

COLLEGE RULES & REGULATIONS

Students are hereby instructed to strictly follow the rules and regulations of the College. One is not expected to plead that one is not aware of the existence of such rules. Ignorance of rules is no excuse. Students are expected to read the notice board on a day to day basis. It is the duty of every student to abide by the rules and regulations of the college and conduct himself/herself with decency and decorum. Violation of rules will result in disciplinary action against the offenders and imposition of punishment including dismissal.

A. Identity Cards

1. All students admitted to the College shall compulsorily wear their Identity Cards whenever they are present on the college campus and produce it on demand by the authorities or persons authorized to do that. Students who come to College without their ID Cards will have to face disciplinary action
2. All services like payments, issue of certificates, mark lists etc., will be made only on production of the Identity Card.
3. The Identity Card shall be surrendered to the office at the time of claiming the refund of caution deposit or issuing of Transfer Certificate/Qualifying Certificate, whichever is earlier.

B. Character and Conduct

1. Students shall greet all the staff members on the occasion of their first meeting with them during the day.
2. College timings are from **8.00am to 3.00pm** (for morning batches) and from **1.30pm to 6.00pm** (for evening batches). Students should be present in the classrooms in the prescribed time. Students should be seated in their respective class rooms before the teaching hour commences and should not leave the classes except during intervals.
3. Students should be seated in their respective class rooms 5 minutes before the class begins. After the second bell, during the time of the College Anthem as well as the National Anthem, all should remain standing in perfect silence and reverence.
4. When a student wants to enter or leave the classroom while the class is on, he/she shall do so only after getting the permission of the concerned teacher.
5. During the absence of the teacher and while moving from one class

- to another, students are expected to maintain silence and decorum.
6. Students shall not loiter/wander in the verandahs or college premises during working hours for any reasons whatsoever.
 7. Students are advised to use the College Library during free periods and strict silence should be maintained in the Library.
 8. Students shall not enter any class rooms other than the ones allotted to them.
 9. No indecent representation shall be made by any student towards any other student in words, letters and gestures or by any other means.
 10. Conduct Certificate will not be issued on mere completion of the Academic Programme. It has to be earned by the student's good conduct and behaviour. The decision of the Principal shall be final regarding this matter.

C. Attendance and Leave

1. Students should be regular and punctual in attending classes. A working day is divided into five periods.
2. Attendance will be marked at the beginning of each hour by the teacher engaging the class.
3. Any leave must be obtained in advance and in writing from the HoD/Principal in the prescribed leave form. No leave will be granted unless the Principal is satisfied with the reason stated. If a student is not able to submit the leave in advance, then he/she should submit the leave form on the next working day.
4. A student abstaining from classes without proper intimation of leave for more than ten consecutive working days will have his/her name removed from the rolls.
5. Students shall not take leave of absence unless it is absolutely necessary. Irregularity in attendance may result in the loss of term days, which will end in the loss of a year.
6. Application for leave of absence should be submitted in the prescribed form to the HoD through the tutor concerned, well in advance. Bona fide applications will be positively considered subject to regulations and will be forwarded to Controller of Examinations (CoE).
7. Applying for leave of absence does not imply that the leave will be granted.
8. In the case of medical leave, the leave letter should be submitted along with the medical certificate issued by a registered medical practitioner, within a week from the commencement of medical

leave.

9. Leave for Academic/ Sports/ Arts/ NCC/ NSS/ activities will be granted only to those students who have availed prior sanction from the Principal through the proper channel duly recommended by the concerned authority for representing the College or University or higher levels for various seminars/ workshops/ camps/ programs and such other extracurricular activities within or outside the campus. Student should submit a copy of the leave sanction order by the Principal along with the proof of participation in the event to the Controller of Examination's office not later than one week after the event.
10. If one teaching hour is missed it is equal to missing half a day's attendance. i.e. If a student misses any one teaching hour in first three periods, i.e. student will miss half a day's attendance. If a student misses any one teaching hour in fourth or fifth period, the student will miss half a day's attendance. If a student misses one teaching hour in first to third period and in the fourth or fifth, the student will be considered absent for the full day.
11. The certificate of attendance and progress required for admission to the end semester examination will in no case be granted unless:
 - a. The student has secured attendance of not less than 75% of the total number of working in the semester.
 - b. The Principal states that the student's progress and conduct have been satisfactory.
12. Students should get a minimum of 75% of the attendance in a semester to appear for end semester examinations.
13. Students having attendance between 65% and 75% other than the permitted leave can apply for condonation of shortage to the Principal only if the absence is on medical grounds or reasons beyond the control of the student. The relevant Medical Certificate has to be attached along with the application form. Condonation of shortage of attendance can be availed only once for a two year Programme and twice for a three year Programme. Candidates less than 65% is not eligible for condonation.
14. Students cannot approach the Principal or the Vice Principals/ CoE/ College Office in person for enquiry on attendance. In case of any doubts or grievances, they may approach the Tutor who can take the matter to the HoD, if required.

D. Mobile Phones (High Court of Kerala [WP(c)23377/09])

1. The use of mobile phone is strictly prohibited on the college campus based on the orders issued by various authorities including the

Honourable High Court of Kerala [WP(c)23377/09]. Offenders will be levied with fine and the mobile phone will be confiscated. A surprise inspection Squad exists in the college to see to it that the rule is implemented.

2. Breach of the law will invites disciplinary action along with fine as follows.
 - a. If caught for the first time, a simple fine of Rs. 500/-.
 - b. If caught for the second time, a fine of Rs. 1000/- will be levied and the Mobile Phone will be confiscated for three months but the SIM Card will be returned.
 - c. If caught for a third time the mobile phone will be confiscated permanently and necessary disciplinary action will also be initiated.

E. Dress Code

1. Students should dress modestly and decently. Lungies, shorts, 3/4ths/capris, Bermudas, round neck printed T-shirts, low waist and lacerated /torn pants, revealing and skin tight costumes are not entertained on the campus. Wearing of caps in classrooms is not allowed. Students shall not tuck up their dhoti while they are on the college campus. Girls students are not allowed to wear sleeveless, deep neck T-shirts or tops, leggings paired with T-shirts or short tops, skirts or dresses above the knees. Modest and decent clothing is a must on the campus. Students can wear a veil covering their head but not a burqa or chador covering the entire length of the body as well as entire face.
2. Uniform Dress code expresses professionalism. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. Wherever a uniform dress code has been proposed, all the students should abide by it.

F. Visitors

1. Students shall not bring any outsiders except the parent/guardian to the college premises for any purpose whatsoever without the permission of the Principal.
2. Outsiders are not permitted to meet any of the staff or students on the college campus without the permission of the Principal.
3. Other than staff members, present students and permitted personnels, no one is allowed to enter the class rooms, laboratories and hostel in any case.

G. Political/Organisational Activities

Court Verdict Banning Political Activities on College Campuses Judgement No. WA-535/2003 dated 26-05-2003 by the Honourable High Court of Kerala

1. Political activities are strictly prohibited in and around the college campus.
2. Students are strictly prohibited from taking part or participating in any agitation, demonstration, strike, dharna, gherao and such activities which will disturb the classes or cause threat to the peaceful atmosphere of the College campus.
3. Students shall not bring or fix flags, placards, leaflets, pamphlets, notice boards, banners, posters or any publicity material of any political party or any organization in and around the campus. Any political campaigning/propaganda/exhibiting allegiance to political parties through social media or otherwise is strictly prohibited. Violation of that will lead to cancellation of candidature and invoke disciplinary actions.
4. No political /organizational activities shall be permitted in the campus except those official activities which are specifically permitted or sponsored by the college authorities.
5. It is forbidden to organize or attend meetings other than the official ones which are specifically permitted by the college authorities.

All expressions or activities which are immoral, anti-social, communal and anti-national are strictly prohibited on the College campus.

H. Ragging: A Serious Criminal Offence

Students shall not indulge in ragging or in any other activities causing harassment or difficulties to fellow students of the college. Any student involving in ragging activities will have to face penal proceedings in accordance with the provisions in the Ragging Prohibition Act of the Govt. of Kerala.

Prevention of Ragging in Institutions

As per the decision of the supreme court of INDIA ragging is strictly prohibited

What is considered as ragging?

As per the UGC Regulations, 2009 and its continuous modifications, 'Ragging' constitutes one or more of any of the following acts:

- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- ix. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Ragging is prohibited inside or outside the Educational Institution. Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside the Educational Institution shall on conviction will be punished.

All students are strictly warned against getting involved in such an unbailable crimes and are requested to desist from such activities so as not to endanger their future. Collection of contribution in any form or demanding anything in kind from any student is strictly prohibited.

KERALA RAGGING PROHIBITION ACT 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്തഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകന്മാരുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു. ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്താൽ എന്തർമ്മമാക്കുന്നതും

1. അതിൽ അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധികേഷപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസാലെ ചെയ്യാൻ ഒരുമ്പടാത്ത ഏതെങ്കിലും പ്രവർത്തിചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ, രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരയാകുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
6. വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്തൽ: മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാ പിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ, ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു. ഏഴാം ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമ ദൃഷ്ടി സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും ഉടൻതന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസസ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.
7. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമ ദൃഷ്ടി പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിനുമേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

I. General Rules

1. Students are not to be permitted to go out of the campus during class hours without the exit slip. In case of an emergency, the exit slip will be issued by the Class Tutor.
2. Smoking and consumption of alcoholic beverages are strictly prohibited in the campus. Students shall not use or bring tobacco or its products, alcohol / intoxicating drinks or narcotic substances to the college. Any violation of the same will lead to disciplinary action.
3. No student can come to the college campus having consumed alcohol or drugs. Any student who is found to have consumed alcohol or drugs will be suspended with immediate effect and further disciplinary action will be initiated. If found guilty, the student will be dismissed.
4. Students shall not go on tours, picnics, excursions and study tours without the prior sanction and approval of the Principal. Tours are restricted to one in the entire period of the Programme and it is also advised to plan the tour towards the end of the end semester. Study tour is a part of the academic activity and is permitted as per the curriculum.
5. Non academic activities are allowed only after the class hours .
6. Prior written permission of the Principal is necessary for organizing any meeting, entertainment programme/function in the college; and also for distributing notices or putting up any notice on the notice board.
7. Prior sanction should be obtained from the management for using halls, class rooms or any other infrastructure of the college for meetings / entertainment programmes / functions.
8. Students shall not write or make any marks or stick posters on the walls or any part of the college property.
9. Students shall not cause any loss or damage to the college property. Intentional causing of loss or damage will be considered a serious misconduct. Disciplinary action will be initiated against the offenders and will be liable for recovery of the loss. The loss or damage thus caused to the college articles will be made good by realizing double the value of the loss or damage from the student/s concerned. Unintentional causing of loss or damage will result in the recovery of loss or damages from the offenders.

10. As per the Higher Education Department directives, cinematic dances and fashion shows are not permitted on campus.
11. Congregating at the entrance of the college gate and sitting under the portico and on the stairs are to be avoided.
12. Student vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. Entry of vehicles is banned in the notified areas of the College Campus. The breach of this law will summon legal and disciplinary action.
13. Students are prohibited from defaming the college, college authorities, staff or students through any media (online/social/printed/verbal etc.)or otherwise. Disciplinary action will be taken against those students who disobey this rule.
14. Any student who is persistently insolent and insubordinate or who willfully and repeatedly commits mischief or is guilty of fraud or malpractice or who in the opinion of the Principal is likely to have an unwholesome influence on his fellow students or tarnish the reputation of the Institution shall be removed from the rolls. The removal shall be either temporary or permanent, subject to the gravity of the misconduct.
15. If a student has any grievance or complaint he/she shall approach the tutor first. On receipt of the complaint the matter will be discussed in the Department level grievance redressal committee and necessary action may be taken. In cases where the matter is not resolved at the 1st level the same will be forwarded to the College level grievance redressal committee headed by the Principal who will take the appropriate decision. The Governing Council will be the appeal authority and the decision of the Governing Council shall be final on all such matters.
16. In the interest of the Institution and for the sake of discipline, the Principal is entitled to refuse admission to any applicant, to suspend, to dismiss or take any other punitive action against any student for his/her misconduct.
17. The Governing Council shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the Governing Council. The decision of Governing Council shall be final and binding.
18. Students who possess a criminal background/have a police case initiated against them are not eligible for admissions. If the same is brought to light post admissions the students will be expelled without further notice.

19. If a student is found using the ID card of another student, both will summarily be fined a sum of Rs. 2000/- and further disciplinary action will be initiated against them.

J. Misconduct and Disciplinary Actions

1. Students are bound to obey the directions, issued from time to time, by the Principal, teachers and the authorities. Disobedience of such directions would amount to serious misconduct and will invite disciplinary action.
2. Any student, who is found to have conducted himself/herself in any indecent or disorderly manner inside or outside the class room or in and around the college premises, is liable to be prosecuted for the said misconduct.
3. A teacher may send a student out of the class if the student misbehaves in the class and the matter will be reported to the authorities for punitive action.
4. The Principal shall have the power to inflict the following punishments upon the offenders: fine, cancellation of attendance, withholding the term certificate, forfeiting education concession and scholarship, suspension, compulsory issue of T.C. without the application from the student or guardian, and expulsion.

Disciplinary procedure:

Normally any act of indiscipline shall be reported to the respective class tutors by a student, a teacher, or any person inside or outside the Institution. On receipt of the complaint the matter will be discussed in the department level committee and necessary action will be taken. In cases where the matter is not concluded at the 1st level, the same may be forwarded to the disciplinary committee headed by the Principal who will take the appropriate decision. The Governing Council will be the appeal authority and the decision of the Governing Council shall be final on all such matters.

K. Rules Regarding Malpractices in Examinations

Indulging in malpractices in examinations are punishable. The following action will be taken against the students who indulge in malpractice.

1. Bringing any material relevant into the Examination Hall with the intention of copying or attaching unauthorized sheets in the answer scripts or tampering with the answer sheets or copying from other students' answer scripts will initiate disciplinary action which will lead to the cancellation of the whole semester and debarment for a

maximum of three chances based on the enquiry report.

2. Using filthy language in the answer script will lead to cancellation of the concerned paper.
3. Manhandling or threatening the invigilator or any other official or impersonation will initiate permanent debarring and the matter will be reported to the police.
4. Helping others to answer questions in the Examination Hall will result in the student being debarred for two to four chances
5. Tampering with the answer scripts of other students will result in debarment for six chances or permanent debarment or reporting to the Police.
6. Disturbing a candidate from outside or inside the Examination Hall will result in the cancellation of registration of the student or debarment for two chances.
7. Shouting answers from outside / inside the Examination Hall will result in the cancellation of registration of the student or debarment for two chances and / or reporting to the police.
8. Stealing answer sheets or additional sheets or question papers or examination-related objects/documents will result in the cancellation of registration of the student or debarring for two to four chances and/ or reporting to the police.
9. Purposefully changing the seating arrangement in the Examination Hall and sitting in the wrong seat will result in debarment for one chance.
10. Students are strictly prohibited from carrying bags/mobile phones into the Examination Hall. Violation of the same will invoke disciplinary measures.

L. Library Rules

1. Strict silence should be maintained in the Library.
2. All members of the staff and students are entitled to use the Library for consultation and for taking books on loan.
3. The Library will be open on all working days from 8 a.m. to 5 p.m.
4. Each student will be given two borrower's tickets. They should be surrendered to the Library before the end of the academic year.
5. The General Library follows the open access system. Students who possess identity cards and borrower's tickets can select and borrow books from the open access section from 10.00 a.m. to 4 p.m.
6. Students should strictly follow the directions of the staff of the

open access section for its smooth running.

7. On receiving a book from the open access section the student must examine it to see whether it is damaged. The borrower of the books will be held responsible for damages that may be detected on their return.
8. The period of loan for books is generally 14 days. But the books on great demand may have to be returned earlier as decided by the Librarian.
9. A student who fails to return a book on the day on which it falls due shall be fined Rs. 1 for every day the book is kept beyond that date.
10. A student who damages a book shall be fined in proportion to the damage.
11. If a book is lost by any borrower, he must replace it by the latest edition and within the time fixed by the Librarian.

M. Procedure for the Issue of Certificates

1. Three days' notice is required for the issue of any certificate.
2. Certificates will be issued only after the payment of all dues to the College.
3. The Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of course.
4. No Transfer Certificate will be issued to those who owe dues to the College. No fee will be levied from those who apply for T.C. within one year of leaving the College. A fee of Rs. 50 will be levied from those who apply for duplicate copies of the TC. It is mandatory for each student to take his/her TC at the end of the Programme and produce it when he/she is admitted to the next Programme.
5. Applications for certificates by post should be addressed to the "PRINCIPAL, ST. ALBERT'S COLLEGE (AUTONOMOUS), ERNAKULAM, KOCHI-18". No Certificate will be sent by post unless a sufficiently stamped, self-addressed envelope accompanies the application.
6. Students should surrender the college ID Card along with TC Application.
7. TC should be collected within one month of the declaration of results, and after which the TC will be issued only on Saturdays.

N. Fee Regulations

- 1 Tuition fee for all Programmes should be paid in lump sum at the beginning of the semester / academic year.

2. The fee must be paid on the dates prescribed in the notification from time to time. If any student fails to pay the fees or special fees on the due date, he shall be liable to pay a fine of Rs.50/- along with the fees, if the payment is made within 10 days of the due date and thereafter an additional fine of Rs.100/- will be levied. If the 10th day happens to be public holiday, the next working day will be counted as the 10th day. Rs. 500/- will be exacted as re-admission fee from those who fail to remit the tuition fees even after the allowed date of remittance of fees with fine.
3. If the fees and fine of an installment are not paid before the last date given for payment of that installment, the name of the student will be removed from the rolls of the College with effect from the date following the expiry of the period and the student will not get the benefit of attendance from the date of removal from the rolls of the College. If the student is to be readmitted he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. The re-admitted students will get the benefit of attendance only from the date of re-admission.
4. Every student is liable to pay the prescribed fee for the whole term.
5. Fees shall be paid on the dates notified even if discontinues. All cash transactions will be closed at 3.30 p.m. every day.
6. The student shall preserve receipts of fee payments and produce them whenever required by the Principal.