

RULES & REGULATIONS

Self discipline is indispensable for the development of an individual. It is equally important that, without rules and regulations, an institution cannot enforce discipline as and when required. We expect every student of R.Sankar Memorial SNDP Yogam Arts & Science College, Koyilandy to behave with dignity and courtesy to the Principal, faculty members, administrative staff, visitors, fellow students and to the public at large.

1. Students are to be modest in their behaviour to the teachers. They are to greet them with courteous words at the beginning and end of each session.
2. Students should not make noise in the classroom, verandah or while they move from one class to another.
3. Cleanliness in classrooms, verandahs, and premises is essential. Avoid littering, writing on desks, pasting posters or notice on classrooms/compound walls/ buildings/neighbouring buildings, writing on benches and walls, fixing nails etc.
4. Students shall always wear the identity cards issued by the college with tag and show them as and when demanded by the Principal, teachers and office staff.
5. When a teacher enters the class the students must keep standing until the teacher has invited them to sit down or the teacher has occupied his /her seat.
6. No student shall leave the classroom during a lecture without the permission of the teacher.
7. While attending a meeting students shall show due respect to the chairperson and the speakers and shall avoid leaving during the meeting or

showing their approval or disapproval in any noisy manner.

8. Students are not expected to leave the campus during working hours. In case of an emergency, sanction must be obtained from the Principal by forwarding a written request duly countersigned by the parent /guardian and class teacher in - charge.
9. Students shall always abide by the dress code insisted by the college from time to time. With effect from 2015 admission, students must wear full uniform on all working days.
10. Students are not allowed to bring vehicles into the campus. They have to park their vehicles at the allotted place at their own risk. Stunting and racing of vehicles within and in a radius of 200 meters outside the campus are strictly banned.
11. Students should read the notices put upon the notice board carefully every day and ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply with.
12. Students who happen to have no class should not loiter in the corridors or campus during class hours. They can use the library or remain in the class room.
13. Name of a student who is absent without prior permission for leave for ten consecutive working days, or two weeks will be removed from the rolls.
14. The application for leave on account of illness should be supported by a medical certificate.
15. Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the Prevention of Damage to Public Property Act 1984.

16. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
17. Any act in any form, against a new entrant of the college, will be treated as ragging and the accused will be made liable for punishment as per the Indian Penal Code. Ragging of any form is a non –bailable offence and requires criminal procedure. If any incident of ragging comes to the notice of the authority, severe action will be taken against such students. If they fail to give satisfactory explanation, the matter will be forwarded to the police for further action under Criminal Procedure.
18. The certificate of attendance is compulsory for the admission to the University Examination. Hall ticket will not be issued unless the Principal is convinced that the student's conduct and progress have been satisfactory and the student has attended three fourth of the working days in the academic year/semester. For Under Graduate programme under CCSS the minimum requirement of attendance during a semester is 75% for each of their respective course (common, core, complementary, open & Elective courses). Students may also note that unless they register for the University Examination they will not be eligible for promotion to higher classes.
19. On the basis of the orders issued by various authorities including the Hon'ble High Court of Kerala (WP (c) 223777/09) the use of mobile phones in the College Campus is strictly prohibited. A fine of Rs 500/- will be imposed on those who violate this rule. Mobile phone with camera shall be confiscated. A special squad is formed in the college to do surprise inspection and to implement this rule.
20. No student shall use or keep in possession alcoholic drinks or drugs. Using/ keeping of these items will lead to immediate expulsion of the

student from the college.

21. No meeting or entertainment shall be organized nor any fund collected in the college without the permission of the Principal.
22. Students who want to participate in extra – curricular and co-curricular activities will not be granted grace attendance in lieu of such participation unless they get prior written permission from the Principal through applications forwarded by the teachers in charge.
23. Photography/video/audio recording and playing in the campus is strictly prohibited. Programmes in the college shall be covered only by the persons officially authorized by the Principal.
24. Banners, posters, holdings, cutouts, flex boards, flag posts or any other things of temporary or permanent nature shall not be erected, installed, or placed within the college campus without the permission of the authorities.
25. Do not submit mass petitions to the Principal. If students have any grievance or complaint let their representatives meet the Principal.
26. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examination or who in the opinion of the Principal is likely to have unwholesome influence on his fellow students, shall be removed from the roll. The removal shall be either temporary or permanent according to the gravity of the offence.
27. Students are not expected to come too early before the classes start or should not be present on the campus after 4. 30 P.M.
28. Political Activism is strictly banned in the campus. Students are not allowed to organize or attend meetings other than the official one without the prior consent from the Principal.
29. No person from outside is allowed to organize meeting or meet

students in group inside the college campus.

30. Students should not be found with tucked up dothies in the college premises.
31. 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 implicit that they should observe the code of conduct necessary for the proper administration and management of the institution.
32. The college authorities reserve the rights to amend, repeal or modify any of the above rules.
33. The decision of the Principal will be final in all matters.

ATTENDANCE

There shall be five working days in a week, the working hours begin from 9.30 am. Absence during one period in any session will be treated as absence for half a day. The students are to be at their seats right from the beginning of each class. They should not leave the class without the permission of the teacher. Late comers shall not ordinarily be admitted to the class. However, the concerned teacher may admit the student if he/she desires so. No student shall loiter in the campus during the class hours.

Leave for a day or more shall be obtained from the Principal by written application in the prescribed form, on recommendation of the tutor concerned. The Principal reserves the right to grant or reject the leave without assigning any reason. The unauthorized absence for 14 or more working days at a stretch will result in the removal from the roll. Re-admission, which is at the discretion of the Principal, will be made only on payment of the prescribed fee and any other fee due.

A minimum attendance of 75% of the total number of working days of the year is required for promotion and for admission to the University Examination. Condonation of the above will have to be submitted by the candidate in the month of absence itself. No request for condonation will be entertained at the end of the year.

The students who do not live with the parents/guardians should reside only in the hostels or lodges approved by the Principal.

GENERAL LIBRARY RULES

1. General Library of the College will be opened at 9.00 am and will close at 4.30 pm on all working days.
2. A student will be permitted to borrow 3 books at a time from the library. Students have free access to the books and back volumes of periodicals.
3. Personal belongings like books, bags, umbrella etc. should be kept at the place assigned for this purpose at the entrance of the library.
4. Strict silence should be observed in the library.
5. The books taken from the library shall be kept by the student for 14 days. Students are not allowed to pass books from one another.
6. The librarian reserves the right to call back any book at any time even before the expiry of the period.
7. While borrowing the books students shall bring to the notice of the librarian any damage in the book, otherwise they will be held responsible for such damages.

8. Marking, underlining, tearing of pages etc. are strictly forbidden. Any student who causes damage to any book of the library will be fined.
9. Books in the reference section are intended for consultation and reference only within the college premises. They will not be lent out.
10. Copying class notes, writing assignments, practical records and seminar papers during class hours engaged by the teacher, will not be permitted in the library.
11. All books taken from the library should be returned at the end of every academic year on or before the date fixed by the principal for annual stock verification.

GRIEVANCE REDRESSAL CELL

The cell is formed to set right the grievances of students, to solve their academic, administrative and personal problems and to co-ordinate the students with the departments. The convenor of Grievance Redressal Cell is Dr. V.G.Prasanth (Asso. Prof & HOD of English)