



Maharaja's College, Ernakulam

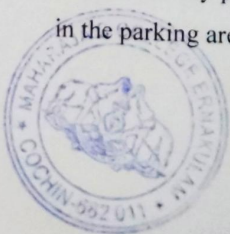
(A Government Autonomous College)
Kochi - 682 011, Kerala

Affiliated to Mahatma Gandhi University
Centre of Excellence under Govt. of Kerala
Identified by UGC as College with Potential for Excellence

Tel : 0484-2352838. Fax : 0484-2363038 Website : principal@maharajas.ac.in
www.maharajas.ac.in

Code of conduct /Guidelines for the Campus and College Hostels

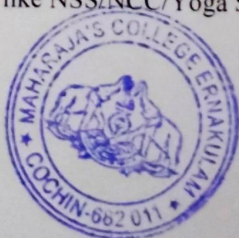
1. All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution of the College. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details. Guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.
2. Students' Union activities should be supervised by a committee chaired by the Head of the Institution with Staff Advisor as Convener, and HODs and Discipline Committee members.
3. All students have to wear identity tag in the college.
4. College Union Office has to function only during 8 a.m. to 6 p.m., during the working days of the academic year. However, during any celebration time, Head of the Institution can extend the time up to 9 p.m. On summer vacation, the key of the Union Office should be kept with the Head of the Institution. The Head of the Institution or the Committee appointed by the College Council will conduct periodic visits to the College Union Office.
5. No type of vehicles should be used during celebrations inside the college Campus, Hostels.
6. Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. The College authorities must provide security for the vehicles parked in the parking area. Expenses in this regard will be met from College Fund/PTA Fund.



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7. In order to monitor and supervise the functioning of the Hostels, separate committees for boys' and girls' hostels have to be constituted by the College Council with five members. The Head of the Institution shall be the Chairman Chairperson and Hostel Warden the Convener.
8. If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the misbehaviour of students and about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc. steps will be taken as per the rules in force. The Committee intended for Hostels must be vigilant and effective. Room of Security personnel should be located near to the entry gate.
9. CCTV Cameras will be installed in selected common places such as Entrance/Exit gate of the College and Hostel.
10. Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
11. Programmes by External agencies Professional groups/Paid programmes such as DJ. Musical events should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds. Technical festivals should be limited to technical activities. There is no restriction for students' programmes.
12. Bike race/motor car race/elephant procession or similar activities should not be permitted inside the Campus/Hostels.
13. In the interest of security of students, Police may be informed in advance about all festival celebrations.
14. Counselling service/Social work service may be arranged to cope with student problems. Individual group counselling may be arranged. Anti-Ragging awareness programmes must be conducted. Activities like NSS/NCC/Yoga Sports may be encouraged.



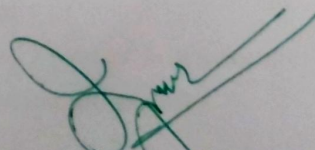

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15. For all Students' programme in the campus, presence of teachers is mandatory. The Students' Programme should not be permitted beyond 9 p.m.
16. Complaint Redressal Mechanism Grievance Cell must be formed in the college. Complaint Box must also be installed in the colleges.

Code of conduct /Guidelines for the Smooth Function of the College Hostel

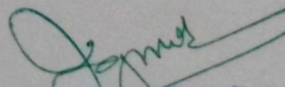
1. No boarder shall absent himself from the hostel without having obtained previous permission from the Resident Tutor. The boarder requiring leave shall personally handover to the Resident Tutor the leave application in the prescribed form. The Resident Tutor will promptly transmit such leave application to the office in case of eligibility for reduction and report consolidated absentee statement of others.
2. If a boarder is unable to see the Resident Tutor before leaving on urgent private affairs, the leave application shall be arranged to be handed over to the Resident Tutor. If the Resident Tutor happens to be on leave the application shall be transmitted to the office.
3. Every boarder shall report himself personally to the Resident Tutor or the office on the day of his return from absence on leave. Application for extension of leave from home is binding on Rule 15 for eligibility for reduction.
4. A boarder who remains in the hostel by absenting himself from the classes without bona fide reasons shall be asked to quit the hostel.
5. A boarder who is not sent up for the University Examination is not ordinarily entitled to continue his stay in the hostel.
6. The day's routine is regulated as follows:
 - (a) Rising bell at 6 a.m. and study time etc., till breakfast.
 - (b) Bell at 8.30 a.m. breakfast.
 - (c) Bell at 12.40 p.m. meals.
 - (d) Bell at 3.45 p.m. coffee.
 - (e) Bell at 7.15 p.m. dinner.
 - (f) Bell at 11 p.m. light out.
 - (g). time variable with reasons.



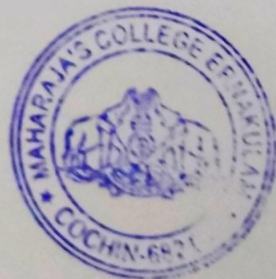

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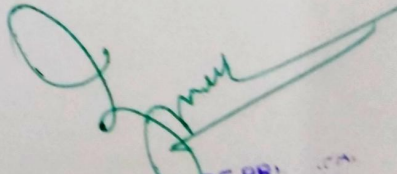
7. The gates (Men's Hostel) shall be closed at 8 p.m. after which no boarder, shall ordinarily be permitted to go out.
8. After the study bell at 3.15 p.m. the Resident Tutor will visit the boarders in their rooms and mark the attendance. The doors of the room shall be left unbolted inside till the attendance is taken. Absence without leave shall be promptly reported to the Warden for disciplinary action. Perfect silence should be observed during study time
9. Warden and Resident Tutors have the powers to conduct enquiry at anytime and anywhere in the Hostel premises.
10. No outsider except the previously reported guest shall remain in the hostel during study time.
11.
 - (a) No boarder shall cause disturbance to others during study time by visiting their rooms.
 - (b) No boarder shall be seen during study time in room other than his/her.
12. Damages caused to
 - (a) Parts of building and fittings (b) furniture (c) electrical points (d) water pipes are liable to be charged from the boarders.
13. No boarder shall engage any of the hostel servants in purely private matters of his own or enter into any altercation with cooks, servants or office staff. All representations about the behaviour of staff should be made to the Warden.
14. Misconduct or breach of any hostel rules will render the offender liable to fine or dismissal.
15. Dismissal from the hostel for grave misconduct will entail similar punishment from the college and punishments in the college for misconduct of boarders will entail similar punishment in the hostel also.
16. All cases of illness shall be immediately reported by the boarder or a friend to the office and the office will promptly requisite the services of the Hostel Medical Officer and report the matter to the Warden. The Resident Tutor also shall see that cases of illness are promptly attended to.
17. In the case of prolonged or serious illness, under instruction from the Medical Officer the patient may be removed to the hospital and the matter reported to the guardian.
18. In the case of infectious diseases, the guardians of the patient may be asked to remove the student to home immediately. Measures shall be taken to isolate the patient till removal.




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- 19 The Principal/The Warden/Resident Tutor or another officer appointing for it is empowered to collect the attendance record and other progress reports from the boarder's Department and can take appropriate action
- 20 All cases of misconduct of any of the boarders inside or outside the hostel or breach of any hostel rules shall be reported to the Warden.
- 21 A quarterly report of the life of each boarder in the hostel, his monthly dues and his progress in the college shall be sent to the guardian from the office of the hostel at the cost of the boarders.
- 22 Every boarder shall handover to the Resident Tutor the furniture allotted to him in sound condition at the time of his quitting the hostel.
- 23 All boarders shall have identity cards and shall have to Tutor when demanded, produce them before the Warden, the Resident
- 24 Every boarder shall deem it his duty peace and harmony in the hostel to contribute his best for the maintenance of perfect discipline.
- 25 Violation of the above rules shall entail expulsion from the hostel.




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