

## **CODE OF CONDUCT FOR STUDENTS, PAYYANUR COLLEGE**

### **ADMISSION**

1. The admission to all programmes will be as per the rules and regulations of the University.
2. The eligibility criteria for admission shall be as announced by the University from time to time. Separate rank lists shall be drawn up for reserved seats as per the existing rules.
3. There shall be provision for inter collegiate and inter university transfer in third and fifth semester within a period of two weeks from the date of commencement of the semester. There should be a gap of at least one semester for readmission. The candidate seeking readmission to a particular semester should have registered for the previous semester examination. There should not be any change in the scheme. If there is a change in the scheme readmission can be given based on the formula created for the same. For readmission, the vacancy should be within the sanctioned strength.

### **REGISTRATION**

4. Each student shall register for the courses he/she proposes to take through 'on line', in consultation with the Faculty Adviser within two weeks from the commencement of each semester.
5. A student who registered for a UG programme shall successfully complete the programme within 6 years from the year of first registration. If not, such candidate has to cancel the existing registration and join afresh as a new candidate.
6. The maximum age limit for admission to the UG programme shall be 23 years as on 1st June of the academic year. For SC/ST candidates the age limit is 25 years
7. The students who have attendance within the limit prescribed, but could not register for the examination have to apply for the token registration, within two weeks of the commencement of the next semester.

### **EXAMINATION**

8. There shall be University examinations at the end of each semester.
9. A candidate who fails to register for University Examination shall not be permitted to move to next semester Practical examinations shall be conducted by the University at the end of second, fourth and sixth semester ..
10. Improvement of courses in a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year along with subsequent batch.

11. There shall be no improvement chance for internal evaluation. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improvement examination, the mark/grade obtained in the first appearance will be retained. There shall be no supplementary examinations. For reappearance/improvement the students can appear along with next batch.

#### **IN THE EXAMINATION HALL**

12. Students shall normally be admitted only with the Hall Ticket. However, in exceptional cases, if the Chief Superintendent is convinced that a student is eligible for admission he can be provisionally admitted to the Examination on obtaining a declaration to the effect that he shall have no claim for regularization of the examination taken in the event of the provisional registration given is subsequently rejected by the university.
13. Disobedience / Malpractice: Students found disobedient/troublesome or resorting to malpractice shall not be permitted to write the examination. Such cases shall be reported to the Controller of Examinations on the day itself together with the statement and the articles confiscated, if any.
14. Students shall stop writing at the time prescribed. However, if the examination happens to commence late for no fault of the students, the lost time shall be compensated for without impairing the confidentiality of the examination.
15. Students leaving the hall more than 30 minutes before the close of the examination shall surrender the Question Paper to the invigilator.

#### **GRIEVANCE REDRESSAL COMMITTEE - COLLEGE LEVEL**

16. The College shall form a Grievance Redressal Committee in each department comprising of course teacher and one senior teacher as members and the Head of the Department as chairman. This committee shall address all grievances relating to the internal assessment marks of the students. There shall be a college level Grievance Redressal Committee comprising of student advisor. Two senior teachers and two staff council members (one shall be elected member) as members and principal as chairman.

#### **REMOVAL OF NAME FROM THE ROLLS OF THE COLLEGE**

17. If the fees or special fees with a fine of Rs.5/- is not paid on or before the last date fixed for the fine of Rs.5/- an additional fine of Rs.10/- will have to be paid. If the fees and fines of an installment are not paid before the last opportunity given for payment of that installment,

18. The name of the student will be removed from the rolls of the college with effect from the date following the expiry of this period and the student will not get the benefit of attendance also from the date of removal from the rolls of the college. If the student is to be re-admitted, he/ she has to apply for the special permission of the principal and also has to remit all the arrears of fees with fine. No re-admission fee will be realised in such cases of re-admission. The readmitted students will get the benefit of attendance only from the date of re-admission

### **ISSUE OF CERTIFICATES**

19. Application for certificates should be made at least two days in advance
20. Conduct certificate will ordinarily be issued only along with the transfer certificates when the student has completed the course.
21. A fee of Rs.5/- per page will be charged for issuing a certified copy of any document
22. A fee of Rs.10/- will be charged for issuing a duplicate of any certificate.
23. No certificate will be issued from the college unless the Principal is satisfied with the reason stated by the applicant for the issue of such a certificate.
24. Application for transfer certificate should be made in the prescribed form
25. A good conduct certificate will not be issued to students who are found guilty of misbehavior.

### **CAUTION DEPOSIT**

26. Every student for a course of study, on admission to the college at the commencement of the course or during the period of a course, be liable to pay the caution deposit prescribed for that particular course at the rates prescribed along with the first installment of tuition fees and other special fees payable on the date of admission at the commencement of a course or along with such items of fees as are to be paid under the rules in cases where the admission are taking place during the period of course, as the case may be.
27. Students belonging to Scheduled Castes/Scheduled Tribes/Other Eligible Communities are exempted from payment of caution deposit. As 'Other eligible Communities' and 'Other Backward Communities' are considered as difference categories for the grant of educational concession from Harijan Welfare Department. Students belonging to "Other Backward Communities' should pay the caution deposit prescribed.
28. The caution deposit paid by a student for a particular course shall be retained in the institution till completion of the course of study, concerned in that institution. At the end of a particular course of study the caution deposit realized from the student will be refunded to him/her on receipt of application from student in the form prescribed

and after clearing all the dues if any.

29. The application for refund of caution deposit shall be submitted in the prescribed form. The caution deposit shall be disbursed to the claim in person and his/her acquaintance obtained in the caution deposit register.

### **IDENTITY CARDS**

30. Every student has a bar-coded identity card issued by the college with a photograph of the student bearing the Principal's signature and the college seal. On demand the student should show the card to the staff of the college and this card is to be used for bus concession, payment of fees and borrowing books from the library. The students should surrender the identity card when they leave the institution. (Duplicate will be issued with a fine of 100)

### **MEASURES FOR PREVENTION OF RAGGING AT THE INSTITUTION LEVEL**

31. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

### **DISCIPLINARY ACTION**

32. In case of damage of furniture by students, cases will be made good by imposing collective fines on all the students of the college.

### **LIBRARY**

33. Use of library On an average of over 260 students and staff use the facilities of the Reading Room-cum-Periodical Section per working day. 2 books(UG) 5 Books(PG) are issued to a student at a time. In the case of staff 10 books are issued.
34. Working Hours: The working hours of the library is from 8.30 a.m. to 5 p.m. on all working days of the college. Internet facility & digital books are available in the library throughout the working hours. The Library provides access to online books and journals through INFLIBNET during this time. Books can be borrowed/ returned between 9.30 a.m and 2.00 p.m on all working days.
35. At a time students can avail themselves of 2(UG) and 5(PG) books and staff 10 books.
36. Books borrowed from the library should be returned within 15 days and they can be renewed for a further period if no one else has applied for the same books.
37. A fine of of Re 1/- per day per book will be charged for delayed return
38. If a book is lost, the borrower should replace the book or pay its value as per rules.
39. Personal belongings such as bag, umbrella, books etc. are to be kept in the Belongings Rack kept for the same.

40. Library books should not be disfigured, soiled or damaged in any way and no marks should be made on the pages by the users.

41. Absolute silence should be maintained in the library.

## **COLLEGE-LEVEL COMMITTEES**

### **General Discipline Committee**

Sri. K. Krishnakumar (Convener)

Dr Premachandran Keezhoth (Joint Convener)

Dr. Swaran P.R. (Member)

Dr Santhosh P. (Member)

Dr Sindhu A. (Member)

Sri. Prasanth P. (Member)

### **Anti Ragging Squad**

Dr P.C. Sreenivas (Convener)

Dr. Jayaraj T.K. (Joint Convener)

Dr. Harikrishnan E. (Member)

Sri. Ranjith Kamal P. (Member)

Dr. Sunitha B. Nair (Member)

### **Students Grievance and Ethics Committee**

Sri. Vinodkumar Pola (Convener)

Dr. V M Santhosh (Joint Convener)

Sri. Nisanth A. (Member)

Dr. Jayaraj T.K. (Member)

Smt. Binila Mathews (Member)

Sri. Praveen Kumar M.K. (Member)

Dr Vijesh A.M. (Member)