



MARIAN COLLEGE  
KUTTIKANAM

(AUTONOMOUS)

MAKING COMPLETE

**CODE OF  
CONDUCT AND  
GENERAL RULES  
FOR STUDENTS**

## FEES - GENERAL RULES

The College will fix the fees for the self-financing programmes as per the UGC Regulations -2018. Every student shall pay the fees for first semester at the time of admission along with other applicable special fees. The fees for odd semesters shall be paid in June and for the even semesters in December.

1. The Principal of the College will fix the due date for collection of fee for each different classes.
2. If any student fails to pay the fee on the due date he/ she shall be liable to pay a fine of ₹ 5, along with the fee or special fee on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.
3. If the fee or special fee with fine of ₹ 5 is not paid on or before the last date fixed for fine of ₹ 5, an additional fine of ₹10 will have to be paid. If the fee and fine of an instalment are not paid before the last opportunity given for payment of that instalment, the name of the student will be removed from the rolls 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 special permission of the Principal and also has to remit all the arrears of fee with fine. No re-admission fee will be realized in such cases of re-admission. The re-admitted student will get the benefit of attendance only from the date of re-admission.
4. Students of the College who are re-admitted for making up shortage of attendance for the semester should pay one third of the tuition fee for that semester and full special fee and caution deposit at the time of re-admission.

## FEE CONCESSIONS TO SC/ST/OBC STUDENTS

1. Students belonging to SC, ST, OBC, OEC and KPCR categories securing admission to College will be eligible for fee concession as decided by Government of Kerala and other statutory bodies.
2. Students will have to submit Income Certificate, Caste Certificate and Nativity Certificate at the time of admission for obtaining eligible concessions.

3. They should also apply online for fee concession and copy of application and the certificates should be submitted in the College Office within one week of admission.
4. Students belonging to backward communities who discontinue their studies after the last date of admission however, before concession being sanctioned will be required to pay all fees before their Transfer Certificates are issued.

### **ISSUE OF CERTIFICATES/MARK SHEETS**

1. Application for the issue of any certificate shall be made in the prescribed form available in the office/ website. The student's guardian ordinarily shall countersign application for TC if the request is made before the completion of the programme.
2. Ordinarily a notice of 48 hours is necessary for the issue of a certificate/mark sheet.
3. No certificates will be sent by post unless the postage fee is remitted.

### **ATTENDANCE AND LEAVE OF ABSENCE**

1. Students are required to be regular and punctual in class. Attendance will be marked at the beginning of each hour by the teacher engaging the class. Latecomers will be given attendance if they produce letters signed and forwarded by appropriate authorities. In all other cases attendance shall be given at the discretion of the teacher concerned.
2. If a student is absent for one hour, it will be treated as absence for half a day and if the absence is for two or more hours, it will be treated as absence for one full day.
3. If a student require leave only for one hour, such leave may be granted by the teacher engaging the session.
4. Whenever possible leave application must be submitted before availing the leave. If duly signed and countersigned leave forms are not submitted at least on the first day of reporting for class, he/she will lose the attendance for the period till such forms are submitted.
5. Application/ intimation for leaves must be submitted to the Faculty Advisor of the Class in the prescribed leave-form duly signed by Parent/Guardian and in the case of hostellers signed/ countersigned by one of the Hostel Directors. Only the Faculty Advisor shall ask for leave intimations from students.

6. The Faculty Advisor shall counter sign the leave form and shall keep them under safe custody for future reference until the final results of the semester are declared.
7. Absence without the submission of leave form from any examination shall be reported by the respective teachers to the Head of the Department. Any absence from examination, special assignments etc. shall be appropriately intimated to the concerned teacher also.
8. 8 Leave of absence from a continuous assessment examination or from a semester end assessment should be obtained from the HoD of the student's department.
9. A student absenting himself for a period exceeding five continuous working days sanction shall be obtained from the Principal. Faculty Advisors are not permitted to sanction leaves beyond a period of five continuous working days.
10. A student absenting himself without leave for more than 10 consecutive days will have his/ her name removed from the rolls and he/ she will be re-admitted at the discretion of the Principal on payment of College dues, if any.
11. Minimum attendance of 75% for each semester is compulsory for the admission to the Semester End Assessments. Condonation of attendance up to 5% may or may not be granted by the Vice Principal (Academics) on the basis of recommendations by the Faculty Advisor, Examination Committee and on the basis of information furnished along with application. Condonation up to 10% may be granted by the Principal at his discretion.
12. Students may also note that they have to make a notional registration for the Semester End Examination - even if they are not permitted to write the examination due to shortage of attendance. Otherwise they will not be eligible for promotion to higher classes and such students will have to discontinue the programme.
13. Activity leave for students will be granted up to a maximum of 10 days in a semester, based on the recommendation of the Faculty Member in charge of the activity. The recommendation shall be given in writing, as far as possible
14. Such request shall be submitted to the HoD for approval and given to the Faculty Advisor on or before the date of availing activity leave. The Faculty Advisor shall mark AL/OD in the attendance sheet before sending them to Examination Cell for making the final entries in the attendance.

15. If a student is physically absent from the class, he or she should be marked absent and attendance should not be granted. Eligible students shall obtain AL/DL only from the Faculty Advisor.
16. All absence and late comings must be recorded in this handbook. (Sheets given in the end)

## IDENTITY CARDS

An identity card will be issued to every student after admission with the attestation by the Principal. The identity card must be with the student whenever he/she is on College campus and should be produced for inspection when demanded by any member of the staff. If this card is lost, a duplicate can be obtained on payment of ₹ 150/- with the special permission of the Principal. The card must be produced for issue of certificates, hall tickets, mark lists, payment of scholarship/stipends, etc.

## LIBRARY RULES

1. The staff and students of the college are entitled to use the facilities in the library.
2. The library will be open from 8 am to 10 pm on all days except Sundays and public holidays. On Mondays, the library will be open from 9 am. Issue and return of books will be done from 9 am to 5 pm on all working days.
3. No student will be permitted to enter the library without his/her identity card. On entering/exiting the library, one should get their identity card scanned at the counter.
4. Students should be in the College Uniform while entering the library during the class days from 8.30 am to 4.30 pm. Relaxation in this regard will be applicable only during holidays and summer vacation.
5. Students are strictly prohibited from bringing in articles like bags, umbrellas, books, paper, photo albums, files etc. inside the library. These things have to be kept in the belongings shelf at the entrance. Also do not bring in items like sweets, biscuits, chewing- gum etc. to the library.
6. Jackets and pullovers are to be kept in the belongings shelf.
7. STRICT SILENCE SHOULD BE OBSERVED IN AND AROUND THE LIBRARY.

## 8. Issue Rules

First year degree students	1 book at a time.
Second and Final year degree students	2 books at a time
Post Graduate Students	3 books at a time
Teaching Staff	10 books at a time
Administrative Staff	4 books at a time

9. Books will be issued for a period of 14 days. But the period can be shortened at any time. In special circumstances the librarian may call back any book at any time from a reader, even if the period of loan has not expired.
10. Delay in returning the book after the due date will entail a fine of One Rupee (per day) for each book.
11. Books issued can be renewed two times. However, if there is no reservation, a book may be reissued after it is returned.
12. Sub-lending of books is strictly prohibited.
13. Books in the Reference section, Journals and Magazines will not be lend in any case.
14. Members of the Staff may take books after making necessary entries and signing in the issue register
15. Before leaving the counter the borrowers shall examine the books taken by them and point out to the librarian any damage or mutilation or defect of books and the librarian will make necessary entries in the book and put his initials. The borrowers will be held responsible for any damage or mutilation observed at the time of return. Marking on the books, folding of pages etc. shall be viewed as serious offence.
16. If a book is damaged or lost from the borrower, it will have to be replaced or paid three times the cost of book.
17. If a book belonging to a set or series is lost or damaged and a new volume is not separately available, the user will be required to replace the whole set or series.
18. If the book is not returned within one month after the due date it will be considered as lost. Any member against whom any charge is outstanding shall not be allowed to borrow books until the dues are cleared.

19. Magazines and Newspapers should be replaced in their respective places after reading.
20. No tracing or reproduction of material shall be made without the expressed permission of the Librarian.
21. All final year students have to return the Library books and their issue cards before the commencement of their final year or final semester exams.

## **RESIDENCE OF STUDENTS**

1. Students not residing with their parents should reside in the approved Hostels. They can however, reside with guardians with the approval of the Principal.
2. Any change in residence shall be made only with the written permission of the Principal.
3. For admission to the Hostel, application should be made directly to the Hostel Director. Admission to the hostel is only for one year and is renewable.
4. Bishop Paul Iby Hostel, Maryknoll Hostel, SH Hostel, Amala Hostel, Marian Hostel and St Thomas Hostel Peermade are the approved hostels of the College.
5. In all matters of admission, accommodation and disciplinary actions against boarders, the Principal's decision shall be final.
6. A boarder leaving the College shall not be entitled to his / her TC, caution money or both unless he/she produces a 'No dues certificate' from the respective hostel.
7. A boarder who remains in the Hostel by absenting herself / himself from class without valid reasons will be directed to quit the Hostel.
8. Dismissal from the Hostel for grave misconduct will invoke the similar punishment from the College and vice-versa.

## **CAMPUS DISCIPLINE**

### **A. General Conduct**

1. Marianites should always conduct themselves in a dignified and professional manner with absolute respect for the cultural ethos of the society.
2. Students should not go outside the college during class hours. In the event of unavoidable necessity they should seek special written permission from the Principal / Head of the Department / Faculty Advisor / any Teacher.



3. Political activities and politically aligned student organisations are strictly banned on the Campus. Students who violate this rule will be dismissed from the college summarily. Distribution of memberships to any politically aligned student organisation within campus will invite dismissal from the college.
4. Unofficial meetings, all forms of strikes, demonstrations, agitations, and unauthorized fund collection are strictly prohibited.
5. The Management and the Principal shall take appropriate measures to insulate the college campus from political activism and external intervention, to safeguard the interests of students, academic community, parents and the general public. Students and staff shall cooperate with all such measures including the mode of College Union elections as decided by the College Management and Courts from time to time.
6. Election to the College Union will be under Parliamentary Mode, as per Lyngdoh Committee recommendations, under the verdict of the Hon'ble High Court of Kerala in WPC No.19411 of 2012 and other relevant orders subsequent to it.
7. No student shall use or keep in possession alcoholic drinks or drugs. Using/keeping of these items or any association with the transaction of narcotic materials will invite heavy fines and might lead to immediate expulsion of the student from the college and the hostel.
8. Students are ordinarily expected to transact business with the College office after or before their regular class hours.
9. Students shall not enter classrooms other than their own without the written permission from concerned authorities.
10. The Principal shall have the power to impose the following punishments: fine, deletion of attendance, restricting the issue of any certificate, suspension, compulsory issue of TC and dismissal.
11. Conduct certificate will not be issued as matter of right. It has to be earned by students good conduct. Promotion to a higher class, selection for semester end examinations and issue of progress report, attendance, conduct certificates are matters absolutely within the statutory and discretionary powers of the Principal and no appeal shall lay against the Principal's decision to any other authority.
12. There shall not be any discrimination against any community or category of



students of the college. Immediate stringent action will be taken against the erring students/officials/ faculty members.

13. Any form of sexual harassment will invite immediate punishments as per the norms of the state.
14. Outsiders including police and media persons shall not enter the campus without the permission of Principal.
15. Parents /Guardian should take permission with valid identity proof from the HoD / Principal to meet staff and students.
16. Photography / video / audio recording etc. on campus are strictly prohibited for outsiders. Programs in the college shall be recorded using electronic media only by the persons officially authorized by the authorities.

### **B. Uniform and Grooming Standards**

17. Students shall wear uniform on all days from Monday to Friday unless otherwise permitted by the Principal. Students should always keep dignity and decency in dressing even while they are exempted from uniforms.
18. Staff members shall have the powers to deny admission to students to classes / office / labs / library / meetings / cultural programmes and other programmes in the case of violation of the dress code of the college.
19. During study holidays, examination days and other days, even if there are no regular classes for a particular section of students, they shall be in full uniform on campus, if it is a regular working day for other students.
20. Any student wearing a jacket above the uniform because of health reasons shall use only blue or black colour and without big writings and pictures on it.
21. Students shall follow the following grooming standards
  - i. A student with beard shall keep the beard freshly trimmed.
  - ii. The hair shall be properly trimmed and no colouring of hairs are permitted for boys.
  - iii. Fancy and wild hair styles are expressly disallowed.
  - iv. Boys are not permitted to wear ear studs, freak bands on hands and tattooing on visible areas.



- v. Boys are not allowed to use mascara, eye liner etc.
- vi. Uniforms must be clean, well maintained and ironed. Belts must be black (to match the shoes) and must sport a plain conservative style.
- vii. Shirt /Top must be buttoned up all the times and tucked-in shirt is compulsory.
- viii. Alteration of uniforms (Narrow fit, Pencil Fit) are not allowed. They must have proper inseam length, which means neither too short nor too long. They must have the right circumference around your waist, seat, thigh, knee and ankle. They shouldn't be too loose and baggy, nor skin tight. Pleats are not mandatory.
- ix. For UG Students - Slippers, Flip - Flops and coloured shoes are not allowed with uniform. However, Sandals are permitted

### **C. Cultural Activities**

- 22. Marian encourages students to make art and cultural performances on campus with the permission of the concerned authorities.
- 23. Any cultural programme performed in the college shall be respecting the decorum of behaviour and our culture.
- 24. No meeting or entertainment functions shall be organized nor any fund collected in the college or the hostels without written permission from appropriate authorities.
- 25. Cinematic dance and fashion show are not allowed inside the College campus.
- 26. Joint performances with members from both sex on stage are not generally encouraged.
- 27. All practices and preparations for the cultural events shall be done out of the class hours.
- 28. For stage decoration and preparation for department level activities, not more than half day can be spared during the class hours.
- 29. Banners, flags, posters, etc. shall not be allowed inside the campus or at the gates or compound walls without the permission of the Vice Principal / Principal.
- 30. Hoardings, cut-outs, flag posts or any other things of temporary or permanent nature shall not be erected, installed, or placed without the permission of the

authorities. However, plastic or flex boards and flex banners are not permitted.

31. Permissions for conduct of cultural events shall be obtained from the Vice Principal (Student support).

#### **D. Use of Vehicles**

32. Ordinarily students are not encouraged to bring vehicles to the College.
33. However, if a student wants commute using her/his vehicle, the matter should be informed to the Faculty Advisor and permission shall be obtained from HOD. He / She shall have a valid licence and helmet is a must.

#### **E. Use of Cell Phones**

34. Marian believes in the right use of mobile technology for teaching & learning and communication.
35. On the basis of the orders issued by various authorities including the Hon'ble High Court of Kerala (WP (c) 23377/09) the use of cell phones in the College Campus is highly restricted. Any misuse of cell phone will lead to confiscation of phone by any faculty member. After confiscation, the phone will be handed over to the Faculty Advisor or to the Reception. Students can get back the phone for the first time after producing a receipt of payment of fine of ₹500 initially and for the second time ₹1000 and for the third time ₹1500. However, if a student has to pay ₹1500 as fine, he will not be permitted to bring mobile phone on campus for the rest of the academic year. If a student is found using mobile on campus after a punishment for the third time, the phone will be confiscated and will not be returned to him.
36. In ordinary circumstances, cell phones can be used only before 8.20 am and after 3.25 pm for both UG & PG. However, further restrictions may be insisted if found necessary.
37. Cell phones may be used with specific permissions from the Faculty Advisor or from any teacher of the college, students can use cell phones on special days or during special events.
38. If some student wants to make a call to somebody for urgent reasons, it shall be done only with the explicit permission from any teacher of the Department. In such cases the student shall make the phone call while being in the presence of the teacher.
39. Cell phones can be used inside the classroom if specifically permitted by a teacher

for the hour for academic purposes.

40. Students can use cell phones or tablets or other electronic devices to access Wi-Fi internet for academic purposes while being in library or outside class rooms.
41. Cell phones shall not be used for telephonic communication and for entertainment purposes (listening to music / watching videos) during the college hours i.e. from 8.20 am to 3.20 pm. This is applicable all throughout the campus (inside and outside class rooms, rest rooms, waiting rooms etc.).
42. Students going out of campus during the noon break are also not permitted to use cell phones for telephonic and entertainment purposes. If found guilty, such phones will be confiscated and fines will be charged.
43. Telephonic communication includes, voice calls, video calls, chatting, and texting.
44. Unauthorised photography and videography using cell phones are strictly prohibited.
45. Vibration or ringing of bell during the class or meetings or even during the intervals are considered serious insubordination and in such cases phones will be confiscated and will be returned only after the academic year.
46. Ordinarily cell phones shall be in the flight mode or in switched off mode. It shall never be in a mode that will receive any form of telephonic communication during the college hours.
47. Cell phones if found not in flight mode will be confiscated and fined.
48. If found necessary there will be squads appointed to search for mobiles. Any violation of norms will be appropriately punished.
49. Any fine charged for the misuse of phone shall be paid within a week. If fines are not paid within one week, the student will lose attendance until the fine is paid.

## **F. Campus Time**

50. Marian Campus is open for academics 24/7. However, boys and girls shall not remain on campus or move around Kuttikkanam junction after 5.45 pm for entertainment and leisure.
51. After 5.45 pm both hostellers and days scholars on campus shall go to the library / lab/ class rooms. No student shall be found walking around the campus after 5.45 pm.
52. College working hours are from 8.20 am to 8.00 pm.

## G. Ragging

53. Marian is a zero tolerance campus to ragging of any type and degree.
54. Ragging is prohibited under the Kerala Prohibition of Ragging Act, 1998 Act and it is also punishable under various provisions of the Indian Penal Code, 1860.
55. Ragging is a very serious offence punishable with imprisonment up to two years, and it is also a cognizable offence. (Cognizable offence means an offence for which the accused could be arrested even without a warrant).
56. The Supreme Court of India has taken a serious note of this menace and has issued number of directives in the year 2001, followed by repeated orders in February and May of 2009. The UGC has also acted promptly and has issued rules and regulations to curb the menace of ragging in all the educational institutions.
57. Marian adheres to the above mentioned guidelines in letter and spirit.
58. Marian Campus, Hostels and premises is bound to be a “ragging free zone”. Therefore it is warned that even the slightest attempt to engage in ragging will invite stringent action against the perpetrators. This is in line with the directives of the Supreme Court which mandates that “punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents”. The Supreme Court further mandates that “any student who has indulged in ragging should not be given admission in any educational institution and those who indulge in ragging shall be expelled from the educational institution.”
59. The Kerala Prohibition of Ragging Act, 1998 defines ragging as follows; ‘Ragging’ means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes-
60. teasing, abusing or playing practical jokes on, or causing hurt to, such student.
61. Asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do. [Section 2 (b)].
62. A careful reading shall reveal that any act which raises fear or shame or embarrassment in a student is ragging. Moreover merely “asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do” is ragging.



63. Therefore students are warned to abstain from any act which would fall within the scope of ragging.
64. Moreover it is Marian value to welcome freshmen with a positive spirit of warmth and affection like a family member.
65. For the sake of clarity, it is reiterated that ragging is not only any serious act of violence or bodily harm, even a simple normal behaviour which would embarrass or cause fear in the mind of a freshman amounts to ragging. Marian does not tolerate the following practices in the campus, hostels or premises;
66. Advising fresh students to address seniors as 'chetta', 'achayan' or 'chechy' or anything similar and the like.
67. Any advice regarding dress code. Advising students to wear their uniform or dress in a particular manner or any norm regarding wearing of foot wear etc. These are not within the domain of senior students and it will be deemed as ragging.
68. Any compulsion or demand to 'greet/wish' senior students shall not be entertained. It is absolutely within the discretion of the junior students to 'greet/wish' seniors or not.
69. Meeting any fresh student/students by the senior students in groups is not permitted. In no case even for a genuine reason a new comer or new comers may be met by groups of senior students exceeding two in number.
70. Making awkward gestures or sounds in verandas and corridors when junior students are passing by is not permitted.
71. Passages and staircases should not be blocked in any case during intervals/free time so as to prevent junior students from free movement.
72. Special care is expected from hostellers. New students are your guests coming to your home. Please ensure that they feel at home. No domineering behaviour in the hostel shall be tolerated. Respect the directions given by the hostel wardens in letter and spirit.
73. The management and faculty appreciate the eagerness of the second and third year students to meet and strike friendship with their juniors. However seniors are requested to wait for the juniors to get settled and feel at home after which the seniors will have enough opportunities to mix with them.

74. Any form of misbehaviour as those indicated above, taking place outside the campus will invite even more severe punishments.
75. It is not the specific behaviour of students that Marian is concerned about, but the culture of the institution built by the individual behaviour of the students which is expected to be exemplary, worthy of emulation by any other educational institution.
76. Please note that the above given list is not exhaustive, it is only indicative.

#### **H. Concluding Norms**

77. The College Council and Parent Teacher Association will support and advise the Principal on the general administration of the college.
78. Students can make use of the grievance redressal mechanism available in the college.
79. Regarding disciplinary matters, the decision of the Principal shall be final.