

COLLEGE GENERAL RULES

The rules and regulations of the college are framed by the management and the Principal to ensure a peaceful campus atmosphere. The college community is bound to abide by such rules along with the directions offered by the Hon. High court through its various judgements. The violation of these court orders will invoke not only contempt of court but also invite punishment.

I. Code of Conduct and Discipline in the Campus

1. Every student shall attend classes regularly.
2. Students shall dress neatly and decently.
3. Students shall always behave with dignity and courtesy.
4. Students shall desist from damaging the college building, disfiguring the walls, furniture etc. by writing or sticking bills. Such actions are offensive to good taste and are a positive disservice to succeeding generations of students. The cost of the damage, if any, will be recovered.
5. No student shall leave the classroom without the permission of the teacher or until the teacher has left the classroom. Students coming late shall enter the class only with the permission of the teacher.
6. If somebody wishes to meet a student of a class that is in progress, she/he shall do so only after getting the written permission from the Principal.
7. No loitering is permitted during class hours.
8. No meeting or entertainment shall be organized in the college without the permission of the Principal.
9. Any article lost or found shall promptly be reported to the office.
10. Irregular attendance, insubordination to teachers, habitual shirking of class work, obscenity of any sort are sufficient grounds for the suspension or the dismissal of a student from the college.
11. Students are advised to follow the announcements on the notice boards.
12. Students are forbidden from organizing or attending any meeting in the college or to collect money for any purpose without the prior permission of the Principal.
13. Smoking and using or keeping alcoholic drinks or drugs are strictly forbidden in the college campus.
14. Educational concessions awarded to students are liable to forfeiture in the event of misconduct and the concessions will be withdrawn.

15. No student shall indulge in any activity which may cause disruption to classes or disturbances in the college campus. If any student violates the above regulation, he/she is liable to be dismissed from the college summarily.
- 16. Political activism is strictly banned in the campus. Students are forbidden from organizing or attending meetings other than the official ones.**
- 17. Ragging, teasing, intimidating, harassing, using words of abuse etc. on junior students especially, female students within the campus or outside is a punishable crime under police act and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.**
18. Students or outsiders are not allowed to be present in the campus after 5 P.M. without the permission of the Principal.
19. As per High Court order students and outsiders are not permitted to bring vehicles into the campus or take them out of the campus during class hours. They have to park the vehicle at the allotted places.
20. The Principal or duly constituted college authority may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within the campus or hostel premise. Students are bound to follow them.

II. ID Card

An identity card will be issued to every student after admission with the attestation by the Principal. The identity card must be with the students whenever he/she is in the 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 Rupees 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.

III. Use of Cell Phones

1. College believes in the right use of mobile technology for teaching & learning and communication.
2. 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 a fine of Rupees 1000/-, such phones will be confiscated and will be returned only after the end of the academic year. (College will not be responsible for any damage caused to the phone while in custody).

3. Cell phones may be used outside the regular College hours only. Regular College hours are from 10 am to 4. pm for both U.G. &P.G.
4. Cell phones may be used with specific permission from the faculty Advisors or from any teacher of the College; students can use cell phones on special days or during special events.
5. 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 the presence of the teacher.
6. Cell phones can be used inside the class rooms if specifically permitted by a teacher for the hour of academic purposes.
7. Cell phone shall not be used for telephonic communication and for entertainment purpose (listening to music/ watching videos) during the college hours i.e. from 10 am to 4 pm. This is applicable all throughout the campus (inside and outside class rooms, rest rooms, waiting rooms etc.) Telephonic communication includes, voice calls, Video calling, chatting and texting.
8. Ordinarily cell phones shall be in the flight mode or switched off mode. It shall never be in a mode that will receive any form of telephonic communication during the college hours.
9. Cell phones if found not in flight mode will be confiscated and fined.
10. If found necessary there will be squads appointed to search for mobiles. Any violation of norms will be appropriately punished.

IV. Ethics Committee

A college-level Ethics Committee has been constituted as per the Govt. order (RT) No. 346/05/H.Edn. dt. 01/03/2005. They are requested to impart value-based education to the students, upholding the values of integrity, honesty and fairness and strive to integrate these values into the code of conduct.

V. Attendance and Leave

1. Attendance will be taken at the beginning of each period.
2. A student who is not in the class when attendance is taken will be marked absent. The class teacher may at his/her discretion mark present a student coming late.

3. A student requiring leave for a day or for a longer period shall make an application in the prescribed form and submit it to the Principal. The application must be countersigned by the guardian and by the class teacher concerned.
4. If absence is due to illness, the application shall be supported by a medical certificate issued by a Registered Medical Practitioner.
5. A student absent without leave for five consecutive days stands the risk of his name being struck off the rolls.
6. The submission of leave application does not entitle the student to earn attendance for the days of absence.
7. The minimum attendance of 75% of the total number of working days required for the annual certificate is absolutely essential for promotion and for admission to the University examination.
8. No application for condonation of shortage of attendance will be recommended by the principal unless he is satisfied that the shortage was due to reasons beyond the control of the student and also that leave was availed of during the period of absence.

VI. Student Behaviour

1. Students are reminded that they represent the college and its values. So, their behaviour at all times shall be such that it brings credit to the institution.
2. While attending a meeting they shall show due respect to the president and the speakers and shall avoid leaving during the meeting or showing their approval/disapproval in a noisy manner.
3. Students shall be polite and decent in their words and deeds and shall preserve order and decorum. They must be courteous both inside the campus as also outside. They are reminded to work for the common good.
4. Students must take pride in keeping the college and its environs clean and beautiful.
5. 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 implied that they should observe the code of conduct necessary for the proper administration and management of the institution.
6. No mass petitions can be presented to the Principal. The campus should not be disfigured by graffiti, posters or bills.

VII. College Library

The T.K.M. College of Arts and Science Possesses an excellent library. The library has computerized its operations and services using standard Library Management Software. The Online Public Access Catalogue (OPAC) enables the users to search for books and other materials by author, title, subject, publisher, keyword, call number and accession number. The library houses more than 31000 volumes covering various subjects in English, Hindi, Arabic and Malayalam. The library subscribes more than 100 printed periodicals including research journals and magazines.

The Library has a state-of-the art digital library with high speed internet connectivity. This would ensure seamless access to up-to-minute information, which is crucial in this 'information age'. The digital library provides access to more than 6000 online journals and 2000 e-books through UGC N-LIST and to thousands of Open Access Journals and databases.

In addition to the conventional services like lending, reprography and reference services, recently the library has introduced many value added services such as Career Support, Inter Library Loan, Online Information Delivery, E-mail alert and online renewal system.

Library Rules

1. All students and staff of the college are members of the library.
2. The maximum number of books issued to a Post Graduate student is five to under graduate student is three at a time.
3. Members of the teaching staff may borrow up to ten books at a time for a period of one month.
4. Students can borrow general books for Fourteen working days.
5. Reference books will not be issued outside the library.
6. If needed an issued book can be renewed for another fourteen days. Renewal request will be considered only if there is no demand for book at the time. Further a book may be re-issued to the same user on the next day if there is no other applicant.
7. Photocopy and printing facility are available at the library @ 75 paisa per page.
8. The librarian reserve right to call for a book even before the due date.
9. Users should not transfer their library card or library books issued to them at any circumstances.
10. Books which are not in good condition will not be issued to the members.

11. At the time of borrowing the student shall satisfy himself that the book is in good condition. if not, it shall immediately be brought to the attention of the librarian. Otherwise the student shall have to account for it and pay the fines imposed.
12. On no account shall a member disfigure books or tear/fold the pages.
13. Books lost will have to be replaced with the latest edition or pay a fine of three times of the cover price or a fine to be decided by the principal in case of old and out-of print books.
14. An overdue fine of Re.1 per day will be levied after the due date.
15. Absence from the institute will not be considered as an excuse for delay in returning the books.
16. Loss of library Membership cards should immediately be reported to the principal through librarian. A new card will be issued on payment of Rs. 50.
17. The membership card shall be surrendered to the librarian at the end of the academic year and should obtain “No Due Certificate”.

Library Committee

The library committee oversees the functioning of the library ensuring that constant quality check is carried out. It meets at regular intervals to activate the process of quality improvement and solve the problems of the users as and when they arise.

VIII. Admission and Withdrawal

1. Students are admitted to the first year of the UG and PG courses at the beginning of the academic year or as soon as the results of their qualifying exams are published.
2. Application for admission must be in the prescribed form, copies of which can be had from the office on payment.
3. At the time of admission, the student shall produce all the certificates mentioned in the admission prospectus.
4. The candidate shall not be enrolled or permitted to attend classes until the prescribed fees are paid.
5. The Principal reserves the right to refuse admission to any applicant without assigning any reason whatsoever.
6. A student applying for T.C. should do so in the prescribed form and should have cleared all the dues.

7. A student applying for other certificates such as Conduct or Course Certificate must furnish all particulars required for identification.
8. The conduct and course certificates shall not be issued unless the student has completed the course of instruction to the satisfaction of the college authorities and his progress and conduct have been satisfactory.
9. The eligibility of candidates to appear for the University Examination shall depend upon their completing the course as also their good conduct and character.