



The Indian Agriculture College
Radhapuram - 627 111
Tirunelveli District
Tamil Nadu

POLICY DOCUMENT

Governing Council:

(1) The Governing Council shall consist of the following members:

Sl.No	Name	Designation
1.	Dr. S. A. Joy Raja Chairman - TIAC	Chairperson
2.	Dr. A. John De Britto Former Registrar Manonmaniam Sundaranar University, Tirunelveli	Member
3.	Dr. E. I. Jonathan Advisor – TIAC	Member
4.	Dr. S. Manickavasagam Principal	Member
5.	Dr. J. Jane Sujatha Former Dean of TIAC Retd. Professor from TNAU	Member
6.	Joint Director – Tirunelveli Dist. Department of Agriculture Government of Tamil Nadu	Member
7.	Mr. Thomas Alwin, Farmer Kalikulam, Radhapuram Taluk, Tirunelveli Dt	Member

(2)The term of nominated members shall be two years.

(3)The term of office of members shall continue so long as they hold the office by virtue of which they are members.

(4) The Governing Council shall meet as many times as required but shall at least meet once a year on the date to be fixed by the Chairperson and such meeting shall be called the annual meeting of the Governing Council.

(5) The quorum of the meeting shall be one third of the total membership of the Governing Council.

(6) A member nominated member of the Governing Council not attending three consecutive meetings without prior notice shall cease to be a member of the Governing Council and the vacancy will be duly filled in.

(7) Meetings of the Governing Council shall be convened by the Chairperson suo-motto or on a requisition signed by not less than four members of the Governing Council. The presence of Chairperson shall be necessary to constitute a valid quorum for all meetings of the Governing Council, unless if the Chairperson is unable to attend any meeting of the Governing Council, the Chairperson shall be entitled to nominate another member, if he so desires, to be the Principal of that particular dated meeting only and not for any other meeting.

(8) A written notice of every meeting shall be sent by the Principal to every member at least two weeks before the date of the meeting. The notice shall state the place, date and time of the meeting; Provided that the Principal may call a special meeting of the Governing Council at short notice to consider any urgent / special matter.

(9) The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary course.

(10) Agenda shall be circulated by the Principal to the members at least 10 days before the meeting except in case of emergent meeting.

(11) Notices of motions for inclusion of any item on the agenda must reach the Principal at least fifteen days before the meeting. The Principal may, however, permit inclusion of any item for which due notice has not been received.

(12) Decisions on all issues considered in the meetings of the Governing Council shall be taken by majority votes of the members present. If the votes be equally divided, the matters shall be decided by the casting vote of the Principal.

(13) The ruling of the Chairperson in regard to all the questions of procedure shall be final.

(14) The minutes of the proceedings of the Governing Council shall be drawn up by the approval of the Principal and circulated to all members of the Governing Council. The minutes along with amendments, if any, shall be placed for ratification at the next meeting

of the Governing Council. After the minutes are ratified by the Principal, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Council.

Academic Calendar of the College:

- (1) Academic Calendar of the College shall be approved by the Governing Council and shall be in conformity with the guidelines, if any, issued by the State Government and other Regulatory Bodies from time to time.
- (2) The College shall publish its Academic Calendar on its website.

Officers of the College:

The following shall be the Officers of the College:

The College may appoint all or any of the Officers, as per the list below:

- (a) The Principal
- (b) Director, Internal Quality Assurance Cell (IQAC)
- (c) The Director of Alumni Relations
- (d) The Administrative Officer
- (e) Librarian

Appointment, Powers and Functions:

Principal:

- (1) The Principal shall be selected by a Search Committee to be constituted by the Chairperson.
- (2) The Search Committee shall comprise of the following members:
 - (a) One Expert member nominated by the Governing Council.
 - (b) One Senior Professor from outside the College nominated by the Governing Council.
 - (c) One member nominated by the Chairperson, and;
- (3) The Search Committee shall recommend a panel of three names to the Governing Council through Chairperson within the period stipulated by the Chairperson in his order constituting the Search Committee.
- (4) In case, none of the recommended names are found suitable, the Chairperson shall advise the search committee to suggest a fresh panel.

(5) The Governing Council shall after the receipt of the recommendations of the Search Committee, approve one name from among the panel and submit to the Chairperson for appointment of the Principal.

(6) The Principal shall be appointed by the Chairperson with the approval of the Governing Council, based on the recommendations of a Search Committee and shall hold the office for a period of three years or until he / she attains the age of sixty five years whichever is earlier and shall be eligible for reappointment after the expiry of his / her term.

(7) The Principal shall be a whole time salaried officer of the College; the salary, allowances and other conditions of services, shall be such as decided by the Governing Council, and as amended from time to time, in writing.

(8) The Principal will report the Chairperson only.

(9) The Principal may by writing addressed to the Chairperson, resign his office with one month notice or three month's salary in lieu of notice, without assigning any reason.

(10) After the expiration of the term of three years, the Principal shall continue to hold his / her office for a period of not exceeding six months or till regularly appointed Principal takes over his / her office, whichever is earlier, provided further that if no Principal could be appointed by the Governing Council during the aforesaid period of six months the Governing Council shall have the power to further extend the term of office of the Principal for a period of not beyond three months.

(11) The services of Principal can be terminated by the Chairperson with the prior approval of the Governing Council, by giving him / her one month notice or one month's salary in lieu of notice. If, at any time, upon representation made or otherwise, and after making such inquiry, as may be deemed necessary, the situation so warrants that the continuance of the Principal is not in the interest of the College, the Governing Council, may, by an order in writing stating the reasons therefore, ask the Principal to relinquish his / her office before expiration of his / her tenure from such date as may be specified in the order; Provided that before taking an action under this sub section, the Principal shall be given an opportunity of being heard.

(12) The Principal is the Chief Executive and Academic Officer (CEAO) of the College and is charged with the responsibility to provide general superintendence and control over the affairs of the College; direct the establishment and is responsible for the achievement of the College's mission and strategic goals; and execute the decisions of the Governing Council and other competent bodies and the State Government.

(13) All faculty and staff report directly to the Principal.

(14) The Principal will conduct regular review meetings with all faculty and staff on a weekly basis and maintain the Minutes of each meeting for Records.

(15) The Principal in consultation recommends to the Governing Council the creation or continuance of academic units, programs and recruitment, retention and promotion of faculty and other employees of the College and formulate and issue rules and regulations consistent with statutory policies and procedures.

(16) The Principal is the interface between the College and local, state, regional, national, and international governmental and non-governmental agencies and institutions in order to enhance and extend the College's programs and services to the broader community.

(17) All decisions of the College should be collectively taken by the Principal and then it should be informed to the Chairperson for approval.

(18) During the temporary absence of the Principal by reason of leave, illness or any other cause, the Chairperson may make such arrangements as he deems fit for carrying on the duties of the Principal.

(19) The Principal, in addition to the powers vested in him / her, shall have the following additional powers and responsibilities:

(a) The Principal shall be entitled to be present at and to address any meeting of any authority of the College;

(b) It shall be the duty of the Principal to see that the Regulations of the College, are duly observed;

(c) The Principal shall have power to grant leave to any officer, teacher, employee or student of the College and make necessary arrangements for the discharge of the functions of such person during the period of his absence. Provided that the Principal may delegate such powers to any other Officers of the College;

(d) The Principal shall have the power to convene or cause to be convened meetings of the faculty and staff.

(e) The Principal shall have all the powers necessary for the proper maintenance of discipline in the College be it the faculty / staff or student;

(f) The Principal shall have the powers to enter into agreements on behalf of the College as approved by the Chairperson; and

(g) The Principal may delegate any of his powers to other Officers of the College with the prior written approval of the Chairperson.

Director, Internal Quality Assurance Cell (IQAC):

(1) The Director of Internal Quality Assurance Cell (IQAC) shall be appointed by the Governing Council from amongst the Faculty for a period of two years or a period as may be specified;

(2) The Director IQAC will report to Principal directly.

(3) The College shall constitute an Internal Quality Assurance Cell consisting of the following members:

(i) The Principal,

(ii) Up to five faculty members to be nominated by the Principal;

(iii) Three students / alumni nominated by the Principal;

(iv) Director IQAC, Convener

(4) The Director IQAC should monitor and review the activities and conduct regular Meetings as per the direction of Principal.

(5) He/She should meet the Principal on a regular basis for discussions to finalize the Minutes of IQAC Meetings

(6) The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chairman for his information and guidance.

(7) The quorum of the meeting shall be one third of the total strength of the IAQC.

(8) The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting;

(9) The Director IQAC shall develop a mechanism for its robust functioning by optimizing on the strength and contribution by the members.

(10) The Director IAQC shall have the following roles and functions as:

(a) Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt required knowledge and technology for participatory teaching and learning process;

(b) Development and application of quality benchmarks / parameters for various academic and administrative activities of the College;

(c) Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes and analysis thereof;

(d) Should work with IQAC team very closely and conduct regular inter and intra institutional workshops, seminars, FDPs on quality related themes and promotion of quality circles as per the approval of the Principal;

(e) Dissemination of information on various quality parameters of higher education;

(f) Documentation of the various programmes / activities leading to quality improvement;

(g) Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;

(h) Acting as a nodal agency of the College for Quality related activities, including adoption and dissemination of best practices; (i) Development of Quality Culture in the College and;

(j) Preparation of the Annual Quality Assurance Report.

Director Alumni Relations:

(1) The Director of Alumni Relations shall be appointed by the Principal from amongst the Faculty

(2) The Director of Alumni Relations will report to Principal directly.

(3) The Director of Alumni Relations shall hold office for a period of two years from the date of appointment and may be re-appointed at the end of term.

(4) The Director of Alumni relations shall have following general functions, roles and powers:

(a) He/She should plan calendar of activities which will be finalized and approved by the Principal;

(b) All alumni should be able to register in the portal of the College Alumni Relations and;

(c) Maintain the register of Alumni and foster communication for their career progression and models have to be designed to implement the same.

Administrative Officer:

(1) The Administrative Officer shall be appointed by the Chairman.

(2) The appointment of the Administrative Officer can be terminated by the Chairman in consultation with the Principal, by giving him one month notice or one month salary in lieu of notice.

(3) The Administrative Officer shall have following general functions and roles:

- (a) Oversee campus cafeteria & eateries, their modernization, upkeep and quality delivery;
- (b) Hostel Administration; Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall / Hostel to another, if deemed necessary;
- (c) Complete Maintenance of Infrastructure;
- (d) To oversee the Facilities, Transportation and day to day operations;
- (e) Develops, evaluates, and maintains the Information Technology (IT) and Enterprise Resource Planning (ERP).
- (f) Maintaining the organizations administrative policies and procedures manual.
- (g) Supervise and maintain security processes and systems;
- (h) Supervise, control, regulate and maintain House Keeping and delegate tasks and monitoring daily operations;
- (i) Ensures the organizations compliance with applicable health, building, zoning, and safety licensing and certification requirements and;
- (j) Travel Desk; Manage end to end travel plans efficiently and cost effectively - airlines, trains, transport, and hotels.

Librarian:

- (1) The Librarian shall be appointed by the Chairman; Provided the Librarian shall work under the direct supervision and report to the Principal.
- (2) The appointment of Librarian can be terminated by the Chairman in consultation with the Principal, by giving him one month notice or one month salary in lieu of notice, in case of direct recruit without assigning any reason.

(3) The Functions of the Librarian include:

- (a) Procurement of Books, Periodicals, Magazines, Newspapers, Journals, Subscriptions etc;
- (b) Library Software Management;
- (c) Book Lending Automation Tools like Card Readers, Bar code systems;

(d) Procurement of Quotations;

(e) MOOCS, SWAYAM, NPTEL, COURSERA and;

(f) Proper Record Maintenance of all Books, Journals, Documents etc.

Minimum Qualification of Teachers:

(1) The minimum eligibility for Appointment and Career advancement of teachers in the College shall be as decided by the Governing Council and in line with the guidelines of the relevant Regulatory Authorities / Councils.

(2) The College Recruitment Committee for faculty will comprise of the following:

(a) The Principal,

(b) Two subject experts to be nominated by the Chairman from the panel out of the panel of names approved by the Governing Council;

(3) Recommendations of the Selection Committee will be placed before the Governing Council for its approval;

(4) The Teaching positions shall be advertised in at least two leading National Dailies and in the College Website as per the norms prescribed by the Regulatory Body for wide circulation at least one month before the last date for application.

(5) The selected person shall be appointed for a fixed tenure on such terms and conditions as may be determined by the Governing Council; Provided the salary and allowances shall be paid to the teachers and employees online into their bank accounts.

(6) **For non-teaching Staff, Librarian** etc., the constitution of the Selection Committee shall be decided by the Governing Council.

The conditions of service of employees:

(1) Every teacher and salaried officer and such other employees as are appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the College, and a copy thereof shall be furnished to the officer or teacher or employee concerned.

The following norms to be followed for appointing Guest Faculty:

1. The proposed faculty should be fully qualified as per ICAR norms,
2. A minimum of one visit per month should be followed,
3. Package per visit is fixed according to their native place and mode of travel. But a minimum of Rs. 5000/- per visit inclusive of everything,

4. Their Local hospitality will be borne by the management,
5. The faculty should deliver the needed portion of the syllabus with powerpoint or any other latest teaching technology in consultation with the Head of the Department,
6. They are expected to deliver the latest in the field and give more weightage in inculcating practical knowledge to the students,
7. He/She should suggest possible ways and means to improve the standard of students and labs,
8. The faculty may prepare a manual or record as per the suggestion given by the Head of the Department,
9. The number of visits may either be increased or cancelled as per the need (Holidays) again in consultation with the Head of the Department,
10. The appointment of such faculty should be approved by the Governing Council of the college.

The following norms to be followed for outsourcing of Faculty Members:

1. The proposed faculty should be fully qualified as per ICAR norms,
2. A minimum of three days per week or as per the timetable should be followed,
3. It is mandatory that the appointed faculty should complete the syllabus of the course on their own including theory and practical as per academic calendar,
4. The faculty to be appointed may be preferably a senior professor to fully utilize their expertise and in case where such faculty is not available (in recently included subjects like Nanotechnology, Agromet, Food Science and Nutrition etc.) other options including freshers may be explored,
5. Package should not be less than Rs. 40,000/- per month in case of senior professors and a negotiable salary as per eligibility in case of others,
6. In subjects like English, Tamil, Yoga, locally available faculty might be explored with per hour package as per qualification and eligibility,
7. Their Local hospitality will be borne by the management,
8. There is no compromise on the quality of delivery of lecture and it should be in accordance with syllabus as suggested by the HOD,
9. They are expected to deliver the latest in the field and give more weightage in inculcating practical knowledge to the students,
10. He/She should suggest possible ways and means to improve the standard of students and labs,
11. The faculty may prepare a manual or record as per the suggestion given by the HOD
12. The number of visits is mainly decided as per requirement in consultation with the HOD so that the course syllabus is completed as per academic calendar,
13. The appointment of such faculty should be approved by the Governing Council of the college.

Disciplinary Action against Teachers of the College:

(1) A teacher of the College shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.

(2) A breach of any of the provisions of the Code of Professional Ethics prescribed by the College or Regulatory Authority / Body shall be deemed to be misconduct.

(3) A teacher of the College may be removed or his / her services terminated on one or more of the following grounds:

(a) Willful neglect of duty;

(b) Misconduct;

(c) Breach of any of the terms of contract of service;

(d) Dishonestly connected with College Examination;

(e) Scandalous conduct or conviction for an offence involving moral turpitude;

(f) Physical or mental unfitness;

(g) Incompetence;

(h) Abolition of the post.

(4) No order of dismissal, removal or termination of the services of a teacher of the College on any ground mentioned in clauses (3) (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the teacher and communicated to him / her with a statement of the grounds on which it is proposed to take action and he /she has been given adequate opportunity;

(a) of submitting a written statement of his / her defense;

(b) of being heard in person, if he / she so chooses; and

(c) of calling and examining such witnesses in his / her defense as he / she may wish.

Provided that the Governing Council or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

(5) The Governing Council may, at any time ordinarily within two months from the date of the Disciplinary Committee report, pass a resolution dismissing or removing the

teacher concerned from service or terminating his / her services mentioning the ground of such dismissal, removal or termination.

(6) The decision shall forthwith be communicated to the teacher concerned.

(7) The Governing Council may instead of dismissing, removing or terminating the services of the teacher, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period not exceeding three years and or by stopping increments of his / her salary for a specified period or may deprive the teacher of his / her pay during the period of his / her suspension, if any.

(8) A teacher of the College shall be deemed to have been placed under suspension:

(a) With effect from the date of his / her conviction, if in the event of a conviction for an offence, he / she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed consequent to such conviction.

(b) In any other case, for the duration of his / her detention if he / she is detained in custody, whether the detention is for any criminal charge or otherwise.

Disciplinary Action against Non-Teaching Employees:

(1) Where there is an allegation of misconduct against an employee of the College the Principal shall institute an inquiry committee for the purpose. The Principal may, if he thinks fit, by order in writing, place the employee under suspension.

(2) Based on the report of inquiry committee, the Principal may decide the appropriate course of action including suspension depending on the severity of the misconduct, for taking action to the extent of termination of services of the employee concerned.

(3) No employee shall be removed and penalties imposed until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him / her.

(4) The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.

(5) Notwithstanding anything contained in the terms of his / her contract of service or of his / her appointment, an employee of the College, other than a teacher, may be removed by the authority which is competent to appoint the employee if:-

(a) He/she is of unsound mind;

(b) He/she is an undercharged insolvent;

(c) He/she has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;

(d) He/she is otherwise guilty of misconduct; Provided that no employee of the College shall be removed unless resolution to that effect is passed by the Executive Council.

Maintenance of Discipline among the Students:

(1) All powers relating to discipline and disciplinary action in relation to the students shall vest in the Principal.

(2) Without prejudice to the generality of his powers relating to the maintenance of the discipline and taking such action in the interest of maintaining discipline, the Principal shall be guided by the recommendations of the Disciplinary Committee.

Students Residence Rules and Discipline:

(a) General

(i) There shall be Halls of Residence for resident students. Each Hall of Residence may, consist of more than one Hostel, as may be allocated.

(ii) Each of the Hall of Residence and Hostels may be given such names as decided by the Management.

(iii) Students will be admitted to the Halls of Residence/Hostels subject to availability of seats. Students in the campus will be separately accommodated in the Boys and Girls Hostel.

(iv) The students residing in the College Hostel shall pay such charges as may be prescribed by the Management from time to time.

(v) All halls combined shall have a Senior Warden who shall be appointed by the Chairman for a specified period and on such terms and conditions as may be prescribed by the Management from time to time.

(vi) Each Hostel shall have Warden(s), who shall be appointed by the Chairman for a specified period on such terms and conditions as may be prescribed by the Management from time to time.

(vii) The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.

(viii) Every Hall of residence shall maintain such Register and records, as may be prescribed by the College, and shall furnish such statistical information as the College may require, from time to time.

(ix) Every resident shall have to observe discipline as per the hostel rules and standing orders.

(x) Duties of Senior Warden and Warden:

(aa) supervise the Hostels in his/her hall/Hostel in matters relating to the overall functioning, the resident students' welfare, and discipline;

(ba) inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels;

(ca) permit stay of any guest according to the Hostel Rules;

(da) ensure that the resident students in his/her charge observe the rules framed by the College relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Principal all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge;

(ea) ensure maintenance of discipline and decorum in the premises of the halls of residence; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with Principal;

(fa) be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;

(ga) supervise the functioning of the Mess and the working of the Mess Staff if required;

(ha) be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the College;

(ia) have the right to inspect Hostel Rooms at all hours;

(ja) be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.

(xi) When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

(b) Rules and Standing Orders for Hostellers:

(i) At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.

(ii) Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.

(iii) Students must show their ID card to the security staff every time they enter/leave Hostel gate.

(iv) Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.

(v) Smoking, consumption/possession of banned substance suspected to be narcotics)/ liquor, intoxicants, drugs, cigarettes, hookah etc inside the Campus is strictly prohibited.

Any violation will invoke disciplinary action as per DISCIPLINARY GUIDELINES. The Penalty may include rustication from the Hostel/ College. Students are expected not to indulge in any of the above mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.

(vi) To maintain Discipline in Hostels, Student Welfare Interventions (surprise checking of room) happens from time to time by the respective Block Warden at any time. If any student is found in possession of any Prohibited Substance a detailed report along with photographs (for proofs) is submitted to Sr. Warden for further processing who in turn takes the case to Disciplinary Committee for Disciplinary Action.

(vii) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.

(viii) Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.

(ix) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.

(x) Electrical appliances like electrical irons, heaters, DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.

(xi) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.

(xii) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.

(xiii) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.

(xiv) Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden and get a receipt from him. If a student fails to do so, the Warden is authorized to break open a locked room and make an inventory of the articles found therein. The College authorities shall not be responsible for the private belongings of the students found in such rooms.

(xv) The Hostel inmates shall refer their difficulties of whatever nature to the Warden who will take necessary action. Matters related to indiscipline shall be reported to the Warden.

(xvi) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden.

(xvii) No student is allowed to engage private servant or keep pets.

(xviii) Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.

(xix) Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.

(xx) Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.

(xxi) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden.

(xxii) Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.

(xxiii) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.

(xxiv) Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.

(xxv) Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.

(xxvi) Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the College. FIR will also be lodged against student indulging in ragging.

(xxvii) Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.

(xxviii) All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.

(xxix) The College adopts the vegetarian eating ethics for any food served or procured from outside agency or consumed within the College premises.

(xxx) Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.

(xxxi) Further, the Procedure/Instructions for obtaining out pass shall be as below:

(aa) It is mandatory for all the students to have the Out pass for stepping out of campus.

(ba) All Day Out Pass / Short Leave pass needs to be approved by the Parents only however all Long Leave / Night Out Pass will have to be approved through Parents first and then Block Wardens.

(ca) In case of grave emergency, immediate out pass can be issued by the Warden.

(da) Girl students are advised to go outside the campus in groups of minimum three for their own safety.

(ea) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice keeping Block Wardens informed.

(fa) All students are required to be back inside the campus by 07:00PM on all days (April-September) and 6:30pm (October- March).

(ga) The timings for the out pass as above shall be reviewed by Warden and communicated from time to time and shall be binding on the students.

(c) Rules for Discipline:

(i) The welfare and discipline of students are two integral parts of an Institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behaviour by the students of the College. All students pursuing a course of studies at the College shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the College and also abide by all rules and regulations of the College framed and notified from time to time. Students of the College must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.

(ii) The rules and regulations governing Discipline, and procedures relating to discipline shall be as provided for in the regulations for each program. Any amendment/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system regularly.

(iii) Every student shall always carry on his/her person the Identity Card issued by the College. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Principal, Teaching and Library Staff / Hostel Staff and the Officials of the College. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Principal/ Security/Sr. Warden.

(iv) Any violation of the code of conduct or breach of any rules or regulations of the College by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.

(v) The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.

- (aa) Disobeying the teacher/officials or misbehaving in the class.
- (ba) Quarrelling or fighting in any College building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students
- (ca) Quarrelling or fighting with a College employee or any employee of the College mess/canteen/cafeteria/security or any other public utility functioning in the campus. (
- da) Behaving in the College campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the College.
- (ea) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
- (fa) Damage to the College property.
- (ga) Indulging in acts of theft, stealing and misappropriating.
- (ha) Any other activity that defames the College and constitutes indiscipline.
- (ia) Use of mobile in the class/academic area.
- (ja) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
- (ka) Any other conduct anywhere which is considered to be unbecoming of a student.

(d) Rules for Students Conduct & Behaviour in Campus and Outside:

The rules governing the same shall be as provided for in the regulations for each program and generally are as below:

- (i) Students of the College must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- (ii) Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards.
- (iii) The Schedules for all academic works and for the Examinations will be notified to the students separately by the Principal.
- (iv) The Principal is overall in charge of the academic activities including attendance and leave of students.

(v) Principal will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.

(vi) Conduct and Behavior:

(aa) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra- curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.

(ba) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.

(ca) All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the College as well as hostel. I-card is an important document. Loss of I-card may invite monetary fine as decided from time to time.

(da) Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.

(ea) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.

(fa) If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.

(ga) No student shall disobey any order issued by the College. Students must behave with due decorum towards their fellow students.

(ha) Students should not indulge in abusive behavior/ violence of any kind with fellow students, teaching faculty and employees of the College within or outside the College. Violence by any student or group of students will lead to severe disciplinary action.

(ia) No meeting of the students other than those organized under the aegis of the various recognized students activities shall be called without the prior permission in writing from the student welfare officer.

(ja) No meeting/function within the College campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Principal.

(ka) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the College.

(la) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.

(ma) Students must take good care of all College property. Any damage to College property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.

(na) Students must handle the laboratory equipment, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be made good by the students concerned.

(oa) Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the College and FIRs lodged against them as per orders of the Honourable Supreme Court.

(pa) Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to confiscation of the mobile phone.

(qa) All the students are required to observe the decorum in the dress code (as laid down by the College) while moving in the Administrative/Academic block including Labs & Library on working days. Students not adhering to the described and notified dress code may be denied entry to the College,

(ra) Smoking, consumption/possession of banned substance suspected to be narcotics / liquor, intoxicants, drugs, cigarettes, hookah etc inside or outside the Campus is strictly prohibited. Any violation will invoke Disciplinary Action as per DISCIPLINARY GUIDELINES. The Penalty may include rustication from the Hostel/ College.

(sa) To maintain Discipline in Hostels, Student Welfare Interventions (surprise checking of room) happens from time to time by the respective Block Wardens (in consultation with Senior Warden) at any time. If any student is found in possession of any Prohibited Substance a detailed report along with photographs (for proofs) is submitted to Senior Warden for further processing who in turn takes the case to Proctorial Committee for Disciplinary Action.

(e) Rules and Regulation for Library:

1. Every student has to register by filling library membership form.
2. Student will receive welcome email from the library with personalized Login ID and password. Students must change their password immediately and also update their profile through library Online Public Access Catalogue (OPAC).
3. Personal property or books other than those belonging to the library must be deposited at the entrance gate. Do not to leave any valuables items at the Check Point. Library is not responsible for any loss of personal belongings.
4. Students must carry their College ID card while accessing the library premises and must show their ID card when asked for.
5. RFID/EM system has been implemented in the library for smooth functioning of the library. Students may issue/return of the books themselves as per their entitlement.
6. Library system generates SMS/Email alerts on registered email/mobile number, ensuring successful transaction.
7. The books must be returned on or before the due date of return of the book. Overdue reminders will be generated by library system on registered email ID. In case of delay in returning of books, overdue fine of Rs. 5/- per day will be charged.
8. Library books should be used with utmost care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the library staff immediately, otherwise the borrower shall be required to replace the book by a new copy or pay double the cost of the book. In case of loss of book, the student is required to pay double cost of books along with overdue fine (if any).
9. Library has followed open access mechanism for arrangements of books on book shelves. Therefore, students are advised to leave the book on table after consultation or otherwise there are chances to misallocate the book on the shelves.
10. Library cards are non-transferable, and student should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
11. Before leaving the Library, a student should ensure whether he/she has received alter SMS/E-mail from the library system for getting the books properly issued/return if not, must report this to library staff at the help desk
12. Reference books, CDs/DVDs, Journal /Magazine are not issued at all.

13. The loss of library books or borrowers ID card must be immediately brought to the notice of the Librarian in writing.

14. Polite and courteous behaviour inside the library is expected from all the users and silence must be observed inside the reading rooms.

15. Use of Mobile phone is strictly prohibited inside the library.

16. Food and drinks are not allowed in the library. Smoking is strictly prohibited in the library or any part of the College Campus.

17. Students must follow the library rules and regulations for availing library facilities and services.

(f) Anti-Ragging Measures:

The College shall have a zero-tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.

(g) Policy to prevent Sexual Harassment:

The College shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the College to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)" Act, 2013 (the "Act"). All references / complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed thereunder. The policy so defined should be communicated to all employees and to the students by and they be made aware of the complaint and redressal mechanism for same.
