

Rules and Regulations

CODE OF CONDUCT

1. Love the motherland and the people. Study well and make progress every day.
2. Attend the classes on time, and ask for leave only when you must.
3. Listen to teachers attentively and do the homework conscientiously.
4. Pay attention to personal hygiene, keep clothes clean & tidy; refrain from spitting in public places.
5. Persist in physical training and take an active part in recreational activities.
6. Love labour and learn to be independent.
7. Observe college discipline and public order.
8. Respect teachers; get along with classmates; be polite to others and refrain from swearing or scuffling.
9. Show concern for the society, protect public property and turn in everything found, lost by others.
10. Be honest and apologize for any mistake you have committed.

DISCIPLINE: NORMS AND REGULATIONS

“The path of duty is the way to glory”. Discipline, an integral part of education, is of prime importance in college. With view to building an ideal academic atmosphere in the college premises, students are requested to strictly adhere to the rules and regulations given below:

1. Students should abide by the college regulations set forth in the calendar as well as those formulated from time to time by the Principal.
2. They should not use cell phones in the college campus.
3. They should wear clean and tide dress on all working days.

4. **Students should wish the teachers when they meet them for the first time of the day.**
5. **They should be punctual and regular in attending the classes.**
6. **Students should always carry their ID cards issued by the college while they are in the campus.**
7. **Every student should record his / her absence / leave in the calendar (in the pages provided for that purpose) and get it signed by the parent and the teacher concerned.**
8. **Indifference to studies, non-submission of practical records and assignments in time, avoidance of tests and examinations conducted by the college, discourtesy to establishment are strictly discouraged.**
9. **Coming to college in an intoxicated state, smoking within the college campus, using obscene and vulgar words against others, disrespect to teachers, indulging in malpractice during examinations and moral delinquency are serious offences.**
10. **Willful damage to college property cannot be tolerated.**
11. **No student is allowed to play for any team other than the college ones without the written consent by the Principal.**
12. **No excursion unrelated to study requirements shall be conducted by the college.**
13. **Sitting on the window sill or parapet, loitering in the corridors and crowding at the doors are strictly prohibited.**
14. **No student shall be an active member of any club, association, union or organization unconnected with the college or any political party whatever, without the written consent of the Principal.**
15. **No student shall participate in any campaign, demonstration, agitation, hartal, satyagraha or strike directed against the college, the university or the government.**

16. Students should maintain a high standard of decency and decorum both within and outside the campus.
17. Students are warned-NOT TO INVOLVE IN RAGGING. Ragging is a very serious offence.
18. Violation of the rules and regulation of the college will attract serious penal action.

REGULATIONS REGARDING ATTENDANCE:

1. The class-hours : 9.00 a.m. to 1.30 p.m.

Class timings may be changed in case of necessity.

Class work may also be held apart from scheduled hours, if necessary.
Tutorial classes will be conducted as per the guidelines of the University.

2. Attendance is taken every hour at the commencement of the class. Students not present at the beginning of the hour will be considered as absent to the respective class.
3. Students who come late cannot enter the class without the permission of the teacher in the class.
4. Regular attendance is strictly insisted upon. A student requiring leave for the whole day or a part thereof should apply for it in advance, in the prescribed form given in the calendar, in person to the concerned lecturer before the commencement of the class. Every leave application should be countersigned by the parent or authorized guardian and academic adviser failing to which, it will be rejected.
5. Owing to illness or other unforeseen circumstances, if a student is unable to apply for leave in advance, can obtain leave retrospectively and must get the leave sanctioned on the day of return to the college.
6. If the absence exceeds three days, Medical certificate should be submitted to the Class Incharge. In case of illness students must

produce a medical certificate issued by a competent authority, preferably Asst. Surgeon of Govt. hospital.

7. The Madras University insists that a student should normally attend at least 75% of the lectures and the practical in each subject.
8. The condonation cannot be insisted upon as a matter of right. In fact, the Principal will not make such a recommendation, if in his opinion, the student's absence often used to be without sufficient justification.
9. Students attending special NSS camps or Co-curricular activities during working days should inform the Principal in advance to claim attendance later on this ground. For such a claim documentary voidance is necessary. Attendance cannot be claimed on flimsy reasons like-picnic, function at home, excursion, voluntary work etc.
10. If the attendance is below 60% in any one subject, the student shall not be permitted to appear for University examinations.
11. Students having attendance between 60% and 75% shall be liable to pay a penalty of Rs.250/- per subject in addition to production of Medical Certificate.

PROMOTION RULES:

Promotion from first degree to second degree and from second degree to final degree will be made as per the guidelines of Mangalore University.

REGULATIONS REGARDING EXAMINATIONS / TESTS

1. As per the University regulations the college will hold periodical examinations and tests to assess the students' progress and also their application to studies. Attending tests is compulsory. The marks obtained in these examinations will be considered for internal assessment.

2. If a student remains absent for the test under valid reasons, a re-test on the respective subject may be conducted by the teacher provided he is satisfied by the genuineness of the reason.
3. The details of Internal and re-tests will be notified on the notice board from time to time.
4. The Cumulative record will be issued for the information of the parents. Shortage of attendance, if any, may be indicated in the progress report.
5. Parents and guardians are particularly requested to supervise the regularity of attending classes and the studies of their wards and co-operate with the Principal and his staff in all matters pertaining to the welfare of the students.
6. Principal and Staff will be glad to meet the parents/guardians and discuss the problems and progress of their wards.

REGULATIONS REGARDING COLLEGE FEE:

1. The academic year is divided into two terms: the first term from June to October and the second term from November to March.
2. The fee is either payable in full at the time of admission, or in two installments, one at the time of admission and the other in the beginning of the second term. Details of the fee payable are put up on the notice board.
3. Each term's fee or an installment thereof should be paid on or before the last date prescribed for payment. Defaulter is liable to pay a fine of Rs.10 per day to the date of fee payment. If the term's fee remains unpaid on the last date prescribed for payment with fine, the defaulters name will be struck off the College Rolls. Fee paid will not be refunded under any circumstances.
4. Scholarship holders are expected to pay the installments on the date specified and claim their scholarship when it is sanctioned.

5. Fees must be paid in the college office in cash during the working hours: 9.30 a.m. to 1.30 p.m. on all working days other than Saturday; and 9.30 a.m. to 12.30 a.m. on Saturday.

STUDENT' COUNCIL:

The Students' Council of the college consists of all the class representatives. Office bearers of students' council – President, Vice-president, Secretary, and Joint Secretary- are nominated by the Principal in consultation with senior faculty members.

STUDENT ASSOCIATIONS:

In accordance with the guidelines of Mangalore University various co-curricular and extra-curricular activities will be organized in the college. Accordingly the college gives considerable importance to such activities for all-round development of a student's personality. Membership of the association is open to all the students of the college. Office bearers of various associations are nominated by the staff advisors of respective associations. All such activities are guided and supervised by staff advisors. Following associations are functioning in the college:

1. Commerce Association
2. IT Association
3. Fine Arts Association
4. Kannada Sangha
5. Literary Association
6. Ladies Forum
7. N. S.S
8. Student Grievance redresser Cell
9. Women Empowerment Cell
10. Training & Placement Cell
11. Ragging Prevention Cell
12. Parent Teacher Association

Committees:

1. **Examination Committee**
2. **Report & Publication**
3. **Student Attendance and Progression Committee**
4. **Discipline Committee**
5. **Time Table and Workload Committee**
6. **Student Counseling and Mentoring Committee**
7. **Public Relation Committee**

NATIONAL SERVICE SCHEME:

There is one Unit of N.S.S in the college. All the first degree students are taken as members of the college NSS unit. Programs organized by the unit include community service, adult literacy drive, environmental awareness, tree plantation and public health. The unit holds weekend camps in addition to annual special 7 days camp where students work on projects involving manual service. These camps also provide opportunities for developing their talents and thus contribute to their personality development.

GAMES AND SPORTS:

The college extends all support to the students in outdoor games like cricket, football, volley ball, shuttle badminton, throw-ball and athletics. Facilities for indoor games like chess, carom, etc., are also provided. Students are given necessary training and sent to participate in intramural competitions by sponsoring.

TOURS AND PICNICS:

1. **Students are permitted to join tours or picnics organized by the college only.**
2. **Permission letter from parents or guardians is a must to join tour or picnic.**

ALUMNI ASSOCIATION:

All the out- going students of the college are requested to become the member of the Alumni Association by paying the prescribed membership fee at the time of

leaving the college. It is obligatory for every student to enroll membership of the association. They may either become life member or annual member. Annual membership is to be renewed every year. The association is to maintain an abiding interest in the welfare of their Alma Mater and a cordial relationship among the members.

ISSUE OF CERTIFICATES:

- 1. For any certificate from the college separate application in prescribed form is to be given a day in advance.**
- 2. Transfer Certificate (T.C.) will be issued to the students only at the time of leaving the college on applying for the same by paying the prescribed fees. Fee prescribed for each certificate is Rs. 250/- (excluding postage). For additional copy of the certificate, extra Rs.100/- per copy will be charged.**
- 3. For the following certificates, fee fixed is Rs.30/- per certificate: – a) Date of Birth Certificate, b) Attendance Certificate, c) No Due Certificate, d) Student Study Certificate, e) Eligibility Certificate, and f) Sports / Games participation Certificate.**
- 4. Additional copies of certificates relating to Extra Curricular Activities will be issued on payment of Rs.25/- per copy.**
- 5. T.C or any other certificates will be issued only on clearing all the dues to the college and hostel by the students.**
- 6. Students leaving the college before the completion of the course will be issued certificates only after the announcement of University Examinations Results.**
- 7. On passing the degree examinations, students can get provisional pass certificate or provisional degree certificate from the university on payment of prescribed fee.**
- 8. A student is eligible to receive the conduct certificate from the college only when the student follows all the rules and regulations of the college and behaves well during his student days in and out of the**

college. Principal may refuse to issue conduct certificate if he feels that the behavior and the attitude of the student is not up to the mark.