



Founded in 1949

MAR IVANIOS COLLEGE AUTONOMOUS

(Affiliated to the University of Kerala)

(Re-assessed & Re-accredited (Fourth Cycle) with 'A+' Grade by NAAC)
College with Potential for Excellence

UGC PARAMARSH Mentor College
NIRF 2022 Ranked 50

Calendar 2022-2023

Veritas Vos Liberabit
"Truth Shall Liberate You"

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GOOD MANNERS AND CONDUCT IN THE CAMPUS

The Malankara Syrian Catholic Colleges Corporate Management bans politics in colleges under the Management, based on the verdict of Division Bench of Kerala High Court. The Management prohibits political activities in college campuses and forbids students from organising or attending meetings other than the official ones within the colleges.

(Vide-Circular No. Msc-25/2003/Genl. dt 23.06.2003, Secretary, MSC Colleges)

In addition to the existing Rules and Regulations the following set of Rules are incorporated in the Rules and Regulations of the College w. e. f. 02.06.2014:

Excellence and Discipline are the main concern of the institution.

Smoking/chewing, use of tobacco, pan parag, drugs, alcohol etc., are strictly prohibited inside the college campus including all such products that are either banned, illicit or injurious to health. Nobody shall enter the college campus after consuming alcohol/drugs or under intoxication.

All political and organisational activities are strictly prohibited in the campus. Students' organisations are not recognised by the college authorities. Their requests or demands shall not be entertained. However, those organisations that are complementary to the academic pursuit can be permitted by the Principal.

Use of Cell Phone /Mobile Phone is prohibited inside College Campus. However the use of mobile phone for academic purposes may be permitted from time to time. Cell phone/Mobile Phone shall be switched off before entering the campus. Cell Phones with camera are banned inside college campus by the State Government. In the event of any violation of the above, action will be taken including confiscation of the device and imposition of fine.

Nobody shall disrupt the academic atmosphere of the college under any circumstances. Any such activities that may hamper the academic ambience of the institution will be seriously dealt with. Such misconduct

would entail major punishment including expulsion from college. If necessary, criminal prosecution also will be invoked.

Use of four wheelers by students is restricted in the campus.

Destruction of college properties would entail civil as well as criminal proceedings against delinquents.

Nobody shall instigate or engage in activities such as strike, demonstration, agitation, slogan shouting etc. within college campus.

College union election will be conducted under indirect mode parliamentary system. No external or political interference shall be permitted.

All legal and reasonable grievance of the students will be addressed by the college authorities. In the event of any such grievance, the aggrieved can approach the respective Class Teacher or the Students' Grievances Redressal Committee existing in the College. The decision of the Principal shall be final.

Teachers are directed to insist the compliance of the above Rules and Regulations strictly. Violations, if any, shall be reported to the Principal swiftly.

Excerpts from the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions 2009

Ragging in all its forms is prohibited in the College campus, including the departments, all its premises (academic, residential, sports, canteen, restrooms, etc), within the campus or outside it and all means of transportation whether public or private. The provisions of the Act of the Central Government or the State Governments if enacted will consider ragging as a cognizable offence under the law on a par with rape and other atrocities against women and illtreatment of persons belonging to the SC/ST.

(Vide No. F.1- 16/2007 (CPP-II) dt 13 April 2009)

PREVENTION OF RAGGING

Ragging is prohibited by law. It is a non-bailable criminal offence and punishable with rigorous imprisonment up to seven years. Students shall not indulge in any of the following activities, which are treated as ragging:

1. Any act that prevents, disrupts or disturbs the regular academic activity of a student
2. Exploiting the service of a junior student by a senior student or a group of senior students
3. Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organisations
4. Any act of physical abuse including all variants of it: annoying, playing practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures
5. Any act of abuse by spoken words, emails, SMS, or any other means
6. Any word or act that causes hurt to the dignity of the individual
7. Entering without permission into any class other than the one assigned to a student
8. Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna etc.

Reporting cases of ragging

The complaints or information in regard to ragging could be oral or written and even from third parties. The burden/responsibility of proving his/her innocence rests with the accused. Complaints can be lodged with the Principal, Staff Counsellors or any of the members of the Ragging Prevention Committee. All complaints / information received shall be kept strictly confidential.

In the event of a student being booked in a criminal offence and being suspended from the college, he / she will be re-instated only after his/her obtaining clearance certificate from the concerned police officer.

Members of the Committee for the Prevention of Ragging Activities:

- | | |
|--------------------------------|-----------------------|
| 1. Prof. Dr. Jijimon K. Thomas | Principal (Chairman) |
| 2. Rev. Fr. Abraham Muruppel | Management nominee |
| 3. Dr. Shirley Stewart | Vice Principal |
| 4. Dr. Jiji Kurian | Convenor |
| 5. Dr. Sony George | |
| 6. Dr. Gladston Raj | P.T.A. representative |
| 7. Ms. Mamitha J. S | |
| 8. Lt. Dr. Regina Sibi Cleetus | |
| 9. Dr. Suju C. Joseph | |

Toll Free No. 1800 - 180 - 5522

Complaints can also be filed on helpline@antiragging.net

GOOD MANNERS AND CONDUCT

1. When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she should greet him/her.
2. When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.
3. Students should keep with them the texts and note books required for classes they attend.
4. No student shall leave the classroom during a lecture without the permission of the teacher.
5. Students who happen to have no class should not loiter in the corridors or campus during class hours. They must either go to the Library or retire to their hostels.
6. Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate among the students any notice or petition or paste it anywhere in the college premises without the written sanction of the Principal.

7. Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good order and decorum.
8. Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
9. Students are forbidden from disfiguring the furniture or the walls or any part of the College premises or to spill ink on the floors or litter the class rooms and grounds.
10. Students are expected to keep decency and decorum in their behaviour, dress etc.
11. Any damage done to college property will have to be made good.
12. Students are expected to wear their Identity Cards while in the campus. This is mandatory as per G.O. No. 26483/G1/15/H.Edn. dated 12-10-2015.
13. Use of Mobile phone is strictly prohibited on campus as well as in the class rooms. If any student is found in possession of a mobile phone, it will be confiscated by the authorities. A College Level Surprise Inspection Squad has been constituted to carry out the directions of the Government and ensure that mobile phones are not being used within the campus.

WORKING DAYS AND CLASS HOURS

The College works under the full day system with two sessions from 9.00 a.m. to 4.00 p.m. Besides lecture classes there will be Seminars, Tutorials, Group Discussions, Counselling and Life Orientation Programmes.

At the beginning of the morning session before the commencement of classes, there will be a bell when the students should go into their respective classes and occupy their seats. Every day the classes shall begin with a two minute silent prayer. When the bell for the prayer is heard all students shall stand up and those who move about in the campus shall stand still in their place in prayerful attitude.

After the silent prayer there will be a signal bell for work to begin.

ATTENDANCE

- Attendance shall be taken for hours of study rather than days of study, to fulfil the stipulations that the CE marks for attendance shall be calculated separately for each course in a Programme.
- Aggregate attendance will be used for determining the eligibility to write the End Semester Examination - minimum 75% attendance – and not for calculating the CE marks for attendance.
- Once the final aggregate attendance statement for the Semester is published, no change will be entertained.
- A student who gets less than 75% aggregate attendance is not eligible to write the End Semester Examination. He/She will have to get readmission and repeat the semester with the next batch or granted admission, if eligible for it.
- Marks/grades for attendance for calculating CE will be given as per the University/College regulations.
- Students who intend to avail any kind of leave, other than emergency leave, shall inform and get prior permission of the Faculty Advisor for the same. This applies to those who wish to get the benefit of attendance for participating in Kerala University Union activities/inter-collegiate competitions/and for internal co/extra-curricular activities.

The final authority in the consolidation of aggregate attendance shall be the Faculty Advisor and the same for course-wise attendance shall be the Course Co-ordinator. If any student has any grievance in this respect he/she should submit the same in writing to the DLMC (Department Level Monitoring Committee), and in case it cannot be settled at the DLMC, it shall be forwarded to the CLMC (College Level Monitoring Committee) within the stipulated time. The decision of the CLMC shall be binding and final.

The rules and regulations for attendance, including condonation, applicable for the First Degree Programme under the Choice Based Credit and Semester (CBCS) system will be as per the University Order No. Ac. AII/I/UG Sem./2010, dated 5.4.2010, the highlights of which are cited below:

“Condonation of attendance to a maximum of 10 days in a Semester subject to a maximum of two times during the whole period of a Degree Programme may be granted by the University. Benefits of attendance may be granted to students who attend to University Union activities, meetings of university bodies and participation in extra curricular activities by treating as present for the days of their absence for the above purpose on production of participation/attendance certificate in such activities issued by the University Authorities/Principals, subject to a maximum of 10 days in a Semester. Those who secure a minimum of 75 % attendance in the aggregate for all the Courses of a Semester taken together alone will be allowed to register for the End Semester Examination of the Semester” [9.2.2 Attendance]

APPLICATION FOR LEAVE

1. A student requiring leave for only an hour or a portion of an hour must apply for it to the concerned teacher before the period begins.
2. A student requiring leave for a whole day must apply for it in writing to the Principal through the staff counsellor/faculty advisor.
3. Application for leave of absence in the model given below should reach the concerned staff counsellor/faculty advisor at least by 9.30 a.m. of the day for which leave is applied.
4. Attendance for absent days/hours will be given only for leave taken on official University/College duties. In such cases students should submit the prescribed form, duly signed by Teachers in charge, to the computer centre. Attendance committee will scrutinize such applications and recommend to DLMC/CLMC for final decision.

Application for leave

Name:.....

Local Address:.....

.....

Class/Subject/Programme:.....

Class Number:.....

Period and date/s of absence

for which leave is applied:.....

Reason for absence:.....

Counter-signature of

the Guardian/Warden:.....