



College of Engineering Karunagappally

GENERAL RULES AND REGULATIONS

1. The college gives utmost priority for discipline. All students are bound to follow the rules and regulations of the college and maintain strict discipline.
2. Students shall compulsorily wear the prescribed college uniform while in the campus. Uniform symbolises unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Wearing uniform should be a source of pride and responsibility, not liability.

For Boys : Grey pants, Plain collared white shirts inserted, Black Shoes and Black Belt.

For Girls : Grey churidar, White long top below knee level, Grey shawl & Black shoes.

Jeans and T- Shirts are not allowed. Both boys and girls should have their hair properly dressed up befitting a professional. Violation of the rule will lead to fine of Rs. 500/- along with a written apology to the HoD.

3. Students should wear the college identity card around their neck while in campus for easy identification of the person and should be shown to the staff/security-men when demanded. Students violating the rule will be penalised with fine of Rs. 500/-.
4. As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3-2005 students are not allowed to use **Mobile Phones/Electronic devices with similar facilities** inside the college campus. If found to violate the regulation, the device will taken over and be kept in custody of the Principal, which will be returned only on withdrawal from/completion of the course. Also a fine of Rs. 500/- will be imposed for violation of the rule.
5. Students are not allowed to browse the internet during lab. sessions without the permission of the staff in charge. Follow “**netiquette**” while using internet
6. Every Student shall conduct himself/herself in such a way to cause no disturbance to the functioning of the classes/labs. or to fellow students.

7. Use of Alcohol, Cigarettes and Drugs in any form is strictly prohibited within the campus, Students are advised to desist from the such acts as it is well-known that this will adversely affect health of the individual, discipline and peaceful atmosphere of the institution. The principal reserves the right to take immediate disciplinary action against student(s) involved based on the first information report from any of the college staff.
8. Ragging is banned in the college campus. **“Ragging”** means *Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.* Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC vide circular No.F1-16/2007(CPII) April 2009 and Govt. of Kerala norms. Any incident of ragging will be dealt with seriously. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishment for those found guilty of ragging at the institution level shall be one or any combination of the following:
 - 8.1 Suspension from attending classes and academic privileges.
 - 8.2 Withholding/Withdrawing scholarship/fellowship and other benefits.
 - 8.3 Debarring from appearing in any test/examination or other evaluation process.
 - 8.4 Withholding results.
 - 8.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
 - 8.6 Suspension/Expulsion from the hostel.
 - 8.7 Cancellation of admission.
 - 8.8 Rustication from the institution for period ranging from 1 to 4 semesters.

8.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

8.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh.

8.11 Collective punishment

If the act is found to be of very serious nature, the culprits will be dismissed from the college and a complaint will be filed with the local police authorities.

9. Under disciplinary action, it is the discretion of the Principal to fine, suspend or even expel a student from the college in the interests of the institution for his/her misconduct. Misconduct shall include:

9.1 Staying away from classes without sufficient reason.

9.2 Disrespectful behaviour towards the staff

9.3 Provoking students to strike, participating in strike, dharna etc. in the college.

9.4 Loitering in the verandas during free hours and creating disturbance to the classes in progress.(During free hours the students are expected to make use of the library)

9.5 Disorderly behaviour in the class.

9.6 Organizing tours without the permission of the Principal

9.7 Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.

9.8 Blocking gates/doors or passages which would restrict the mobility of staff and students in the college.

9.9 Involvement in manhandling or harassing fellow students.

9.10 Disturbing the college functions by shouting, howling or dancing.

9.11 Resorting to any kind of malpractice in the examinations.

9.12 Collecting money from staff or students without the permission of the Principal.

9.13 Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus.

- 9.14 Scribbling offensive, abusive or obscene words or figures on green boards or any kind of writing on the walls or other places in the college or the college campus.
- 9.15 Being in unauthorised areas without permission.
- 9.16 Unwarranted interference with the College's safety equipment, fire fighting equipment.
- 9.17 Damaging college property or private property inside the campus.
10. The college prohibits political activities on the campus and forbids students from conducting and attending political meetings within the college campus.
11. All Celebrations in the campus, including College Senate and/or other departmental activities, should be held after getting prior permission from the Principal. Celebrations of any type should be communicated to the Principal in writing through concerned staff-in-charge at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates etc. The discipline committee is entrusted to monitor and supervise the celebrations in the college.
12. Students shall not invite Police or Media persons to the campus on their own, for that they have to get prior permission from the Principal.
13. Students shall not use the College emblem/Photo of the college in full or part of it in the transaction of the social media like Facebook, Whats App etc. without prior permission.
14. Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. No type of vehicles should be used during celebrations inside the college campus. Any student caught violating the direction will be penalised by imposing a fine of Rupees. 500/-
15. Programmes by External agencies/Professional groups/Paid programmes such as DJ, Musical events are not be permitted inside the campus. No type of fund raising by the students will be permitted, as these practices lead to extortion and misuse of funds. Technical festivals are to be limited to Technical activities, while there is no restriction for students' programmes. All such programmes are not permitted beyond 5pm.
16. Students are advised to take care of their personal belongings and other valuables.

17. Writing on walls, pillars, bath rooms, furniture or display boards is strictly prohibited.
18. The cost of any damage, if caused to college property or public property inside the campus, will be charged to the accounts of the student(s) responsible for the damage. Also Legal action will be initiated against those who are found responsible under existing laws including the prevention of Damage to Public Property Act 1984.
19. Students are advised to behave as responsible citizens by switching off fans and lights when they leave the class rooms.
20. Furniture in the class rooms/labs should not be moved or displaced.
21. The college campus and classrooms should always be kept neat and clean. Students should see that no damage is done to college property including plants and trees in the campus.
22. With the intention of keeping the campus clean, food waste and other waste materials including plastic carry bags/pouches should be deposited only in the space provided and never throw it around.
23. Water provided through water coolers should be solely used for drinking and not for washing utensils.
24. Always flush the toilets after use. Ensure taps are closed after use.
25. No students shall remain in the hostel during class hours unless he/she is sick and is permitted to be on leave.
26. Students are required to strictly adhere to the college timings. The College library remains open from 8.00 am to 6 pm on all working days. Prior permission from the principal is required to enter the campus on holidays.
27. No student activity is permitted inside the campus after 5 pm. Permission from the principal should be obtained through the respective staff-in-charge for any activity which extends beyond 5pm.
28. Students are barred from entering restricted areas without permission. Boys are restricted entry to places reserved for girls.
29. If a teacher is absent for a particular hour, the class representative should inform the Staff Advisor/Head of the Department/Principal for alternate arrangements.

30. Late comers should not enter the class room, nor should any student leave the class room, without the permission of the teacher in charge of the class. In any case, late comers will not be given attendance.
31. Leave for absence will be granted only on medical grounds. Such leave will be considered only in the event of shortage of attendance. Leave application must be supported by medical certificate and should be submitted to staff advisor on the day he/she rejoins the class.
32. Duty leave for participating in Arts/Sports events or other competitions will be granted only to students representing the College or the University. In such cases, leave applications should be submitted to the Staff Advisor in advance with recommendation from the staff-in-charge. A copy of the participation certificate attested by the respective staff-in-charge should be submitted to the Staff Advisor within 7 working days of rejoining college.
33. Students have to carry with them all necessary items such as hall ticket, pen, pencil, calculator, scale, eraser, etc., to the test / exam hall. Borrowing of such items will not be permitted inside the examination hall.
34. Students will have to sit through the entire period scheduled for the internal tests and for university examinations regulations of the university have to be complied with.
35. Direction from the college staff in respect of academic matters and general discipline must be strictly adhered to.
36. It is the responsibility of the student to earn a conduct certificate. It is not issued as a matter of right. Conduct certificates will be issued based on the recommendation from the academic council. The academic council will grade students based on their activities in the college during the course of his/her study in the institute.

*** In any case, the code of discipline is found to be violated, the student(s) involved will be held responsible and disciplinary action will be initiated against them. All such violations and disciplinary actions suffered will be entered in the student's record.*

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