



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC



Teacher's Manual

CMI Vision of Education

Our educational endeavors aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically, integrated, physically healthy and socially acceptable, who will champion the cause of justice, love, truth and peace and who are ever open to further growth. The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, culturally sensitive and who grow in the true vision of education.



Santhigiri College

Our vision

Awakening to the Future. Awaken this generation to take up the challenges of tomorrow.

Our mission

Holistic and Integral development of the individual rooted in faith in God, justice, knowledge and human values.

Success and meritocracy of learning establishments owes much to the past credentials. Santhigiri college flash backs to Santhigiri Rehabilitation Institute, established in 1988, to focus on the major policy issues concerning the persons with disabilities. Priority was laid on the higher education, since vocational training and corresponding placements were found not conducive. It was under this milieu Santhigiri College was started in 2002, with the objective that higher education and development of skills, knowledge and attitudes will play an integral role in the shaping of our target group and the present society at large.

Blessed Kuriakose Elias Chavara, the founder of the CMI (Carmelites of Mary Immaculate) Congregation is the inspiration, beacon and guiding force of our institution. Founded in 1831 our Congregation has the rich tradition and century long experience in the field of education with its numerous schools, colleges, professional and non-professional educational institutions. Santhigiri College is the verbalization of this CMI charisma. It is under the management of the CMI Fathers of Carmel Province, Muvattupuzha, Kerala.

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1. Staff General

- 1.1 The working hours of the college are from 9.30 a.m. to 4.30 p.m. All are expected to be in the college during these hours.
- 1.2 Before the classes start you shall put your signature in the staff attendance book.
- 1.3 You shall go to the class immediately after the first bell in the morning. Attendance has to be taken at the starting of each period in the EMBASE Pro Suit application software. Those without uniform shall not be permitted to remain in the class. Late comers may be allowed to enter the class. But they will not be given attendance.
- 1.4 Engage the class till the bell goes.
- 1.5 As part of creating a serious work culture for the staff and students, the staff members are requested to recreate in the staff room only during the interval times. Other hours are to be used for serious study and class preparation.
- 1.6 Our medium of instruction is English. All communication in the class and outside among staff and students shall be in English
- 1.7 You should have a personal knowledge of each of your students and you should take special attention to their academic excellence. Special care should be given to the weaker students.
- 1.8 Creating discipline in the college is not the sole responsibility of the Principal or Manager. It should be the cooperative effort of all the staff, Principal and Manager. It is your right and duty to pay special attention

to the behaviour and discipline of the students.

- 1.9 You shall not use mobile phones while taking the classes.
- 1.10 You shall not discontinue from the College during the academic year. You may discontinue at the completion of the academic year.
- 1.11 You shall submit your original certificates in the college office on the day of your joining. You shall deposit Rs.30,000/- if you wish to get your certificates from the office during the semester.
- 1.12 Christian staff members shall participate in all the religious activities, like Holy mass, retreats etc. and thus motivate the students to be more religious.
- 1.13 There shall be a dress code for the teachers in tune with the dress code we have given to the students. Male teachers shall use formal dress. Female teachers should be modest in dressing.
- 1.14 There shall be a staff training program and a tour every year.

1.15 Leave

- ✎ All approvals will be subject to eligibility and balance of leave available.
- ✎ Faculty have to enter the number of days of leave availed in the academic year without fail.
- ✎ Normally no leave shall be permitted immediately preceding or after any recognized holiday/vacation.
- ✎ SCL (special casual leave) not exceeding 5 days in an academic year may be granted to attend conferences/examinations and personal consultancy/research at the

instance of the faculty member with prior permission of principal.

- ✍ OOD(on official duty) is granted for performing the official duty of the department, university or work in statutory boards of university/institution, subject to prior approval of Principal.
- ✍ The cases where attendance is not marked for a session (in/out)will be treated as casual leave(CL)/ extra ordinary leave(EOL) for the whole day, unless leave applications for half day is submitted on time(within 3 days).
- ✍ In the cases where the faculty /staff was present for duty during the designated time but failed to mark the attendance for session will be treated as "not signed", if specifically recommended to that effect in writing by the HOD.
- ✍ Absence without leave entitlement shall be extra ordinary leave(EOL) without pay and shall need the prior approval of Principal.
- ✍ Submit supporting documents along with applications for *OOD (on official duty), SCL.
- ✍ Failure to submit the leave application on time (within 3 days) will lead to unauthorized absence and loss of pay/disciplinary actions.
- ✍ Faculty should inform their leave to the HOD so that the class hours are not left free.
- ✍ Faculty is permitted to take only 12 days leave per year. Permission for leave of absence shall be obtained in advance from the Principal. You are requested to fill in the specified leave application through EMBASE Pro Suit application software and submit the same to the Principal.

“ The true aim of everyone who aspires to be a teacher should be, not to impart his own opinions, but to kindle minds ”. Frederick William Robertson

1.16 Staff meeting

- ✘ Staff meetings shall be conducted on last Friday at 3.30pm of every month in seminar hall.

1.17 Alterations/additions of rules

- ✘ The same shall be submitted to the Management/Principal for verification.

1.18 Grievance Redressal

- ✘ If there are any grievances it can be informed to HOD/Principal

1.19 Faculty diary

- ✘ Faculty diary should be submitted to HOD and then to Principal on every Monday.

1.20 Holy Mass and Retreat

- ✘ There will be Holy Mass on the first Tuesday of every month at 11.45 am.
- ✘ All Christian students and staff must participate in the Holy Mass and class tutors should verify the attendance of Christian students in the chapel.
- ✘ Retreat is conducted for both Christians and non-Christians in the College. All the staff and students must participate in these retreats.

1.21 Mentoring

- ✘ Mentoring should take place at least once in a month.
- ✘ If any of the staff members identifies any issues with the students it is desirable to inform the mentor concerned.

1.22 Cell activities

- ✘ The Cell Coordinators along with other cell members shall plan suitable programs for the academic year and they should inform other staffs about all the cell activities, especially the

general functions by notice or mail well in advance.

- ✎ Cells create opportunities for the staff and students to exhibit their talents and innovative thinking.

1.23 Teaching / Notes

- ✎ Your classes should be well prepared and prepare the entire syllabus before starting each subject. You should have a lecture note prepared for taking the classes. You should be an expert in your subject.
- ✎ Prepare notes before starting each module and send the soft copy to the Principal and HOD. The notes on lessons given by you should be prepared after referring several books. Dictate only points in the class if necessary. Direct reading out from one or more texts in the class is not recommended.
- ✎ Complete the portions according to the handbook before each IAEs. If you are lagging behind, you shall take special classes and keep pace with others.
- ✎ You may choose any teaching methodology: traditional, using modern audio-visual aids or any other innovative practices. The basic requirement is that the students understand what you teach.
- ✎ Your teaching is evaluated based on your regularity, punctuality, content and methodology.

1.24 EMBASE Pro Suit

- ✎ Use EMBASE Pro Suit application software in all teaching and learning processes.
- ✎ Students can upload their profile in EMBASE and class tutors need to verify it. If requires, class teachers can take printout of the same.
- ✎ Mentoring can be done in EMBASE. Mentors can add the

details of mentee after each mentoring session.

- ✍ Class tutors need to publish monthly attendance of students of each class using EMBASE.
- ✍ Class tutors and subject teachers need to verify subject wise attendance of students of their respective classes.
- ✍ At the end of the semester class teachers can publish working day based termly attendance of their respective classes.
- ✍ Timetable of each class need to be uploaded in EMBASE with the help of office staff and class tutors need to verify the same.
- ✍ Staff can apply leave through EMBASE application and Principal can approve it.
- ✍ Internal marks of students after each IAE and other regular assessment marks should be entered in EMBASE.
- ✍ Disciplinary levels of students with any disciplinary issues can be entered in EMBASE and faculties can check it.
- ✍ EMBASE provides calendar to which faculties can add details of activities conducted in college.
- ✍ Notifications can be given to students through EMBASE application.

2. HOD

- 2.1 HOD shall coordinate all the activities of the Department. He/She should ensure teamwork and discipline among the staff.
- 2.2 He/She shall prepare timetable well in advance in consultation with Principal. If any change in normal time schedule occurs the same should be intimated to the staff through notice or mail. Permission of the Principal has to be obtained for all major changes in the time schedule.

- 2.3 He/She shall monitor all the duties of staff in his department and if there are deficiencies, correct it.
- 2.4 Conduct department meeting on all Tuesdays and send the minutes to the Principal on Wednesdays.
- 2.5 HOD should regularly discuss all matters of the Department and the status of each class with the Principal.
- 2.6 Distribute Faculty Diary to all staff and filled in diaries should be submitted to Principal on every Monday.
- 2.7 Verify the course plan, notes submitted by staff and monitor the time schedule of the syllabus coverage.
- 2.8 HOD should not have partiality among the staff and should maintain equilibrium in allotting duties.
- 2.9 HOD should be a model to the other staff in all matters related to teaching and in the observance of staff rules and regulations.

3. Class tutors

- 3.1 Know your students personally; names, family background, behavior etc.
- 3.2 Closely follow the academic progress, discipline and conduct of each student. Suggest ways and means for improvement, involve their parents if necessary.
- 3.3 If a student indulges in a serious indisciplinary activity, his/her parents should be informed of the same on the same day and the same has to be communicated to HOD and Principal.
- 3.4 Keep the details of students in the students' biodata book and update it regularly.
- 3.5 Hard copy of University mark list should be collected by the current class tutor.
- 3.6 Maintain regular communication of all the matters/ programmes related to the class with HOD and other staffs who are taking classes in that division.

3.7 When university result is published the top ranked student shall be given a prize by Principal in consultation with the HOD.

3.8 Maintain a student-friendly atmosphere in your class.

3.9 Handbook

✍ Handbook should be prepared and circulated among the students through their google classroom and their email before the commencement of the semester.

3.10 Internal Marks

✍ All teachers shall maintain a course file to keep the records of the attendance, IAE marks, assignments; seminar marks etc of your students and prepare internal marks using those documents.

✍ Internal marks are to be collected by the class tutors from the subject teachers immediately after the publishing of results and the same should be consolidated and make progress report.

✍ Forward the internal marks to the students and if there are any valid grievances make necessary arrangements to solve it and update the internal marks and inform it to the students.

✍ Copy of Students Manual and Internal marks should be kept in the department folder also.

3.11 Leave of students

✍ The written application for leave shall be presented to the class tutor first and then to the Principal for grant of permission of leave.

✍ If a student is unable to present the written application due to sickness or other emergency cases, the same shall be informed to the Class Tutor before the classes start.

- ✍ Leave application form duly filled in shall be submitted to the Class tutor and then to the Principal before 9.30 am. Those without leave application will not be permitted to remain in the class.
- ✍ Medical certificates should be submitted to the class tutor along with the leave application form. Late submission of medical certificates will not be accepted.
- ✍ If medical certificate is valid give attendance and marks for attendance
- ✍ The students shall not go out of the college campus between 9.30 am and 4.30 pm. In cases of emergency, Out Pass will be given by the class tutor.

3.12 Absentees in a class

- ✍ If a student is repeatedly absent in your class, call his home and find the reason and inform it to the HOD.
- ✍ Conduct parents meeting after the IAEs in consultation with HOD. During the parents' meeting Class Tutors shall discuss with the parents mainly on the academic performance, attendance and conduct of the students.
- ✍ Summon the parents of those students who get less than 25% in more than one subject in the IAEs.

3.13 Exam

- ✍ Prepare time schedule for the internal examination and place it in the department and class notice boards with the permission of HOD.
- ✍ Prepare exam attendance sheet (signature list) and give it to the exam committee. Class Tutors shall collect the marks of internal exams on the prescribed dates and it should be submitted to the Principal on that day itself.

- ✍ Collect the Progress report from the office and collect attendance status of all subjects.

3.14 Project /Seminar

- ✍ Class Tutor shall divide the students into groups and HOD shall assign guides to each groups.

3.15 Tour

- ✍ Maximum time allowed for tour is 72 hours.
- ✍ Class tutor shall collect and verify the time schedule prior to the tour.
- ✍ Students should bring permission letter duly signed by the parent before the starting of the tour.

3.16 Disciplinary Actions

- ✍ Inform the students in detail the rules and regulations of the college and other rules including anti-ragging Act on the firstday itself.
- ✍ Accept grievances from students if any and inform it to HOD/Principal.
- ✍ Class tutor should inform the concerned parents about disciplinary action taken against a student on the same day itself.
- ✍ If there is a function in auditorium / Seminar Hall class tutors and staff assigned in the timetable must be with students for maintaining discipline.

3.17 Fine

- ✍ Those who did not pay the fine of the previous week will be sent out of the class on Monday afternoon.

4. Academics

4.1 Examinations

4.1.1 University Examinations

- ✍ Invigilators shall report for duty at least fifteen minutes before the time fixed for the commencement of the examination.
- ✍ Question papers and answer sheets shall be collected from the Examiner's office. After the examination answer sheets should be returned to the office.
- ✍ Students should take their places in the examination hall atleast five minutes before the time fixed for the examination
- ✍ No candidate should be admitted to the examination hall unless he/she produces the hall ticket issued to them.
- ✍ The hall tickets of all candidates should be inspected during the course of the first session of the examination. Candidates may also be asked to produce it on all days of the examination.
- ✍ All books, notebooks, manuscripts etc. brought by the candidates should be placed outside the examination hall.
- ✍ Students presenting themselves more than half an hour after the appointed time should not be admitted. No candidate shall be allowed to leave the examination room till the expiry of half an hour after a question paper has been given out.
- ✍ The attention of the candidates should be called to the

direction printed on the outer cover page of the answer book and also to the instructions issued to them with their hall tickets.

- ✍ Candidates should be reminded to write their register numbers correctly on their main answer book and the invigilators should check whether the register number agree with the register number noted in their hall tickets.
- ✍ Candidates are not allowed to write on the question papers supplied to them.
- ✍ Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names written thereon and collect them back after the examination, if they so desire.
- ✍ Candidates shall be permitted to leave the examination hall only after his/her answer book is taken by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books on their seats.
- ✍ If from any cause the question papers in any subject cannot be given out exactly at the time fixed, the candidates should be allowed the full period prescribed for writing their answers.
- ✍ Mobile phones and scientific calculators are not permitted in the examination hall.
- ✍ During the time of answering each paper and immediately after the first half hour the absentees should be noted giving their names and register numbers in the

- consolidated forms supplied.
- ✍ Additional sheets of the same series of the main answer books should be given to the candidates on each day of the examination.
 - ✍ Question papers should on no account be issued before the end of the time allotted for the examination to persons other than the candidates writing the examinations. This applies to the staff of the college as well.
 - ✍ Candidates should be instructed to number the pages of the answer books, including additional books used by them and also to note on the right hand corner of the facing sheet of the main answer book, the total number of pages written by them.
 - ✍ At the end of the session, the answer books of the candidates should be collected examination-wise and course-wise and arrange in serial ascending order of the register numbers before being taken personally to the Examiner's office.
 - ✍ Supervision must be very strict and they should not engage themselves in any activity likely to diminish the efficiency of their supervision.
 - ✍ If the student is found doing malpractice then it should be immediately reported to the university.
 - ✍ Students from other colleges should submit the mobile phone to the staff before starting the University exams.

4.1.2 Internal Examination

- ✍ Question papers of IAEs/ Model should be given to the Department Exam Co-ordinator (DEC) one week before

the exams start.

- ✍ In order to conduct an internal exam, answer sheet, question paper and twine should be collected from the Department exam committee.
- ✍ All the invigilators should enter in the exam hall 10 minutes before the commencement of the examination and students should enter the exam hall 5 minutes before the commencement of examination.
- ✍ Students will be allowed to leave the examination hall only after the completion of exam time or half an hour before the total exam time (for 2 hour internal exam) and 15 minutes for 1 hour internal exam.
- ✍ After the examination, answer sheet should be given to the teacher concerned or Department exam committee.
- ✍ Results of the IAEs/Model shall be published / given to the students on the prescribed dates.
- ✍ Internal exam marks should be given to the class tutor on or before the date published in the students manual.
- ✍ Any type of malpractices is strictly punishable. If the student is found doing malpractice then he/she will not be allowed to write that particular exam further. The concerned teacher of that particular exam should not value that paper. Also give the prescribed fine.

4.1.3 Re-exam

- ✍ Interested students can improve their subject internals by attending improvement examination.
- ✍ Subject Teachers should publish intermediate internals [Form A2] of their subjects 5 days before the commencement of Improvement Examination.

- ✍ DEC's shall prepare Improvement Examination Timetable in consultation with the OD and Tutors..
- ✍ The fee for improvement examination is Rs 100/- for each subject and students should pay that amount in the office.
- ✍ Students can collect the internal improvement request form from the tutors or from the college reprographics center..
- ✍ The internal request form should be duly signed by the subject teachers, office staff and the tutor.
- ✍ Students should return the filled in internal improvement application form along with the fee receipt to the tutor.
- ✍ Tutors shall prepare an attendance sheet of students those who are applying for the improvement examination and shall handover the attendance sheet, internal improvement application form, fee receipts to DEC
- ✍ The Question paper pattern of Improvement examination is similar to university question pattern and it's a 3 Hr examination.
- ✍ DEC's shall collect the Improvement Examination Question Paper from the subject teachers at least 3 days before the commencement of improvement Examination and forward the question papers to CEC.
- ✍ The CEC will take the adequate printouts and handover the copies to the DECs.

4.2 Assignments and Seminars

- ✍ Topics for assignments and seminars should be given within the first two weeks after the classes commence.

- ✍ Assignments should be written in assignment books and seminar reports should be written in paper in prescribed format.
- ✍ Students are expected to submit the assignments according to the dates given to them.
- ✍ Late submission of the assignments should not be entertained.
- ✍ The seminars should be conducted as per the schedule.

4.3 Lab

- ✍ Students shall adhere to the lab timings correctly. No floppies/cds/Pen drives shall be brought to the lab without permission.
- ✍ Students should arrange the chairs and keyboard tray properly before leaving the lab.
- ✍ There is no break between lab hours.
- ✍ Staff should follow common format for lab record.

4.4 Project

- ✍ The project guides of same class should conduct meeting before starting the project. Guides must follow same rules for evaluating project and same format for project documentation.

5. Discipline

- 5.1 Punctuality is an essential part of education and the students are expected to be in the class before the morning bell. You shall devotedly participate in the Morning Prayer. After the bells before each class hour you shall enter the class immediately and get seated in

your place.

- 5.2 Attendance will be taken at the starting of each period and leave application form duly signed by the Parent, Class Tutor, HOD and the student has to be presented by the absentees of the previous day/days
- 5.3 Late comers may be permitted to enter the class. But they will not be given attendance.
- 5.4 Students shall not leave the college campus without permission before the classes are over.
- 5.5 Those without uniform, leave application etc. will not be permitted to remain in the class.
- 5.6 An atmosphere of study should be maintained in the campus. Students should keep silence in the College building during the class hours.
- 5.7. Students must appear for the IAEs and model examinations without fail.
- 5.8 Students are expected to submit the assignments and conduct seminars with due earnestness.
- 5.9 Students should keep the classrooms, corridors and the premises clean.
- 5.10 Students are responsible for the safe custody of their belongings.
- 5.11 Students(day scholars) are not permitted to enter into Santhigiri Hostels.
- 5.12 Students shall not bring Cinema magazines and such other books/publications to the college.
- 5.13 It is prohibited to conduct meetings, collect money or distribute notices in the College campus without the prior

permission of the Principal.

- 5.14 All Christian students must participate in the Holy Mass and Retreats conducted in the College.
- 5.15 Smoking and drinking alcohol are strictly prohibited within the college and in the college Campus. Students shall not consume any type of drugs.
- 5.16 Students have to bring their parents to the college if requested by the authorities.
- 5.17 Students showing disobedience and disrespect to the management and the staff members are liable to be dismissed.
- 5.18 Students shall not enter other classrooms without the permission of the Principal/Teachers.
- 5.19 Students are not permitted to use mobile phones in the campus from 9.30 am to 4.30 pm.
- 5.20 English is the campus language of the college. All communications in the class rooms and outside between the staff and students and among the students themselves shall be in English.
- 5.21 All teachers in the college, irrespective of class or department are entitled to take disciplinary action against any student of this college.
- 5.22 All students shall adhere to the dress code prescribed by the college.
- 5.23 Those students who could not secure the required percentage of attendance are not eligible to appear for the University examinations and promotions.
- 5.24. Students are not allowed to write or draw on the walls

and furniture. Any damage made to the property of the college will have to be compensated. If the culprit cannot be detected the concerned class/group or all the students may be imposed a fine. The punishment 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 the Prevention of Damage to Public Properties Act.

- 5.25. As per the ruling of the High Court dated 17.03.2003 all types of political activities in the college campus have been banned. Therefore, the students are not allowed to take part in any political agitations or demonstrations.
- 5.26. Students shall not indulge or stage in any activity like Dharna, Gherao, and obstructing entry to and from any class room, office, hall or places inside the campus.
- 5.27. No student of the college shall shout slogans inside the campus and interfere or cause disturbance to the functioning of the college.
- 5.28. Grievances of the students shall be brought to the notice of the Principal.
- 5.29. In all cases of disputes the decision of the Principal (Management) will be final.
- 5.30 Students are requested not to publish or upload any picture and videos related to SanthigiriCollege in the social media without permission. Students are not supposed to post derogatory or sensitive statements against college, staff and colleagues in WhatsApp, Facebook etc. Student groups in social media are to be

created or activated only with the tutor’s permission.

5.31 Boys are expected to come to college with a clean shaved face and proper hair cut.

6. Usage of vehicles

6.1 Students are not permitted to bring vehicles inside the campus. They may park the vehicles in the area near to the main gate.

6.2 Students using two wheelers shall wear helmet and possess a valid driving license.

6.3 Triple-riding and over speeding on motorcycle is strictly prohibited.

6.4 Bringing four-wheelers to the campus is not encouraged.

7. Uniform

7.1 Uniform is compulsory in the campus on Monday, Tuesday, Thursday, Friday and those days specially demanded.

7.2 Tags are compulsory for all days and it should be well displayed and not to be inserted in the pocket. If the student fails to obey the rule, he/she is liable to be fined each time.

8. Dress code

✎ Self-Discipline is an essential element for every human being. Wearing dress decently and modestly is an integral part of our culture and self-discipline. The style, size and shape of the college uniform shall be in accordance with the norms provided by the college management.

8.1 First Uniform:

PG Boys: Formal pants, full sleeve shirt and black belt.

PG Girls: Formal pants, Full sleeve shirt and overcoat.

UG Boys: Formal pants, half sleeve shirt and black belt

UG Girls: Formal pants, half sleeve shirt and overcoat.

Cloths for uniform should be purchased only from the person/shop assigned by the college.

8.2 Second Uniform:

The second uniform, if any, shall be formals for boys and Sari or Churidar for girls in consultation with class tutor.

Students may be permitted to use second uniform on specific occasions by the class tutor in consultation with the Principal on the days when uniform is not compulsory.

8.3 On other days when uniform is not compulsory

Boys:

Regular pants and normal shirt with sufficient length to insert / Plain T-Shirt with collar

(Trousers with low waist, cargos and pencil-thin model fashion trousers are not permitted)

Girls:

Long skirt with shawl /churidar with loose bottom and shawl (decent slits)/ jeans and kurtis with stall/sari are only allowed. Leggings/ jeggings may be used only with churidar without slit. Maftha color can either be black or navy blue. Hair shall be properly clipped.

9. College bus

- 9.1 College buses are the extension of the college campus. All the rules and regulations that are to be observed in the college campus should be adhered to in the college bus also
- 9.2 Girls shall sit from the front seats and boys from the back seats.
- 9.3 Girls and boys shall not share the same seats.
- 9.4 All are expected to behave modestly and decently in the bus.
- 9.5 Students shall not make unnecessary noise in the bus.
- 9.6 Keep the bus clean and tidy.
- 9.7 Only those who possess college bus pass shall travel by the college bus.
- 9.8 Students are permitted to travel only through the route mentioned in the bus Pass. Defaulters in both cases will have to pay a fine each time.
- 9.9 The bus drivers or others deputed are authorized to check the bus passes.

10. Fine

- ✎ All fines shall be paid in the office and receipt must be shown to teacher who gave the fine or class tutor.

11. Some general discipline rules to be observed

- ✎ Only students with disabilities are permitted to use the lift facility.
- ✎ If a student receives 2 punishments continuously and if he commits a similar case for the second time, he/she will

have to compulsorily bring his/her parents to the college and if again repeated he/she will be brought to the disciplinary committee.

- ✍ Students shall not leave the auditorium/seminar hall/classroom when the meeting/session is going on. They shall listen to the speech carefully and participate in the sessions actively. They should keep perfect silence during the program.
- ✍ Students shall not whistle or shout slogans in the auditorium/seminar hall/classrooms, especially during the common functions. If the parents are summoned for any reason, please report the same to the Principal in advance.

12. Suspension / dismissal of students

- ✍ Discipline is integral to education and irregular attendance, habitual disobedience, disrespecting the teachers and visitors, harassing or manhandling other students, dishonesty, laziness; breaches of discipline or conduct detrimental to the morale of the Institution are sufficient reasons for suspension or dismissal of the student from the college.

