

# DON BOSCO COLLEGE, SULTHAN BATHERY

## GENERAL RULES & REGULATIONS

1. The student's registration in the college is considered as an expression of willingness to abide by all the rules and regulations in force in the college, as also declared in the application form by the student. Every student therefore is committed to the observance of these rules and those that will be made by the management during the course of study.
2. The student who takes admission to the college is understood to be for the entire course. The student shall not ordinarily ask for transfer or discontinue the course which he/she has started. Still if the student wants to quit the college, he/she must clear all the remaining fees for the remaining part of the course.
3. The student's goal is primarily to achieve academic excellence and to develop his/her total self for the service of his/her fellowmen. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the college.
4. Important notices are posted on the notice board of the college. It is the responsibility of the students to read and respond immediately. If one is absent when the notices are displayed, or information is communicated, it is the duty of the student to get the information. College will not be responsible if one is absent and if one fails to respond to the notices displayed and information passed. Notice boards are for official use only; tampering with them is a serious offence.
5. It is the responsibility of the student to treat college property with care and to keep the building and the campus neat and clean. Any damage done by the student to the property of the college must be repaired or replaced at the student's expense.
6. The use of mobile phones in the college building is not ordinarily encouraged. If for any reasons the students need to bring mobile phones, it must be used with discretion and with responsibility. If the use of mobiles phones is found to be a disturbance, detrimental to normal functioning of the campus or unnecessary, the college

authorities can prohibit the its use in the campus for a period of time as per their discretion.

7. The dress code of the students should be modest, neat and dignified. Ladies should wear churidars or sarees and young men shall wear pants and shirts. Any type of casual wears (eg. shorts, T-shirts etc.) are not allowed on normal working days. The College Uniforms are to be worn on Mondays, Wednesdays and Fridays and on other days when informed by the principal. Those appearing at the college without the full and complete uniform attire, will have to pay a fine of Rs. 100/-
8. Any student may be suspended, dismissed, or expelled from the college at any time during the year for the following reasons: Ragging, Copying in the examination, Stealing, any form of cheating or dishonesty; any form of public immorality in the campus; possessing or bringing into campus pornographic material; bringing or being under the influence of alcohol on the campus during the college activities including picnics, study tours and excursions; possessing, use or trafficking of drugs; smoking, bringing or carrying within the campus firearms or any lethal weapon; physical assault on persons; gross and deliberate discourtesy to college personnel or students on the campus; vandalism in college or college property; tampering with and/or falsification of college or public document; preventing or threatening students or college staff or authorities from discharging their duties, or any offence considered serious in the same code.
9. Student Party Politics is not permitted in the campus. No student shall take part in any student political party activities outside the campus during working hours. Neither shall any student promote directly or indirectly any political activism in the college. Election is held to elect student representatives to the College student's Union.
10. Use of chewing gum and substance are strictly forbidden in the campus.
11. Study tour may be arranged by the students with the consent of the class teacher and the head of the department. Prior permission must be obtained from the principal before finalizing the place, date and mode of transport.

12. The tour party must be accompanied by the class teacher and /or a member of the staff. In some cases a parent/ the mother of a girl student may be asked to accompany the group. Such tours are not to be conducted on working days. But in the case of a three-day tour, one working day may be included. A two or three-day tour may be conducted only once during the course. However, one day picnics may be arranged in the remaining two years of the course, provided the class teacher is willing to accompany the students and there should be at least 80% of the class present for the same. Classes going for one day picnics should return to Sultan Bathery at 7.00 p.m. at the latest. All the picnics and tours must be held before Christmas Holidays.
13. Anyone is free to follow and practice a religion of his/her choice. External worship other than catholic is not allowed in the college. The college Chapel is open to anyone for personal prayer. The Catholic students are expected to attend the Holy Mass whenever it is held in the campus while the non Catholic students are to attend the Value education classes.
14. Students are not permitted to raise funds from the students or from the public without the explicit permission of the principal.
15. The students are requested to take care of the furniture and other equipments of the college. Damages caused must be compensated as per the directive of the Principal in consultation with the administrator.
16. No student will be enrolled or allowed to attend any class until the fees due from him/her has been paid.
17. Grievances if any, shall be brought to the attention of the principal through the representatives or through the grievance cell.
18. One can address students in the class room, or any gathering on the campus, only with the permission of the principal.
19. Strikes, shouting slogans, skipping classes and crowding in the campus, are not permitted.
20. The medium of instruction and communication on the campus shall be in English.

21. Students are not allowed to go out of the campus without the permission of the Class In charge or the Principal except during the lunch break.

### **EXAMINATION & TEST PAPERS**

The primary purpose of Examinations and Test Papers is to evaluate the academic growth of the students. In each semester, the students have to write two Internal Assessments and a Semester End examination. They are announced in due time giving sufficient time for the students to prepare for the same. These exams and the tests papers are important and are conducted in all seriousness. The internal assessments cannot be repeated. If a student fails to write the internal assessment tests for whatever reason, he/she stands to forfeit the chance to obtain marks for the same. Those who absent themselves for the End Semester exams or fail to get the expected grade, may write the supplementary or can attempt to improve the grades when the respective semester exams are held in the following year.

#### **Internal and External Marks.**

Internal marks are calculated taking into consideration – Two Internal tests, Seminar, Assignment and attendance. The internal marks are out of 20. The external marks are based on the Semester Exam conducted by the University. A maximum of 80 marks are awarded for the External exam.

### **IDENTITY CARDS**

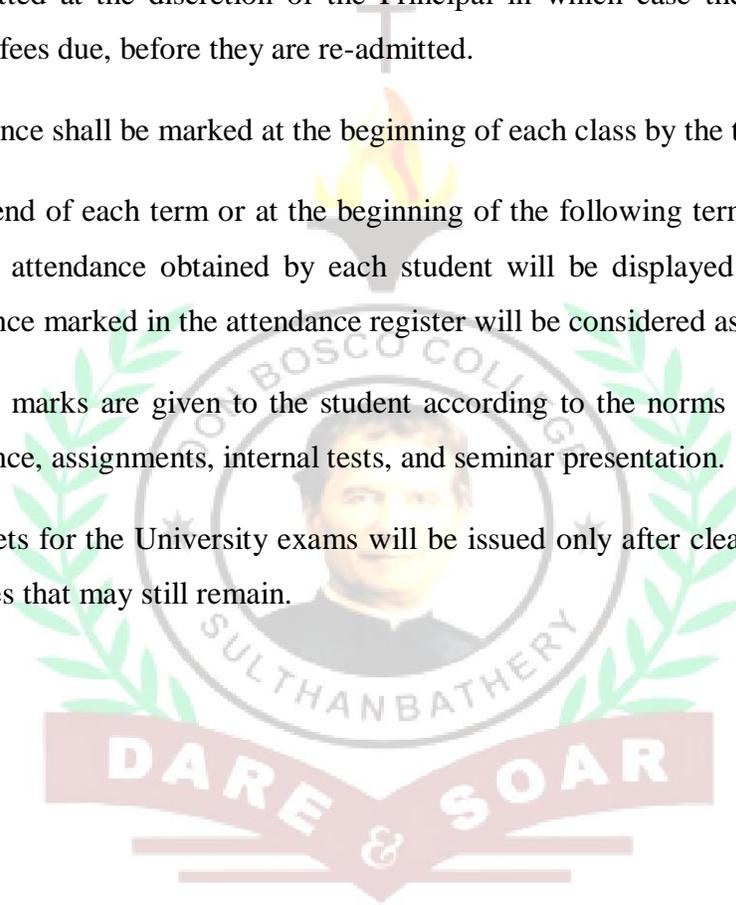
Every student is expected to have in her/his possession an identity Tag with her/his photograph attested by the principal. The identity Tag must be presented at the time of payment of fees, library work, while receiving the hall tickets, refund of the caution deposit, mark list and other certificates. The students must wear the Identity Tag of the College on all days. If the Tag is lost, a duplicate one may be issued at the student's expense of Rs.100/- with the special permission of the principal and on submission of a written request for a duplicate Tag.

## ATTENDANCE AND LEAVE

1. The working day is divided into two sessions, three hours in forenoon and two hours in the afternoon. Attendance will be marked at the beginning of each period. If a student is late or absent he/she is expected to fill up a form and pass on to the teacher/office as instructed. If a student is absent for any one period of any one session, he/she will be considered as absent for that session. Students who reach the college late will have to obtain the late form paying Rs.10/- and submit the same to the class teacher on the same day. A total of 10 days of late arrival is permitted in a Semester. Those who still continue to come late will have to pay Rs.10.- with loss of half-day attendance. This is to discourage students from coming late. Such student must submit the leave form to the class teacher in order to get the rest of the day's attendance.
2. Each class will have a class monitor who will assist the lecturer in his/her routine duties. The monitor shall report without delay to the principal of any special situation that may arise in the class such as the absence of the lecturer etc. so that necessary arrangements can be made immediately.
3. Leave is granted by the Principal. Application for leave should be given to the Principal in advance except in unavoidable and unforeseen circumstances. In such cases, the students are requested to produce a leave letter signed by the parent or the guardian who has signed in the Admission Application. Forging or malpractice with regard to leave letters will be considered a serious offence. Those who do not produce leave letters are not entitled to get attendance until they produce the same.
5. It is a must that the students should be present on the re-opening days and college functions. Absence on these days will be considered as a serious fault.
6. Minimum percentage of attendance (75%) is required to attend the semester exams. Those incurring shortage of attendance may request the Principal for Condonation of shortage of

attendance which will be given only for medical reasons with valid medical certificate from recognized medical practitioner. If the Principal is convinced of the validity of the reasons, he may recommend for condonation subject to the University rules. Such condonation will not be granted for more than two semesters during a course of study.

7. The names of students absenting themselves for more than 10 consecutive days without prior permission will be removed from the rolls and they will lose their attendance. They may be re-admitted at the discretion of the Principal in which case they will have to pay all the college fees due, before they are re-admitted.
9. Attendance shall be marked at the beginning of each class by the teacher in the class.
10. At the end of each term or at the beginning of the following term information regarding the days of attendance obtained by each student will be displayed on the Notice Board. The attendance marked in the attendance register will be considered as the sole evidence.
11. Internal marks are given to the student according to the norms of the university based on attendance, assignments, internal tests, and seminar presentation.
12. Hall tickets for the University exams will be issued only after clearing all dues including fees and fines that may still remain.



## LIBRARY

1. The library will be opened from 9.15 a.m. to 12:00 p.m. and from 12:45 p.m. to 4:15 p.m., Monday to Saturday. It will be closed on Sundays, Second Saturdays and on public holidays.
2. Strict silence is to be observed inside the Library.
3. The students who enter the Library are expected to leave their belongings at the entrance and take with them only writing materials.
4. The students can borrow 3 books at a time.
5. The books lent out should be returned within 15 days. If the library book is not returned on time, a fine of Rs. 20/- will be charged per book, per day. If the book is not returned he/she will be suspended from membership till the fine is paid.
6. No reference books can be taken out of the library.
7. The books taken by the staff are to be returned within three weeks.
8. No magazines are lent out.
9. Students wanting to enter the library stack room should show their identity cards to the librarian before they enter.
10. The students are given 3 library cards each and they must bring them personally to take books out of the library. Books will not be issued without cards.
12. If a book is damaged or lost, the student will either have to pay for it or supply the Library with a new copy according to the decision of the librarian.
13. Students are forbidden to remove any page or article from any newspaper or magazine in the reading room.
14. On collecting books from the library, the student ought to examine them and report any damage found therein to the Librarian, failing which he/she shall be held responsible for any damage found on returning them.

15. If library cards are lost duplicate cards may be issued on written request of the student on payment of Rs. 20/- each per card.
16. Library books will not be issued to students during University exams. They may refer them in the library. Library books are not to be used as text books.

### **ISSUE OF CERTIFICATES**

1. After the completion of the course, transfer and course certificates will be issued to students. Students have to settle all their dues before applying for transfer certificate.
2. The conduct certificate is a document depicting the overall conduct of the student decided and signed by the Principal. It will be issued together with TC, after the completion of the course.
3. The qualifying certificates and marklists submitted by the students on admission will be returned to them only on completion of their respective university examination or his/her TC being issued. If however student requires his/her documents for producing it elsewhere he/she will have to apply to the principal, clearing all dues as per rules. A sum of Rs. 10/- will have to be paid for the same.
4. The student must collect from the office one's documents within a year after completing the course. The college office will not be responsible for any damage or loss to the certificate left unclaimed by the student, after one year. From the second year onwards a search fee of Rs. 50/- will be levied for each year that has elapsed.
5. Certificates are to be collected directly by the student. If a student is unable to collect them personally, he/she should write a letter to the principal, authorizing his/her father/mother/guardian. Duplicate TC will not be issued unless there is a certificate from an officer ordinarily not below the rank of a first class Magistrate to the effect that the TC has been lost irrecoverably and on payment of Rs. 250/-

## COLLECTION AND REFUND OF FEES

### Mode of collection of tuition fees

The Tuition fees must be paid in full for each semester. It may be paid in the months of June and December respectively.

The college fee including fine if any is to be remitted in the College Account through the Catholic Syrian Bank using the bank ID given to the students. No college fee is collected at the college office.

### Fee Defaulters

The student who fails to pay the full fees on or before the due date is given two week's time to pay the full fee along with a fine of Rs.50/-. Additional two weeks are given with fine of Rs. 100/- If the student still fails to pay the full fee even after four weeks, he/she will incur loss of attendance till the fee is paid. However he/she may be permitted to attend the classes if the Principal finds it worthy. Hall Tickets shall be issued only if the student has paid the full fee. The names of defaulters will be published on the notice board immediately after the expiry of the last date fixed for payment. No student shall be allowed to begin the subsequent semester without having paid the arrears in full.

### Payment of Fees by Students on Rolls

Once the student is enrolled in the college, the paid fee will not be refunded under any circumstances. If a student wishes to discontinue the course for which she /he is admitted for whatever reasons, the balance amount of tuition fees including the running semester is to be paid and only then TC and other documents will be issued as indicated in the prospectus and as agreed at the time of admission.

### Re-Fund of Caution Deposit

The caution deposit will be refunded to the students when TC is issued. Refund is made after deducting all the dues, if any, on account of:

- (i) Loss of library book
- (ii) Damage of the properties of the college
- (iii) Contribution to Past Pupil's meet.
- (iv) Other dues if any.