

SSV College

Valayanchirangara

STUDENTS' CODE OF CONDUCT AND DISCIPLINE

Conduct of students of SSV College is governed by the college policy, student's code of conduct and the applicable law of the state and the union. It is designed to promote the vision and mission of the college and to protect the rights of the students, faculty and staff. The college grants the democratic privilege to the students with its obligations.

It is the responsibility and duty of each and every student of the College to become acquainted with "Students conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the College has knowledge of this code. All students are required to strictly adhere to this code as a condition of their admission to the College and these rules would be binding on and enforceable against them or any one among them.

The student is obliged to comply with all rules, regulations and policies of the college and is obligated to disclose truth about the involvement in any disciplinary matter to the appropriate authority. This code is applicable equally to students in college, sponsored activities outside the college and to student groups or association.

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. The College working hours are from 9.30 am to 4.30 pm. Classes are scheduled from 10.00 a.m. to 3.30 p.m. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
4. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register

- maintained by the gate keeper.
5. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
 6. All students are expected to follow decent and formal dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, bad language, racial, sexual and vulgar captions etc.
 7. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to examine it. Denial of that alone invites disciplinary action
 8. **Our campus is highly eco-friendly.** It is the responsibility of each student to help the college in the maintaining the greenery of the Campus. Making any damage to the ecosystem is a serious offence.
 9. The college recognizes the right of a student to dissent and to fight for the legitimate rights of the student community. However, this right shall not infringe upon the right of other students to attend the class and/or of the teacher to conduct their lesson. Students shall not take out demonstrations along the corridors or enter the class rooms and obstruct the teaching process. **Students are not expected to indulge in Party Politics inside the campus. In pursuance of the Order of Hon'ble High Court of Kerala the Management has banned Students Politics in this College Campus.** (As per the judgment of the Hon High Court of Kerala in RP..... the Management has a right to stall organizational activities of student organizations directly or through their member students in the Campus.)
 10. **Students may not organize or attend any meetings other than those of the College Union in the campus without the explicit written permission of the Principal.** On no account may outsiders be invited to address the students inside the campus without the consent of the Principal.
 11. Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandas or crowd in front of the offices or the College. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
 12. Possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels.

- SSV College Campus is a “Smoking free Campus”.
13. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline
 14. Interfering or tampering any of the office records of college / university is a serious offence and will result in suspension / rustication.
 15. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
 16. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honourable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
 17. Under the Government’s Educational Rules, the Principal has absolute right to penalize or suspend or dismiss any student found guilty or gross misconduct inside or outside the college campus.
 18. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or College properties.
 19. Students shall not write anything on the walls of classrooms, corridors and other spaces.
 20. Without specific permission of the authorities, students shall not bring outsiders to the College.
 21. Students are strongly advised not to miss any lectures, without proper reason. Seventy five percent attendance is compulsory. Those who get less than 75% attendance will not be eligible to appear for the semester examinations.
 22. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel.
 23. Students shall not Indulge in any act that amounts to crimes under the Indian Penal Code, Indian Procedural Code and/or all the Acts that are enforced by the Union of India and other State Authorities. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
 24. No one shall exhibit any type of banners, flags, flex boards etc. inside the campus, gates, buildings or on the compound walls.

25. Students are not permitted to undertake any Educational tours or Industrial visits with out the prior approval and permission of the Principal. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students'
26. Students are strongly discouraged from coming to the College in their own vehicles. Vehicles should be parked in the parking space only. Rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than one pillion riders in the College premises is prohibited. Any case of accidents causing injury will be notified to the Police. Students are warned that any violation of rules, their vehicles will be locked/seized by the security.
27. Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.
28. Students charged with criminal offence or under suspension shall not enter the College Campus without the permission of the competent authority.
29. Any conduct which leads to lowering of the esteem of the College is prohibited.
30. Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the college and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.
31. Malpractice of any kind will not be allowed during the Laboratory classes / internal / University Examination.
32. Students who indulge in copying in any examination or tests from neighbours with Paper bits/Books/Notes/Calculators/Cell Phones etc., will be severely dealt as per the with the prescribed University norms.
33. Sports and games practice is allowed only after or before class hours.
34. Rules related to Library and hostel are given separately at the end of this document.
35. As per GO. RT No. 346/05/H.Edn. dated 01.03.2005, usage of Mobile phones is strictly banned inside the campus. In case of violation, appropriate punishment shall be imposed by the Disciplinary authority against such students. All the teachers of the institution have been given authority to confiscate mobile phones from the students inside the campus.

36. ANTI-RAGGING LAW

Ragging is a serious crime and is punishable by law. "Ragging is prohibited as per the decision of the Supreme Court.. Ragging in any form is totally prohibited.. Anyone indulging in ragging will face immediate expulsion and will also be debarred from pursuing course from any other institution.

The Principal or the officer appointed by him may impose strong punishments on the students found guilty of misconduct or indiscipline.

Any student exhibiting prohibited behavior mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to disciplinary sanctions.

Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

Ultimate Authority

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

Amendments to the Code

1. The management of the College shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the College through notice put on the College web site, notice boards of the College or through emails.

S.S.V. College. Library Rules & Regulations

1. Students must deposit their ID cards with the library staff at the time of entering the library and their Library card should be produced on demand

2. Strict silence should be observed inside the library
3. Students have to deposit their personal belongings at the shelf provided near the entrance
4. A student shall be responsible for any damage done by him/her to the books or other library properties. He/she will be required to replace the book or other damaged property or pay the penalty.
5. Readers must not mark, deface or damage any book or other library material in any way.
6. Misbehavior in the library will lead to serious disciplinary action
7. Students are required to treat the library environment with respect and the library staff with respect and courtesy
8. Before leaving the counter the students shall examine the borrowed books and point out any defects to the library staff.
9. Before collecting the Hall Ticket for the Exams, students are required to produce "No dues certificate" from the Library
10. Notwithstanding anything contained in these rules, the decision of the authorities and the University regulations regarding college Libraries in all matters shall be final and binding

SSV College Girls Hostel

HOSTEL RULES AND REGULATIONS

II. Admissions

1. The allotment of rooms will be made by the Warden based on the application submitted by the candidate.
2. Admission and continued stay in the hostel depend upon the academic performance, good behaviour and conduct of the student.
3. The hostellers with chronic medical problems will be asked to vacate the room immediately as personal medical care by parent / guardian will be necessary.
4. If a student is expelled from the College for any reason he/she should immediately vacate the hostel on the day of expulsion from the College. His / her continuance in the hostel will be treated as unauthorised occupation.

5. The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash or valuables like gold, costly wristwatch etc., in their rooms. They should also take care of their purse, calculators, cell phones, computers and books. In case of theft or loss of any items it should be reported to authorities. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
6. Continuation of stay of a student in the hostel is subject to the discretion of the administration.

Hostel Rules & Regulations

1. All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed.
2. No hosteller is permitted to stay out of the hostel beyond 6pm. The security guard has instructions to lock the gate after the stipulated timings as mentioned above.
3. The hostellers are generally discouraged from going out of the hostels during weekends and holidays. However, in extraordinary circumstances, if they want to leave the hostel, written permission has to be obtained from the Warden. Whenever they leave the hostel for vacations they have to inform the Warden in writing about their travel plan. The students are required to obtain permission from the Warden after obtaining message from the parent for which **the mobile numbers of the parents are to be registered with the warden at the time of admission**. They are also required to return on the specified dates and submit a letter signed by their parents as an indication that they stayed with their Parents / Guardian during the weekends holidays/ vacations. In addition they have to make an entry of their "check out" and "check in" in the movement register kept with the security guard/Warden of the hostel.
4. The hostellers will be permitted to change their rooms only after Warden's approval.
5. The hostel rooms are subject to inspection by the College / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
6. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc., Every student of the

hostel should have the civic responsibility that he or she should not be a cause of inconvenience, annoyance or disturbance to others.

7. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentary language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.
8. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individual's concerned.
9. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the College.
10. Day scholars are not allowed in the hostel. Hostellers should not encourage entry of day scholars.
11. Celebrating birthday parties inside the hostel rooms is strictly prohibited. They can celebrate in the specified space mentioned in the hostel before 9pm after getting a written concern from their Warden.
12. Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
13. Students are not allowed to play any outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
14. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Windows are to be closed securely.
15. Students absenting themselves from regular classes will have to take the permission of the Warden and communicate the information to their class tutors.

16. Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.
17. Water should be carefully used and not wasted.
18. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among roommates it should be reported to the Warden for appropriate action.
19. Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.
20. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
21. At the time of starting of the semester, no student should lock any room other than the officially allotted room. If the allotted room is a shared accommodation the student should inform the other student in the room or Warden whenever they are going out of the hostel. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.
22. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.
23. The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, and computers, TV, electric irons or any electrical equipment without written permission of the Chief Warden. Unauthorised possession will lead to confiscation of the goods.
- 24. Use of Mobile phones are not permitted inside the Hostel.**

Guests

Guests are not permitted to stay in the hostel. Parents/ Guardian visiting the student should remain in the visiting room of the hostel. Entry into the hostel blocks is not permitted.

Mess Timings and Rules

1. All the students of the hostel should take their food in the allotted mess only.

2. The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings.
3. Dining hall furniture like chairs, tables, etc., and utensils like stainless steel tumblers, plates, spoons etc., are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitably penalized.
4. The hostel kitchen is strictly "Out of Bounds" for the students/parents/guardians.
5. Sick person will be served mess food in the room, only if the student registers their name with the Warden.
6. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss. If anyone is found indulging in such wastage, he/she will be asked to vacate the hostel, since wastage causes unnecessary and unavoidable expenditure to others.

Damages and Recovery

1. Rough handling of dining hall furniture, room furniture or any furniture / property or fittings of the hostel is strictly forbidden.
2. The cost of damages will be recovered in the following manner:
 - If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
 - If damage is done in anyone of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates collectively.
 - If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.

Arrangements at the time of Vacation

1. All hostel students (Boys & Girls) will vacate their rooms before proceeding on vacation.

2. A separate cloak room will be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept by the in-charge of the cloak room.
3. Students who have kept their belongings in the cloak room should positively report on or one day before the reopening day and move to their respective rooms. Students who come late will not be entertained for any loss of property and will be penalized.
4. In case of final year student's parent's approval is necessary before vacating the hostel. In case students who vacate in-between the semester, permission from class tutor and parents approval is mandatory.
5. Students who have vacated should not enter the hostel without prior permission from hostel authorities.

Ragging

"Ragging" means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes :-

- a) teasing, abusing of, playing practical jokes on or causing hurt to such student,
- b) asking the student to do any act or perform something which the student will not in the ordinary course willingly do

If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the **PROVISIONS OF KERALA PROHIBITION OF RAGGING ACT 1998**. which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to a fine of Rs.10,000/-

Attendance:

- The attendance timing is 7.30 to 9.00 pm.
- All hostellers have to be present in their respective rooms and keep open the rooms between 9:30 pm & 10:30 pm every day to enable the Wardens / Block Supervisors to take the attendance.
- Strict silence should be observed between 10.00 pm & 6:00 am.