



MAR BASELIOS CHRISTIAN COLLEGE OF
ENGINEERING ANFD TECHNOLOGY
PEERMADE

RULES, REGULATIONS AND CODE OF
CONDUCT

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COLLEGE WORKING DAYS, TIMINGS & GENERAL RULES

College working days are from Monday to Friday, and some Saturdays in a month.
(As decided by Principal and Council)

Working days (Except first & last working day):

Class Hours : 8.50 am to 4.10 pm

Timing to meet faculty : 4.10 pm - 4.30 pm

First working day : 9.20 am - 04.30 pm

Last working day : 8.50 am - 3.30 pm

Visitors Timings:

Director : Prior appointment

Principal & Bursar : 11.30 am - 02.30 pm.

HoDs & Faculty Advisor : 10.30 am - 02.30 pm.

Hostel Visiting Timing : Only on Holidays and Sundays: 9.00 am to 6.00 pm

1. Students are not permitted to enter the campus after 8.50 am and not allowed to leave the college before 4.10 pm as per the working hours. Visitors are strictly not allowed during the college hours.
2. All requisition letters for Expenditure certificate, Industrial visit permission, all ODs, Medical certificates, Permission, Hostel matters including permission and leave should be addressed to The Principal M.B.C. CET Peermade.
3. All the requisition letters for Bonafide certificates, Scholarship forms, Studentship certificate, Course certificate, Project and In-plant training permission letters should be addressed to the Principal and it should be recommended by the Faculty Advisor (FA) and HoD before submitting to the office.
4. Casual leave letters, other matters related to Lab examinations should be addressed to the HoD with the consent of Faculty Advisor (FA).
5. Students are not permitted to go outside the campus during the lunch hour, however special permission may be availed from FA & HoD to move out of the campus by submitting out pass.
6. No students are permitted inside the campus after 6.30pm. Once located Chief Security Officer (CSO) shall report to the Principal with the details of the student.

7. Parents are advised to refrain from recommending their students to stay outside the campus. The college is not responsible to any activities of such students outside the campus. Also if any of such students are found in the campus after 6.30pm even after repeated warning parents will be summoned.
8. Students should submit out pass to hostel manager to go outside the campus during early morning.
9. Students should wear neat and decent dress while in the campus, especially in front of the main gate and canteen. No casuals, Night wears (Short pants, Lungi, Shorts) are allowed.
10. Students are expected to come with a clean shave and neatly combed hair to the college, if any exemption required the parent of the student should come in person and (Student request will not be entertained) get prior written permission from the Principal through proper channel.
11. Be polite to elders and courteous to all.
12. Always keep your environment clean.
13. Do not write anything on the walls or desks or any college property.
14. Students should make it a habit to read the notice / circulars and other papers displayed on the notice board and take appropriate action as directed there in.
15. The Government of Kerala has banned ragging in education Institutions by passing Government order. "Kerala Prohibition of Ragging Act 1997" vide its order dated 23.10.1997 which says that indulging in ragging will be punished as follows:
 1. Imprisonment up to a term of two years.
 2. A Fine up to Rupees 10,000/- .
 3. Student convicted for ragging will be dismissed from the institution and shall not be admitted to any other Educational Institution.

TRANSPORT

1. Our college buses shall cover the following places on the first and last working day of a week. Kottayam, Adoor, Parumala, Kattapana, Kumily and daily trips from Pampady, Mundakayam, Kattapana, Kuttikkanam and Kumily.
2. All the day scholars are advised to utilize college bus facility. No private vehicles are entertained. However, Students using two wheelers should wear helmets compulsorily.
3. All day scholars should board only the college bus which is allotted to them with proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them.
4. Using electronic gadgets are not entertained in the college buses.
5. Seat preference should be given to those students having monthly pass.
6. Instructions by faculty in-charge/College staff should be strictly followed.

ATTENDANCE

The requirement as per MG University and APJ KTU Regulations for completion of a semester, a student has to attend at least 75% of the classes, but the college insists on a minimum of 90% attendance for theory classes and 100% for the laboratory classes, so that students can perform well in the model and university examinations.

1. Maximum number of permissible leaves is 5 days considering 60 working days in a semester to avail full credit in the internal assessment (MGU).
2. If a student avails more than 5 days leave, he/ she has to meet respective HoD and give proper explanations.
3. Parents will be informed about their ward's absence in the following cases
 - a. Absent/ Leave, One hour absent in the hourly attendance will be considered as half day absent
 - b. 5 to 8 days: Your ward's absence exceeds the limit. Advise him / her not to avail further leave
 - c. 9 to 12 days: Report to the Disciplinary Committee for the poor attendance of your ward (Unless its sanctioned by the Principal)

GENERAL LEAVE RULES

All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave

1. All leave letters should be submitted to the chief faculty advisor (CFA) through the faculty advisor (FA) and HoD. Absence without leave letters will be viewed seriously
2. **For Availing One Day Leave:** Leave letter should be submitted on the previous day - Leave letter may be signed by the students themselves.
3. **For Availing Two Days Leave:** Leave letter should be submitted on the previous day itself with the parents' signature/ faculty advisor (FA) and Warden (for hostellers). Parents should inform the faculty advisor (FA) through a phone call.
(Or)
4. Leave letter should be submitted (with the parents' signature) on the first day of the leave availing in person.
5. Long leave for medical treatment (more than 5 days), medical documents should be enclosed with the leave letter along with the parent's signature.
6. Students should not avail leave during sandwiched working days between holidays, Violation will be seriously dealt.
7. Mass absence for the class will be strictly viewed. Class PTA will be called in such cases for necessary action.
8. Absence for series Tests I, II and Model Theory and Practical Examinations is strictly not allowed.

Duty leave/ Outside Duty

Prior permission need to be sought for all the under listed from CFA/FA and HoD
(maximum of 5 duty leaves per semester for the following cases)

1. Students who have participated / won prizes during Intra-department events (Technical fest/ paper presentation/ Arts/Sports/Games) will be allowed to avail OD to participate in the similar events in other colleges / Universities.
2. For Technical events: Prior OD will be permitted to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter'.
3. For Non-technical / Cultural events: OD will be permitted, after furnishing Certificates of achievement or certificate of participation

ID CARD

ID card will be provided to each student with his / her name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus and in the bus. Replacement of ID card will be done once an application is forwarded to Principals office through CFA and HoD.

1. If damaged/Lost - Submit application for replacement of ID card; get it forwarded by CFA/FA and HoD and submit the form along with a fee of Rs.100/- for replacement.
2. Change of Address: If there is any change in the address or contact number, parents should inform the respective CFA/FA of their ward immediately.
3. In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary Action Committee (DAC) members till the enquiry is over.
4. Students are instructed to handover ID card to any faculty of the college once they ask for it.

UNIFORM

1. All the students in the campus should be neatly dressed - on all working days and Examinations.
2. The prescribed shirt of boys should be fully inserted. All buttons (except the neck button) are to be used.
3. Only black color formal pants are to be used. Jeans, low-waist pants, tight pants etc. are not allowed.
4. Black plain belts with normal/simple buckles is compulsory.
5. All the students are directed to wear the identity cards on all days. They are not permitted to hide their card inside coat or pocket whenever they are in the college.
6. Uniform should be clean, tidy and wrinkle free.
7. Long hair of boys and all forms of beards are strictly prohibited.
8. All girls are directed to enter the college campus with their hair properly combed, clipped or plaited.
9. Laboratory uniform specified by the department shall be worn neatly while attending lab sessions.

SPECIAL CLASSES & REMEDIAL SESSIONS

Students who fail in the series test I need to attend Min. 2 hour session coaching and a repeat test till pass mark is achieved	Timing will be from 3.30 -5.30 pm or as informed by subject faculty
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ELECTRONIC GADGETS

As per the Govt. and Court Order, Possession and use of cell phones in the college premises is strictly not allowed. Checking will be done by the respective Departments periodically. Once seized following rules apply

1. If mobile phones are caught from any student, then they will have to donate the needed materials worth 1/3 rd. of the cost of the gadget to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person
2. Repeated violation - Confiscation of the gadget/s and one-week suspension.
3. For day scholar's facility is provided in the reception counter to surrender their mobiles.
4. For hostellers refer to hostel rules for mobile usage.

EXAMINATION

Repeat Examinations: repeat examinations will be conducted for the following cases

1. Absence due to genuine Medical reason - Hospitalization with all Medical Documents - Parents should inform the CFA/FA immediately after the hospitalization and Parents should report and submit all the Medical Documents to the CFA/FA on the first day of their ward returning to the college
2. Own Sister's / Brother's Marriage
3. OD granted in advance for Sports, Symposium and Cultural

EXAMINATION RULES

1. Students should not enter the Exam Hall without proper dress code & ID Card.
2. Silence should be maintained in the examination hall.
3. Students should occupy the allotted seats at least 10 minutes before the commencement of all the examinations
4. Exam Timings
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5. **Seating Arrangements**
 - a. For series Examinations, seating arrangement will be displayed in our college notice board one day before the commencement of examinations and for the University Examination Exam Block Notice Board on the day of the Exam
 - b. Students themselves should check the Hall tickets (University Examination Only), ID cards and calculators before entering the Exam Hall.
 - c. Wallets, pouches (from all students), Cell Phones and bus passes (from passed out students) should be kept on the table stage before the commencement of the examinations while other belongings should be kept outside the exam hall only.
 - d. **Candidates should not** carry any written / printed material, cell phone, pen drive, iPod, programmable calculator (other than Normal Scientific calculators) / any unauthorized data sheet / tables / data books into the examination hall. Possession of any of the above materials **will be considered as malpractice**
 - e. Students are not allowed to exchange pencil, eraser, scale and calculator inside the exam hall.
 - f. Students should check whether the answer booklet containspages including first page for series test and pages for University examination
 - g. Candidates should use only blue or black pen for writing in the booklet

- h. Students should write their Roll no's (Register number for University exam) on the question paper and they should not write anything else on the question paper.
- i. Students are not allowed leave the exam hall before the stipulated time of the examination for any of the series or model test. If under any condition permission is given they should leave the corridor immediately after coming out of the exam halls.
- j. Strict action will be taken against misbehavior and malpractice during the examinations**
- k. Study materials such as books and class notes are not allowed to be kept in the corridors of the exam halls
- l. Faculty members on duty are authorized for a thorough checking of essential items such as calculators, hall ticket, both sides of ID cards etc.
- m. If any student indulged in malpractice during Examinations, the student will not be allowed to participate in any activities in the college, are not allowed to occupy key student positions Department or college. If any grievances, they can approach the Grievances redressal committee
- n. The student will not be allowed to write the further examinations if caught for malpractice.

5. INDICIPLINE AND PUNISHMENT

Nature of Indiscipline	Punishment
Usage of alcohol / drugs inside campus	Parent should meet the HoD and the Principal; 5 days Compulsory social service, and Fine of Rs 5,000/
Caught for man handling with any student in the campus	Immediate Suspension pending enquiry, one proved guilty, 5days social service, and a fine of Rs 5000/
Misbehavior towards any faculty/ staff	HoD to seek immediate report form FA, based on the same, suspension recommendation by HoD to the Principal up to 2 days.
Any sort of misbehavior in the Department	3 days suspension recommendation by HoD to Principal. (A brief report of the incident need to be submitted by the HoD)
Misbehavior with the College Security guards	Chief Security officer has to report to the Principal with the student details. Severe punishment may be imposed.
Misbehavior in the college Bus	In charge of the bus shall report to the Principal. Based on the same a suspension from college up to 1 day and compulsory suspension from College Bus for one week
Indiscipline during college Activities/Functions/ Intercollege Events held at MBC	Immediate Suspension with pending enquiry. Severe fine may be imposed decided by the principal
Indiscipline during college Activities/Functions/ Intercollege Events held at Other colleges	Immediate Suspension for 5 days with pending enquiry. Severe fine may be imposed decided by the principal
Continuous violation of Dress Code, ID card by a student	
Misbehavior reported during Industrial visits/Tour	Principal may take disciplinary action and suspension may be imposed based on severity.
Usage of any abusive language towards ladies	Principal may take disciplinary action, Parents should meet the FA & HoD.
Violation of any rules of General conduct	Principal may take disciplinary action based on the report submitted.

Any damage to college property	Principal may take disciplinary action, A Fine of double the property cost and suspension may be imposed.
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