



NAJATH COLLEGE
OF SCIENCE AND TECHNOLOGY
KARUVARAKUNDU
(Affiliated to University of Calicut)

Kannath, Tharish P.O.,
Karuvarakundu, Malappuram Dist.
Kerala, Pin-676 523
T: 04931 – 280786, +91 9747217700
F: 04931 – 282 700
E: najathcollege@gmail.com
www.najathcst.com

CODE OF CONDUCT FOR STUDENTS

General Rules

1. The day begins with prayer. The entire college pays due attention and devotion to prayer.
2. Students are to remain in their classrooms during class. If the teacher is absent the class monitors should inform both the concerned department and principal for immediate alternative arrangements.
3. Students are not allowed to leave the campus during the working hours. In case of any emergency, the sanction must be obtained from the Principal by forwarding the prescribed Movement Form duly countersigned by the class tutor/ teacher, HoD, and the Parent/Guardian.
4. Identity cards are compulsory for all students on campus and should be produced for verification on demand.
5. All students are to be obliged to strictly observe the dress code/uniform fixed by the authority while attending the college.
6. Students are liable to ensure the participation of their parents in all PTA meetings. Failure will result in debarment from the class.
7. Cleanliness in classrooms, verandahs and premises is essential. Avoid leaning against walls and doorways, writing on desks, benches and walls, fixing nails, pasting notices on the walls etc.
8. Students should consult the notice board, Student Application and website every day. Information regarding various relevant matters will be put up in the above-mentioned ways; ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply.
9. A call to the auditorium/seminar hall for a common purpose or any other programme must be promptly and strictly answered. No one is to remain in classrooms or elsewhere during such occasions.
10. Complaints of students will be looked into only if they are presented through the proper channel. Collective petitions, however, will not be allowed. Make use of the Students' Grievance Redressal Cell.



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11. Students' vehicles should be parked only in the prescribed parking area. They are not allowed to sit in the parking shed.
12. Students are strictly prohibited from entering the staff's parking area.
13. All students should behave with dignity and courtesy and should wear neat, decent and modest dress. An attitude of respect and love should be reflected in their behaviour towards elders, teachers, peers and others.
14. **Political activism is strictly banned in the precincts of the college. All sorts of strikes, demonstrations, meetings, processions shouting slogans and collecting funds are liable for punishment.**
15. Any persistently insubordinate student, who is repeatedly or wilfully mischievous, and who is guilty of fraud or malpractice in connection with examinations shall be removed from the roll. The removal shall be either temporary or permanent according to the gravity of the offence.
16. Students taking part in communal and anti-social activities will be severely dealt with. They will not be awarded any scholarship or benefits due to them.
17. All vandalistic activities will be treated seriously and compensation will be exacted from the guilty.
18. Ragging, teasing, intimidating, harassing and use of words of abuse etc. on fellow students within the campus or outside are punishable under the order of the Supreme Court, High Court, UGC, Govt. of Kerala and the University of Calicut, and such matters will be immediately reported to the police. Ragging invites immediate expulsion from the college.
19. No student shall give any matter regarding the activities of the college to the press or upload on social networks without the approval and permission of the principal.
20. **Cell phones and other such gadgets are strictly banned within the boundary of the campus without the prior permission of the principal or any other teacher authorized for the purpose.** Any unauthorized use of a mobile phone deserves seizure. It will be returned, if at all, only after one week with a fine of Rs.500/-
21. Students who are charged with criminal offences or under suspension should not enter the campus without the prior permission of the college authorities.



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22. Students are prohibited from:

- i. Entering the classrooms, laboratories, office, staff room, Library, Cafeteria etc. except when they are expected to be there.
- ii. Loitering on verandas and vacant classrooms, or crowding at the gate or about the office.
- iii. Using narcotics-cigarette, pan items... Etc.
- iv. Bringing outsiders to campus to any of the functions held at the college without prior permission.
- v. Use of fireworks, electronic devices, cameras etc. anywhere on the campus without permission.
- vi. Wear or carry costly articles and ornaments in the college

23. Students should collect their certificates after the completion/termination of their course by 30th September of the same year. After the date, a fine of Rs.100/will be levied.

24. The Principal or other college authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character which regulate the conduct of the students on the rolls, so far as such rules seem necessary to maintain the credibility, usefulness and reputation of the college.

25. Students are expected to know the rules and ignorance of rules is not an excuse for their violation.

Attendance and Leave

1. Punctuality and regular attendance are compulsory. Attendance will be taken at the beginning of each hour.
2. A student who is absent from class for one hour will be considered absent for half a day.
3. Latecomers will not be permitted into the class.
4. No student shall be absent from his/her class without permission.
5. A student requiring leave for a day or a longer period shall make an application in the prescribed form and submit it to the principal. The application must be countersigned by the parent, the tutor and the Head of the department.



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6. If the absence is due to illness, the application shall be supported by a registered medical practitioner and issued to the concerned.
7. A student who is absent without leave for five consecutive working days will be removed from the roll.
8. For half leave, students are advised to get permission from the concerned class tutor and should be entered in the department-level Movement Register.
9. The certificate of attendance required by the University Examinations will not be granted unless,
 - i. The principal is satisfied with the progress and conduct of the student.
 - ii. The student has attended **seventy-five per cent** of the total working days in the semester.
 - iii. If a student is unable to attend classes as he/she represents the college in extra-curricular activities such as sports and games, NSS, and Association or literary activities he/she may apply for attendance for such days.
 - iv. Such application shall be duly recommended by the responsible faculty and shall be submitted not later than the next five working days after such activities.
 - v. Late applications will not be entertained.
 - vi. The principal reserves all rights to grant or refuse such application at his discretion.
10. Application for Condonation of Shortage of Attendance will be forwarded only in satisfactory cases. No application for exemption will be recommended by the principal unless he is satisfied that the shortage of attendance was due to reasons beyond the control of the student and also that leave was availed of during the period of absence.
11. Irregular attendance, insubordination to teachers, habitual shirking from class work and obscenity of any sort are sufficient grounds for the suspension or dismissal of a student from the college.

Fee Rules

1. The first term fee including special fees will be collected at the time of admission.
2. Subsequent instalments will be collected as shown in the Fee Chart given in the Appendix. I
3. If a student fails to pay fees on the due date he/she shall be liable to pay a fine of Rs. 500/-along with the fees on or before the tenth day after the due date



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4. If the fees and fine are not paid within the last working day before due to the succeeding instalment, the student's name will be removed from the college roll. If the student is not readmitted he/she will have to remit all the arrears with a fine and obtain permission from the principal.
5. Students who have completed their respective course of study can apply for a refund of the Caution Deposit in the prescribed form within the stipulated time- from July 1st to August 31st (If he/she deserves it as per the assessment of the concerned authority and Principal.



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Library Rules

1. All students of the college are members of the library.
2. Every user must make an entry in the library register while entering the library and also at the time of exit. The library will be open from 9 am to 4.30 pm on all working days.
3. An identity card issued by the college should be produced while entering the library.
4. Personal articles like books, bags, umbrellas, files etc. should be kept at the entrance before entering the library.
5. Strict silence should be observed in the library and its precincts.
6. Students can borrow books from the library by producing the card issued to them by the library.
7. Identity/Library card is not transferable. If any damage, marking, mutilation, writing or defect of any sort is found on the book issued to students, it must be reported to the librarian before leaving the counter.
8. The borrower will be held responsible for any damage detected when the book is returned and he/she will be required to replace the defective book with a new one or pay such compensation as decided by the librarian.
9. The loan period is 14 days. However the librarian reserves the right to call back any book at any time from a borrower, even if the period of the loan has not expired.
10. If the books borrowed from the library are not returned on or before the due date, a fine of Rs.10/- will be charged per day on each Book.
11. If a book is lost, the matter should immediately be reported to the librarian.
12. If a book is irrecoverably lost, it must be replaced with a new one or compensation paid as decided by the librarian.
13. In case an identity/library card is lost, the matter should be reported to the librarian in writing. After proper investigation, the librarian, at his discretion, may or may not issue a duplicate card. Otherwise, the owner of the card will be responsible for the books issued upon presentation of the card.



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14. A duplicate card will be issued on payment of Rs.150/-

15. The card will be expired by the completion of the programme.

16. Computer Labs Rules

1. Students must present a valid ID card before entering the computer lab.
2. Playing games or engaging in other academic activities in the lab is strictly prohibited.
3. No Footwear/ bags/handbags/raincoats/ casual wear will be allowed inside the computer lab.
4. The computer lab is for academic purposes. Therefore, a quiet atmosphere is required. Silence must be maintained in the lab at all times. Noisy students will be asked to leave.
5. Conversation, discussion, loud talking & sleeping are strictly prohibited.
6. Every user must make an entry in the lab register while entering the Computer Lab and also at the time of exit from the lab.
7. Users are strictly prohibited from downloading, viewing or distributing any materials without the prior permission of the faculty in Charge.
8. Students are not allowed to use personal Pen Drives, Data cables, Phone CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
9. Before leaving the lab, users must close all programs positively and keep the desktop blank.
10. Users are strictly prohibited from modifying or deleting any important files and installing any software or settings on the computer
11. Based on the prime priority, users may be requested by the lab in charge, to leave the workstation at any time and compliance is a must.
12. Eating and/or drinking inside the computer labs is strictly prohibited.
13. The lab must be kept clean and tidy at all times.
14. If any problem arises, please bring the same to the notice of the lab in charge.
15. Lab timing will be as per the academic timetable of different classes



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16. Each student or visitor must take mobile phones in “Switched Off” mode while entering and or working in Computer Lab.
17. No duplicate or pirated Software(s) will be allowed to be used in a Computer Lab.
18. Use of Computer Lab for personal work is prohibited. However, permission for doing personal academic work may be given by Lab in Charge as per the request through the concerned faculties...
19. Users must turn off the computer before leaving the computer lab.
20. In case of theft/destruction of the computers or peripherals, double the cost of the loss will be charged to the student/user.
21. Computer Lab Assistants are available to assist with BASIC computer and software problems. They are not tutors and will not tell you how to complete your assignments.
22. Food and drink are not permitted in the computer lab.
23. The use of cell phones is prohibited in the computer lab
24. Unauthorized copying and/or installation of unauthorized software is not permitted.
25. Tampering with the hardware or software settings will not be tolerated.
26. Students found Internet surfing or chatting for personal reasons may be asked to leave. Preference is given to students doing coursework over those engaged in personal computer use.
27. Personal files are not to be stored on the local drive C. Students are responsible for providing their means of digital storage. All lab computers are set up to remove any data stored or any programs installed by users.
28. DO NOT leave your personal belongings at the computer. The College is not responsible for items left behind.
29. Internet facility is only for educational/ study purposes.