

12. FEE CONCESSIONS

1. **Poor students of Other Backward Communities** who are bonafide subjects of Kerala State are eligible for full fee concession. They will have to produce the necessary nativity and Income Certificate issued by the Village Officer.
2. **Students belonging to Scheduled Castes, Scheduled Tribes, O.E.C.** including Kudumbis and converts from them are eligible for full fee concession, lump sum grant for purchase of books, actual boarding and lodging charges in Collegiate Hostels or other Government Hostels or monthly stipend at the rate fixed by the Government from time to time. This concession shall be granted by the Department of Development for Scheduled Castes and Tribes on proper application with necessary certificates to be submitted at the prescribed time.
3. **Harness Fee Concession:-** Students who are children of Kerala Government employees who died in harness or within six months after retirement will be eligible for full fee concession for one year in each class, subject to their annual family income.
4. **Educational Concession to the Children of Political Sufferers:-** Awarded to the children and grandchildren of political sufferers, provided the annual income does not exceed Rs. 15,000.00
5. **Concession under Kumara Pillai Commission Report (KPCR):-** Students belonging to socially and educationally backward classes and other communities whose annual family income does not exceed Rs. 1,00,000/- in the case of B.A./B.Sc. and M.A./M.Sc. are eligible for full fee concession.

13. M. G. UNIVERSITY STUDENTS' CODE OF CONDUCT

13.1 Prohibition on Political Activity inside the campus (Abstract)

- (a) No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- (b) Taking part in any political activity by organizing students or to cause gathering inside the college campus for the purpose of doing any activity as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- (c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in

Abide by the Rules

Rules and regulations alone cannot make a good College or Hostel; the most important point is that students and staff alike should have a spirit of loyalty and friendliness, and an earnest desire to join together in making their Hostel and College everything that they ought to be. But when a number of people are thus attempting to live together in a community, they have to be willing to be guided by certain rules or accepted traditions, so as to prevent disorder and confusion. Rules and regulations are formulated with this purpose in view and should not be regarded as something imposed mechanically from outside. These notes draw attention to some of the more important of the rules and customs by which our corporate life is, or ought to be regulated. It would be a very good thing if every member of the College would carefully note them and try to respect them both in letter and in the spirit.

Life in the college should enable students to acquire good conduct, pleasing manners and gentlemanly behavior. It is meant to teach students to be courteous by considering others or those less privileged, as equals or superior than themselves. In this respect, particularly in the matter of teacher - student relationships, our country has a great and noble tradition and it is the duty of all members of the college as cultured and educated citizens to be worthy of our great traditions.

these rules.

(d) No student of a college shall stage or indulge in any activity like Dhama, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.

(e) No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

13.2. The Procedure for Imposition of Punishment

(a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.

(b) If it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal perceives that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending the student/ students from the college.

(c) If the Principal thinks that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council, the Principal shall appoint a competent teacher, or a team of teachers to enquire into the matter and to submit the report at the earliest.

(d) The Enquiry Officer so appointed shall conduct enquiry without delay after

gathering oral or written evidence from the complainant as well as the person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal. Based on the report the Principal shall take appropriate action, which he deems fit, including the imposition of the following punishments.

1. Imposition of fine
2. Issuance of compulsory transfer certificate.
3. Dismissal from the college.

In the event of imposition of punishment, dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

13.3 Prohibition of Damage to Property

The student shall not disfigure the class rooms, compound wall, or other buildings, inside the college campus by pasting posters or write on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused.

The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of nonpayment, the recovery proceedings shall be taken against the person responsible.

13.4. Students' Grievance Redressal Committee

In every college there shall be a students Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken to frame guideline or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the College and suggest and implement remedial measures.

13.5. Right to Appeal

A student against whom the disciplinary orders had been passed; shall have a right to appeal to the Board for Adjudication of Students' Grievances as provided in Chapter 27 of Mahatma Gandhi University Statue 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The

appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

13.6. Prohibition on the Misuse of Information Technology, Cinematic Dance, and Fashion Show

The Department of Higher Education, Govt. of Kerala, vide its order no. (RT) 346/05 dated 01 Mar 2005, has prohibited the misuse of IT in Institutions of Higher Education in Kerala. Accordingly, the use of Mobile Phones, Camera Phones, Music Phones, etc. by students inside the campus is strictly prohibited. Ordinary Mobile Phones should be kept switched off during working hours. Indecent cinematic dances and fashion shows are also prohibited in the campus.

14. SPECIAL RULES

14.1. Academic Work and Leisure

Nobody has any right to be in the College at all unless he is doing his academic work as well as he can do it. An idle or careless student or teacher is guilty of committing a fraud on the community. Hard and conscientious work throughout the year — not on the eve of the examination only — by teacher and student alike would greatly help to ensure a happy and successful college life.

A major part of our college work is done in the class rooms. Therefore we should all strive to create that congenial atmosphere in the class rooms, where it would be possible for the teacher to give his best and the student to receive to the limit of his capacity. A conscious effort is needed to preserve the atmosphere suitable for concentrated academic work.

But college life cannot be entirely taken up with study. It is hoped that every student will get much pleasure and profit from games, debates, discussions and in the company of other students. We should try to make sure that whatever we do to amuse ourselves in our leisure moments does not interfere with other people's studies or with their liberty.

14.2. Games

It is most desirable that every student should play some open-air game in the evening. Those who have not previously played any, would find it easier to begin at the beginning of the college year rather than a few months later.

When we are not ourselves playing, but watching an inter-collegiate or inter-hostel match we should remember that our college expects every member to show appreciation of both the teams.

Those who play matches as well as those who watch need to remember that it is as such

part of a sportsman's training to take victory with good grace avoiding arrogance and display and to accept defeat honourably without despair and ill will.

During the inter-collegiate and inter-hostel matches / games, players and spectators are expected to maintain the decorum and show appreciation to all teams.

14.3. Care of Property

Every student is expected to take care of the buildings, grounds and furniture of the college. The students are requested not to litter the campus, and to use the separate containers/ bins meant for the waste material, the biodegradable, and the plastic waste.

14.4. Meetings, debates etc.

Meetings and debates should be carried on with the order and dignity befitting an academic society.

14.5. Special rules for the Societies and the College Union

Secretaries of the Societies and the College Union are requested to observe the following rules:

1. Do not invite speakers to the college without first consulting the President of your Society or Staff advisor, and the Principal.
2. Whenever a meeting is arranged in the college give particulars about it to the Principal sufficiently early. This will also help to avoid conflict with the other programmes in the college.
3. It is better to avoid entertainers from outside the college community since it is student enterprise that the college wants to encourage. If under special circumstances outside agencies have to be invited, the details of the performance must be explained to, and permission obtained from the Principal before appointments are fixed with those agencies.

15. COLLEGE RULES

15.1. Admission and Withdrawal

1. All candidates for admission must acquaint themselves with the rules and regulations of the college and will be bound by them if admitted.
2. Before admission, they must produce their Transfer Certificates (TC), Certificate of Good Conduct from the school or the college which they last attended; their university Pass Certificate if they have been issued by the university; and their medical certificate if they are applicants for admission to the UG/PG Degree classes.
3. No candidate for admission will be enrolled or allowed to attend any class, until the prescribed fees or the first instalment thereof have been paid.
4. Any student who leaves the college without the express permission of the Principal, before completing the UG/PG Degree Course as the case may be will receive no certificate of character, but on sufficient cause being shown, the Principal will transfer the

student to another college or will allow him to discontinue his study. In such circumstances, the college will-give him certificate of character at such time as in the opinion of the Principal may seem proper.

5. **Certificate of Good Conduct** is a document which the student has to earn. It will not be issued as a matter of course. Application for conduct certificate should be given as soon as possible after the student leaves the college.

6. No student who has previously studied in any recognised school or college shall be admitted to the college unless he presents a Transfer Certificate.

7. **Rules for Research Students** can be obtained from the Research Centres

8. Students shall seek redressal of their grievances through the '**Students' Grievance Redressal Cell**' set up by the college council.

9. Any form of violence, threat, intimidation and extortion that cause physical or psychological harm to a student shall be considered as ragging. Students indulging in such behaviour shall be summarily expelled from the college.

NOTE: No student can be admitted to the College pending the production of Transfer Certificate.

10. Eve teasing and other forms of harassment of female students shall be considered as acts of grave indiscipline and shall be liable for expulsion from the college. '**Sexual Harassment**' complaints shall be referred to the **Complaints Committe** constituted for the said purpose.

11. Students shall not be found in the college campus or class rooms in intoxicated condition with alcohol or drugs. Passing alcoholic beverages of drugs on the campus shall be treated a punishable offence.

12. Students are expected to uphold the dignity and decorum of public meetings organized by the college, the college cnion and other associations of the college. Any act that is intended to disturb and cause confusion in such meetings shall be treated as a punishable offence

13. Fire crackers or explosives should not be brought to the college campus.

14. Those who wish to have any certificates sent to them by post are expected to send addressed envelopes affixing sufficient stamps for sending them by **Registered Post**

15.a. The **1st of October** every year has been fixed by the University as the last date for receipt of **Return of Matriculates** relating to students admitted that year.

Those students of the college who have qualified from other universities or examination bodies have to apply for recognition of thier qualifications. Such applications for **recognition of the qualifying examinations** of other universities or examining bodies have to be received in the University Office within ONE month of their joining the college.

15.b. If there is delay in submission of application by individual applicants in respective of **Return of Matriculates** and **recognition of qualifying examinations**, a penalty of Rs. 10.00 (per candidate) is levied by the University.

CHANGE OF RESIDENCE:

The student shall report to the Principal whenever he/she changes residence. If during the course of study the guardian's address changes, the student should report that also without delay.

15.2. Identity Cards

Every student is expected to have in his or her possession an identity card issued by the college with his or her photograph attested by the Principal while on the campus; and when travelling to and from the college. Students should produce their identity cards for inspection whenever they are required to do so by the members of the staff or authorized members of the college authorities. The identity cards must be presented at the time of payment of each instalment of fees, and students should ensure that the details of their payment be entered in the card.

If the card is lost, a duplicate one may be issued at the student's expense with the special permission of the Principal on submission of a written request for a duplicate card, attested by the parent or guardian.

15.3. Residence of Students

1. All students, except day-scholars and college-hostel inmates, who reside outside of the college hostels, should get his residence approved by the college at the time of admission. Whenever any change is desired, prior permission of the Principal should be obtained.

2. Students are not permitted to live in unapproved lodges.

3. Hostels will not be open for the residence of students during vacations.

15.4. Attendance and Leave of Absence

Attendance shall be taken at every lecture or practical session prescribed by the college time-table. Regular attendance in the classroom and in the laboratory, as well as the fulfilment of required assignments are expected of all students.

1. Application for leave should be made in advance in writing specifying the period for which the leave is applied for.

2. In case of illness, such application should be countersigned by the wardens, if the applicants are residents in the college hostels.

In other cases the guardian should countersign the application, and it must be taken to the lecturer-in-charge of the class concerned or in his absence to the Principal by the applicant himself and the reason for the application explained to him personally.

3. **Repeated absence without leave is a serious breach of discipline.**
4. Late coming, if not excused, will be regarded as absence from the period.
5. **Students are informed that they should get 75 percent of attendance of the year, and should they fall short, the deficiency will be condoned only where the Syndicate is satisfied that the absence was for reasons beyond the control of the student. Deficiency beyond 20 days will on no account be condoned and exemption will not be granted for more than one academic year in any course of study.**

15.5. Norms Regarding Attendance of Students

1. If a student is absent without leave for one period he / she will be considered absent for half a day ($\frac{1}{2}$) and one who is absent without leave for more than one period will be considered absent for the whole day.
2. A student who enters the class late during the first period for genuine reasons may get the late coming excused and the absence mark against his number scored off by the lecturer concerned at the end of the first period itself.
3. If a student has to be absent for a particular period he / she should take leave from the lecturer concerned.
4. If leave is required for more than one period, application properly attested by concerned staff advisor should be made to the Teacher-in-Charge of attendance. Application for leave to take part in matches and sports events should be counter signed by the concerned teacher in Physical Education.
5. If the fees and fines of an instalment are not paid before the last opportunity given for payment of that instalment, the name of the student shall be removed from the rolls of the college with effect from the date following the expiry of this period and the student shall 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 remit all the arrears of fees with fine. The re-admitted student shall get the benefit of attendance only from the date of re-admission. Defaulters are not eligible for attendance, even if they remit the fees subsequently for the period they were off the rolls of the college.
6. **Leave for participation in co-curricular and extra-curricular activities:** Application for duty leave for participation in activities connected with sports and games, college union, NCC, NSS etc. should be submitted prior to the event and certificates of participation should be produced immediately or at the most within a week of the event.