday to Friday
- Working hours: 9:40 AM to 4:30 PM
- Wearing the identity card is compulsory
- The students should maintain proper decorum in dressing
- The vehicles of the students should be parked in the allotted parking area
- The usage of mobile phones are strictly prohibited inside the campus (G.O.RT/No. 346/05/H.Edn. dt. 01.03.2005). Violating the rules will be fined with an amount of ₹ 1000/- and confiscated mobiles will be returned to the students only after the completion of their course. (College will not be responsible for any damage caused to the phone while in custody)
- Students should follow the rules and regulations prescribed by the University of Kerala.
- Students should maintain discipline in the campus. A disciplinary committee appointed by the Principal will enquire into any incident of the report of students' indiscipline and recommend suitable action to be taken.
- Students should use the facilities in the campus without causing any damage. If any damage is caused action will be taken to correct and recover the cost, in addition to disciplinary proceedings, if applicable.
- Students should behave in a dignified manner towards all staff members and fellow students.
- Students are encouraged to take part in co curricular and extra curricular activities.
- Students are expected to conduct themselves in an exemplary manner and have true pride and dignity in themselves and earn a good name for college.
- Smoking/possession and consumption of drugs/tobacco products/possession and consumption of alcohol inside the campus will lead to disciplinary actions.
- Celebrations of any kind without prior permission from the management are prohibited in the campus. Violation of the above will be viewed seriously.
- Possession of lethal weapons inside the college campus will be considered as a serious offence, leading to dismissal from the college.

- Periodical reports will be send to Parents/Guardians calling their attention regarding the students' attendance, progress and conduct. Students should bring their parents/guardians to the HOD/Principal for any discussion regarding the same, as and when required.
- Our campus is highly eco-friendly. The students are expected to maintain the greenery of the campus. Any damage done to the ecosystem is a serious offence.
- Ragging is a serious crime and is punishable by law.
- Students are not permitted to leave the campus during the class hours without getting a gate pass from the principal through HOD/Tutor and after making entry in the gate register maintained by the gate keeper.
- Students are prohibited from indulging in anti-institutional, anti-social communal, immoral or political expressions and activities within the campus.
- Students are expected to keep the college building and premises neat and tidy. Pasting posters or notices, making marks on the walls or furniture are strictly prohibited and shall be liable to punishment. Any damage done to college property will have to be made good along with appropriate fines.

CLASSROOM ETIQUETTE

1. Students are expected to be polite, dignified and professional.
2. Students are expected to be seated in the lecture hall five minutes prior to the commencement of class
3. Students should maintain discipline inside the lecture hall/drawing hall.
4. Roaming of students in the campus during the lecture classes is strictly restricted.
5. Students should bring their own calculators, drawing instruments, charts, data book etc. whenever needed.
6. Students are instructed not to bring any valuables to the college.
7. Any action that may disturb the smooth working of the classes must be avoided.
8. No student shall indulge in any activity which may cause disruption to classes or disturbances in the college campus. If any student violates the above regulation, he/she is liable to be dismissed from the college.

LEAVE, PERMISSION AND ABSENTEEISM

1. A working day consist of 5 periods each of 1hour duration. Attendance is marked at the beginning of each period.
2. Students without 75 % attendance are not eligible to appear for examination. Insufficient Attendance will be condoned only when the syndicate is satisfied that the absence was for reasons beyond the control of the student. Shortage in attendance beyond 20 days will in no account be condoned and exemption will not be granted for more than one academic year in any course of study

3. No student shall absent himself from the class without leave. Absence without leave for a session (forenoon/afternoon) or part of sessions shall be considered as absence for half day.
4. Students who have continuous absence for 15 working days will be removed from the rolls. They may be re admitted at the discretion of the Principal in which case they will have to pay all the college fee due, before they are re admitted.
5. Late comers will lose half a day attendance unless otherwise recommended by the tutor.
6. If Leave is required for the afternoon session only, the student should appear in person before the Heads of the concerned departments and get the application for leave recommended by them.

RAGGING

Having realised the severity of the practice of ragging among the students, the Government of India has directed all the heads of educational institutions to stop forth with such an unhealthy and inhuman behaviour of the students. Accordingly, the Government of Kerala has promulgated an Act (No.2B of 1998) to prohibit ragging in educational institutions. Salient features of the Act are as follows:

Definition of Ragging (interaction of any reason): Ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and also includes

- a. Teasing, abusing, or playing practical jokes on or causing hurt to such student; or
- b. Asking the student to do any act or perform something which such students will not in the ordinary course willingly do

PUNISHMENTS

The following could be the possible punishments for those who are found guilty of participation in/abetment of ragging. The punishment depends upon the nature and gravity of the offence as established by the disciplinary committee or the Court of Law.

- Cancellation of admission
- Suspension from attending classes
- Withholding/ withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process and withholding results.
- Rustication from the institution and consequent debarring from admission to any other institution.
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Fine up to ₹ 25000/- and rigorous imprisonment up to 3 years.

PROHIBITION ON POLITICAL ACTIVITY INSIDE THE CAMPUS

- Political activism is strictly banned in the campus vide Judgement of the Hon'ble High Court of Kerala in the WPC).No34118/20161) dated 04.11.2016
- Students should not indulge in party politics, shall not conduct demonstration and campaigns inside the campus. In pursuance of the order of the honourable High Court of Kerala, the management has banned Students' politics in the college.
- Taking part in any political activity by organising students or to cause gatherings inside the college campus for the purpose of doing any activities 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.
- It will be gross indiscipline to call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organisations 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 the rules.
- No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any classroom, office, hall or other places inside the campus, and such activities shall be treated as misconduct.
- 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.

PROCEDURE FOR THE IMPOSITION OF PUNISHMENT

- The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- If, it comes to the notice of the Principal that a student or group of students have committed misconduct and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he can immediately pass an order suspending student/students from the college.
- If the Principal is satisfied with the delinquency alleged in the complaint requires further investigation/enquiry, he shall report matter to the college council. After reporting the matter and after seeking the views of the council, the Principal shall appoint competent teacher/teachers to enquire into the matter and to submit the report immediately.
- The enquiry officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complaint as well as the person against whom the allegations of 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 takes appropriate action, which he deems fit including the imposition of the following punishments:

1. Imposition of fine
2. Issue of compulsory transfer certificate
3. Dismissal from the college

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

ELECTION RULES

The college union will be formed as per Lyngdoh Committee recommendations approved by the Honourable Supreme Court of India. It will be based on Parliamentary (indirect) systems given in section no.6.2.4 of Lyngdoh Committee Recommendations.

PROHIBITION OF DAMAGE TO PROPERTY

The students shall not disfigure the classrooms, 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 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 non-payment the recovery proceedings shall be taken against the person responsible.

Ignorance/ violation will invoke the contempt of court as well as invite punishments.