RULES AND REGULATIONS

Students have to abide by the rules and regulations of the college framed in accordance with the norms set by the Government, the University and the Authorities of the College.

Transfer Certificate

No T.C. will be issued to those who owe dues to the college. No fee will be levied from those who apply for T.C. within one year after leaving the college. A fee of Rs. 50/- will be levied from those who apply for T.C. after the lapse of one year from the date of leaving the college. An additional fee of Rs.50/- will be levied from those who apply for duplicate copy of the T.C. (with the recommendation of a first class magistrate). Every student should take his/her T.C. at the end of his/her course and produce it when he/she is admitted for the next course. 48 hours notice is needed for issuing the certificate.

Attendance

1. Attendance shall be marked at the beginning of each period.
2. Students are advised to compulsorily submit their leave applications when they take leave. The application for leave is available from the college office at the rate of Rs. 2/- per form.
3. The application for duty leave will be available from the college free of cost.
4. Students should submit the leave application and get it approved on the very day of reporting at the college after availing leave. For late submission of leave applications, a fine of Rs. 5/- per day will be charged.
5. Application for duty leave should be submitted within 3 days of reporting at the college after availing leave. Late applications for duty leave will not be accepted under any circumstances.
6. Students absenting themselves without leave for more than 15 consecutive working days will have their names removed from the rolls and they will have to pay all college fees due before they are readmitted.
7. Students of BCA, B.Sc. (Electronics), BBA, B.Com, B.A. English, M.Sc. (Computer Science) and M.Sc. (Electronics) will be permitted to register and appear for the semester examinations only if they secure not less than 75% of attendance in the respective semester. The University shall have the power to condone shortage of attendance up to 10 days on valid ground if recommended by the Head of the institution.
8. If a student is absent for one hour it will be treated as absent for half day and if he/she is absent for two or more hours, it will be treated as absence for one full day. (Ref. No. Ac.B2-1353/80 dated 30/1/1981).

9. The Maximum number of times a student can avail of the facility of condonation of shortage of attendance is limited to two during the entire course.

10. Students’ applications for condonation of shortage of attendance will be considered only if
   • Their progress has been satisfactory in the internal assessment in each subject
   • Their character and conduct have been satisfactory
   • They have no pending/late leave applications in their credit at any time during the entire semester concerned.

11. Only students who register for the University examination at the end of each academic year are eligible for promotion to the next class.

Behavior and Discipline

1. Students should be prompt and punctual.
2. Students should be clean and decorous in dress, language and behavior.
3. Students should not enter or leave a class when a session is in progress without the permission of the teacher.
4. Students should wear their Identity cards and uniforms while in the campus.
5. Students are advised to check the College Notice Board daily.
6. Political activity of any kind is banned in the campus.
7. Mobile phone is prohibited in the campus. An amount of Rs.500 will be charged as fine, if found.

Warning

1. Smoking, alcoholic drinks, tobacco and mobile phones are strictly prohibited in the college campus.
2. Any behavior unbecoming of a student both inside and outside the class will be severely dealt with.
3. Students are warned against entertaining outsiders in the college premises during class hours.
4. Perfect silence should be maintained in the college during class hours.
5. No student is allowed to go outside the campus without the permission of the Principal.
6. Students are advised to stay in College Hostel or in hostels recognized by the affiliating university. They should not stay in unrecognized hostels, lodges or rented houses under any circumstances.
Issue of Certificates

Students requiring certificates of transfer, character and conduct, course, marks, identification, extracurricular activities etc. should submit an application to the Principal, stating the Name, Year of Study, Class No, Semester and Subject. They are advised to give a notice of 48 hours prior to the issue of certificates.

Dress Code

In order to bring in an austere atmosphere in the college, students are directed to wear the prescribed uniform. Students shall have a set of white dress and it is to be used as and when directed. Students are exempted from this rule on Wednesdays and Saturdays.

Library Rules

1. Staff and students may borrow books on all days except Sundays and holidays.
2. Each staff member can borrow a maximum of 10 books at a time.
3. Each degree student can borrow a maximum of 3 books at a time.
4. Each P.G. student can borrow a maximum of 5 books at a time.
5. Reference books and periodicals are not allowed to be taken out of the library.
6. Books which are once borrowed may be retained for a maximum period of 14 days at a stretch.
7. Staff and students must return all books on or before 31st March every year.
8. If the books are not returned on the stipulated date, fine will be levied at the rate of Re.1 per day per book.
9. Students are expected to handle the books carefully. Malpractices like disfiguring the pages by putting marks or writings shall attract severe penalty.
10. No student shall sub-lend his or her library book or card to any other student or person.
11. On demand by the authorities concerned, students are expected to return immediately any library book which is under their custody.
12. Students should not bring books, bags and such other things into the stack room.
13. Students should wear their identity cards (all days) and uniforms (except Wednesdays and Saturdays) while entering the library.

Anti Ragging Cell

The Procedure for imposition of punishment

a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.
b) If it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal is perceives that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending the student/students from the college.

c) If the Principal thinks that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the Staff Council. After reporting the matter and after seeking the views of the Council, the Principal shall appoint a competent teacher, or a team of teachers to enquire into the matter and to submit the report at the earliest.

d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/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. Based on the report the Principal shall take appropriate action, which he deems fit, including the imposition of the following punishments.

1. Imposition of fine.
2. Issuance of compulsory transfer certificate.
3. Dismissal from the college. In the event of imposition of punishment, dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

Students’ Grievance Redressal Committee

There is a Student’s Grievance Redressal Committee in the College constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the Secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken to frame guidelines or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The students and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the College and suggest and implement remedial measures.

Right To Appeal

A student against whom the disciplinary orders had been passed; shall have a right to appeal to the Board for Adjudication of Students’ Grievances as provided in Chapter 27 of Mahatma Gandhi University Statue 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filling the appeal if it is proved to the satisfaction of the appellate authority
by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

Examinations & Test Paper

1. Exemption from attendance in Examination and Test Paper will be granted only by the Principal.
2. Application for such exemption must be made in person at least two days before the commencement of the examination.
3. In case of illness the Principal may insist on the production of a medical certificate or arrange the applicant to be examined by a competent doctor. The expenses of such examination will have to be borne by the applicant himself.
4. Absence from examinations and test papers without leave will render the student to serious punishment which may amount to withholding of Term Certificate.
5. Defaulters are not exempted from examination and test papers.
6. When re-examination is given, absence from such re-examination will be considered failure. A suitable fee will be collected from students to whom re-examination is offered.
7. Malpractice in test papers and examinations will render the student to severe punishment which may amount to refusal of promotion to the next class, or expulsion from the college.
8. University Exam fee will be collected as per the notice of the principal.

Internal Examination Calendar

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<th>Exams</th>
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<th>Sem III</th>
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<td>September</td>
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<td>2nd Internal</td>
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CODE OF CONDUCT FOR STAFF

1. It is the prime duty of every member on teaching faculty to stay focused on the mission and vision of the Institution and contribute the best to further the objectives.
2. A faculty must be present in college on all working days without fail and should not leave the campus on any pretext before the expiry of stipulated time frame for college working hours.
3. Casual leaves or other approved leaves may be taken only after getting proper sanction from the Principal. The leave letter must be submitted at least 24 hours prior to the date of leave.
4. Every teacher shall be available in the institution on all working days and shall perform such duties as assigned to them. The routine duties shall consist of 16 hours teaching/practical per week.
5. In addition to normal teaching a teacher has to undertake duties such as examination, evaluation, invigilation work, general assistance to students and participation in extracurricular activities and in all other institutional support activities as required by the institution.
6. No members on the staff shall engage in any political activity within the college campus.
7. On arriving the campus one must regularly affix signature in the attendance register which is to be maintained by the head of the institution.
8. Attending for duty 5 minutes later than the appointed time without prior permission shall be recorded as late attendance.
9. For every three days of late attendance an employee will lose one day casual leave for which he is eligible.
10. It is required that all staff must attend duties, if assigned, on national/state/festival holidays, in case the institution functions to celebrate such occasions upholding the broader national and social service objectives.
11. Above all, Code and conduct for teachers/non-teaching staffs as laid down by Kerala Service Rules and University statute is supreme and applied in all cases for conflict resolution.
The main objective is to promote fair research, publications and dissuade misconduct including plagiarism in all R&D activities.

Introduction

Ethics and prevention of plagiarism are the significant components in research and publication. It is observed that at times researchers intentionally or unintentionally claim others work as their own, which invites catastrophic effect of degrading the reputation of the individual/institution. Hence there is every need to assess the academic/research work of the student/researcher scholar/researcher who produce their work in the form of project reports, seminar papers, research papers, research proposals and thesis work. Especially the research work in the form of papers/projects should go through the process of plagiarism checking and so as to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability across the globe and needs to reach the highest success. Institution adopts some extra measures to ensure that the work is at par with the National/International standards professional type setters which are engaged to bring about the best of results. The authors are made more cautious and responsible for their research work, presentation and results expressed. The institution deplores and dejects the violation of code of ethics as dishonest and dissociates with immoral infringing of copyrights act for protection of intellectual property rights.

Possible types of ethical violations

Researchers and all authors are hereby alerted to uphold high standards by resonating the following.

• Conflict of Interest: Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.
• Disputes about authorship: Proper authorship representation is generally a matter for the involved parties to resolve.
• Duplicate Submission: Duplicate submission abuses the resources of all affected journals, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable.
• Fabrication or misrepresentation of data or results: Any incidence of fabrication or misrepresentation is deemed as an extremely serious breach of professional conduct, with potentially severe ethical and legal consequences.
Bridle on Plagiarism

- Plagiarism declared as an unethical scientific behavior and is never acceptable.
- Proper acknowledgement or references of the work of others used in a research work must always be given.
- Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

- Verbatim or nearly verbatim copying or translation of a full paper(s), or the verbatim or nearly verbatim copying or translation of a significant portion(s) of another paper(s).
- Disclosing unpublished data or findings without permission, even if attributed.
- Unaccredited verbatim or nearly verbatim copying or translation of individual elements of another paper(s).
- Unaccredited paraphrasing of pages or paragraphs from another paper(s).
- Credited verbatim copying or translation of a major portion of a paper without clear delineation (e.g., quotes or indents)

The institution checks the plagiarism of research papers/articles to be published in the journal (The Prescient-Journal of Science and Technology) through online sources. The institution has the right to reject the research papers/articles if found plagiarized.
GUIDELINES FOR CLASS TEACHERS

The class teachers are advised to take note of the following duties which they are expected to discharge as effectively as possible.

1) The class teachers shall be responsible for preparing and updating the Curriculum Vitae of the students of their class which will help them to have a better understanding of their own students.

2) The class teachers should strictly monitor the hourly attendance of students and make sure that the leave forms are submitted in time.

3) Class teachers should ensure the proper behavior of their students including their wearing the prescribed uniforms and identity badges in the campus.

4) The class teachers should see that no student shall be permitted in the class, lab and library or for participation in co-curricular programmes unless they wear uniforms and identity badges. Students without uniforms and identity badges may be readmitted only with Principal’s signed permission note.

5) Class teachers should collect the internal examination question papers and forward it to the Head of the Department in the stipulated time. They should also maintain the consolidated internal examination marks for future reference.

6) Class teachers should ensure the active participation of their talented students in curricular co-curricular programmes.

7) Class teachers shall be responsible for preparing the B2 form of each semester. They should also forward it to the Principal through the Head of the Department.

8) Class teachers should mark the attendance of students on working days other than the regular teaching days (arts day, sports day, college day, etc.)

9) The class teachers may make occasional sessions with the Principal and Head of the Department to discuss the overall performance and progress of the class which can result in introducing better practices in the campus for the betterment of the students.

10) Class teachers should see that enough facilities are provided for the students in their class.

11) The class teachers shall be responsible for implementing in their classes, the orders issued by the Principal or other competent authorities.

12) The class teachers should advice students to keep their classes clean and they should personally visit their classes after meetings and celebrations, like Onam and Christmas celebrations, to make sure the classrooms remain neat and in order.

13) The coordination of the class-wise PTA meeting shall be entrusted on the class teachers who should also collect the necessary documents which is essential for its smooth conduction.

Note: The Head of the department, class teachers and non-teaching staff must send letter and other representations only through proper channel to the higher authorities. Submission without observing the above will be considering as insubordination and that will lead to disciplinary action against the employee. All submission to the principal must be routed through the HOD concerned.