

ADMISSION AND WITHDRAWAL

1. All candidates seeking admission must acquaint themselves with the rules and regulations of the college and will be bound by them, if admitted.
2. At the time of admission, candidates must produce transfer and conduct certificates in original from the school or college they last attended along with the qualifying certificate and mark list.
3. Candidates from other Universities should produce Migration certificate along with an Eligibility certificate from the University of Kerala.
4. Students who belong to Orthodox community should produce a Community Certificate from their parish priest.
5. Those who seek fee concession must produce Income and Community certificates from the Village Officer.
6. Candidates selected for admission will be required to appear along with their guardian for an interview with the Principal. The selection is provisional and is subjected to confirmation only after the interview and scrutiny of certificates.
7. Candidates will have to pay the first instalment of tuition fees, special fees, caution deposit and such other fees, prescribed by the University before they are allowed to attend classes.
8. Any candidate found to have obtained admission by false representation shall be removed from the roll.
9. A student applying for Transfer Certificate will not be given the certificate unless he/she pays all fees or other dues or such portion thereof as per rules in force.
10. A notice of 24 hours is necessary for the issue of a Transfer Certificate, Conduct Certificate or any other Certificates.
11. If any document is desired to be sent by post from the college office, a self-addressed envelope with sufficient postage stamps should accompany the application.
1. Every student of the college will be issued a Photo Identity Card on enrolment. The student is bound to wear the card while being in the campus.
12. Certificates submitted by the students at the time of admission will be returned only on completion of the course of study.
13. Certificates and mark sheets should be claimed at least within three months after the completion of the course of study. The college office will not be responsible for the loss or damage of certificates and mark sheets left unclaimed after the above mentioned period.

ATTENDANCE

1. Attendance will be taken at the beginning of each period. Late-comers shall not enter the class room without the permission of the concerned teacher.
2. Impersonation at roll call will be considered as a serious offence.
3. Absence in one period will be treated as absence for half a day.
4. Those who abstain from examinations and test papers conducted by the college will be seriously dealt with.
5. The certificate of attendance and progress, required for promotion and for admission to the university examination, will not be granted unless:
 - a. The student has at least 75% attendance for the course.
 - b. The student has completed the course of instruction to the satisfaction of the authorities of the college.
 - c. His/Her progress in studies and conduct has been satisfactory.

Continuous absence for 15 days without prior sanction will result in the removal of student from the college roll.

CONDUCT & DISCIPLINE

1. Students are expected to be aware of the rules & regulations of the college and abide by them. Ignorance of rules is not an excuse.
2. They must conduct themselves with decency and decorum. Any instance of indecent behaviour on the part of boy-students towards girl-students will be strictly dealt with. Cases of ragging are evidently criminal and hence liable to severe disciplinary action.
3. Any action that may disturb the smooth working of the classes must be avoided. Students are strictly forbidden from loitering along the corridors during class hours.
4. Students are expected to keep the college building and premises neat and tidy. Pasting posters or notices, making marks on the walls or furniture are strictly prohibited and shall be liable to punishment. Any damage done to college property will have to be made good, along with appropriate fine.
5. Students are forbidden to attend or organize any meeting in the college or to collect money without the permission of the Principal.

6. All students are expected to behave themselves in such a way as to maintain the credit and reputation of the college as well as their own.
7. The use of tobacco in any form, intoxicating drinks, drugs and sweets is forbidden to all in the campus.
8. Possession of lethal weapons inside the college campus will be considered as a serious offence, leading to dismissal from the college.
9. Any student suspended from the college shall not enter the college premises during the period of suspension.
10. No notice of any kind should be circulated among students without the written permission of the Principal or Students' Affairs Committee Convenor.
11. Students are not allowed to bring outsiders to participate in any demonstrations or functions in the campus without prior permission.
12. Political activism is strictly banned in the campus vide Judgement of the Hon'ble High Court of Kerala in the OP No. WA No. 535 of 2003 dt. 26.5.2003. Students are forbidden to organise or attend meetings other than official ones. Students resorting to strikes are strictly prohibited from entering the campus.
13. Students are prohibited from using mobile phones inside the campus. (G.O.RT/No. 346/05/H.Edn. dt. 01.03.2005)
14. Student celebrations of festivals within the campus and hostels are regulated (Order No. 26483/G1/15/H.Edn. dt. 12.10.2015)