

# CHRIST COLLEGE

(AUTONOMOUS)  
IRINJALAKUDA

Diamond Jubilee Year



Years of Excellence in Higher Education

Affiliated to the University of Calicut and  
Re-accredited by NAAC (Grade A)



HAND BOOK 2016 - 2017

- j) Students are informed that they should get 75 % of attendance of the year and should they fall short they will be recommended for condonation only if the Principal is satisfied that the absence was for reasons beyond the control of the student. Exemption will be granted as per the instructions from the University from time to time.

### 3. ISSUE OF CERTIFICATES

- a) After the completion of the course, Transfer & Course Certificates will be issued to students. After one year these documents will be issued only on payment of a late fine of Rs. 50/-. Duplicate Transfer Certificate will be issued only if the original T.C. is irrecoverably lost as certified by a Magistrate and on payment of prescribed fees.
- b) Students have to settle their accounts before the discharge certificates are issued.
- c) The Conduct Certificate is a document which a student has to earn. It will not be issued as a matter of course.
- d) The official document submitted by students on admission will be returned to them on completion of their respective University Examination or on his T.C. being issued, but in no case during the course of study. However, if a student requires his documents for producing them elsewhere, he will have to apply to the Principal, clearing all his dues as per rules and paying Search fee Rs. 10/-. In addition he shall make a refundable deposit of Rs.500/- to Rs.1500/-.
- e) A student, former or present, applying for a Certificate of Transfer, Character, Age, Marks, Identification, Attestation etc. shall do so to the Principal in writing stating the year, the class number and the class last attended and the home address. Application for one or more such certificates at a time shall be submitted along with an Attestation Fee of Rs. 5/- each. For any and for all such payments, a receipt shall be obtained from the office.
- f) Ordinarily a notice of 24 hours is necessary for the issue of a certificate. Application for Certificate received after 2.30.p.m. will be attended to only on the following day.
- g) No certificate will be sent by post unless transmission charges have been prepaid. Pass Certificate, Mark List etc. have to be claimed at least within an year after leaving the College. The college office cannot be held itself responsible for any damage or loss to the certificate, left unclaimed by students indefinitely.
- h) A search fee of Rs.50 has to be remitted at the office for any document prior to a period of 5 years. For every year thereafter, additional fee of Rs.50 each has to be remitted.
- i) For any transcript to Foreign universities, Rs. 100 each has to be remitted per document.

### VI. GENERAL REGULATIONS

The regulations set forth in this Hand book are aimed to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work

required from them and to ensure proper functioning of the entire system. The Student's registration in the college is considered an expression of willingness to abide by all the rules and regulations prevailing in the college. Every student, therefore, is committed to the observance of these rules. A student is in the college primarily to achieve academic excellence and develop his total self for the service of his fellowmen. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the college.

### 1. CODE OF DISCIPLINE

- 1) The students should maintain strict discipline in the campus which is fitting for an academic environment.
- 2) Important notices will be posted on the respective notice boards. It is the responsibility of the students to read these notices and to respond immediately if summoned through them.  
All administrative, departmental and activity bulletin boards are for official use only. To tamper with them is a serious offence.
- 3) Students should pay the fees as per the schedule published on the notice board.
- 4) Students are summoned during the class time ordinarily by means of a call slip signed by the Principal. Unless otherwise indicated in the call slip, it is understood that the student is wanted only at the end of the period.
- 5) It is the responsibility of the students to treat college property with care. They should help keep the buildings and the campus neat and clean. Any damage done by a student to the property of the college or of others must be compensated either by repair or by replacement. Besides, if the situation warrants, the offenders will be subjected to other disciplinary measures.
- 6) If a teacher is not in class at the prescribed time, the students should wait quietly inside the class room for 10 minutes. After this lapse of time, the students may consider themselves dismissed from this particular class and the monitor shall report the teacher's absence to the Principal. However, if the class is notified of the teacher's time of arrival, the students are obliged to wait until the time designated.
- 7) Free periods are not meant for any games (indoor or outdoor), nor for loitering in the corridors, sitting in the garden or in and around the canteen. Students are advised to make use of the library during free periods. Those who prefer to sit in the class room for doing academic work shall not in any way cause disturbance to the neighboring class. The eastern hemisphere of the garden is open for all, but the western hemisphere is reserved for the girls.
- 8) There shall be no movement of students on the corridors of the college building while lecture is in progress in the class rooms.
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- 10) The hostel areas are off-limits to non-resident students. Similarly boys may not enter retiring rooms of girls without the explicit permission of the Principal or Vice Principal in writing. The canteen facility is meant only for Christ College Community.
- 11) Congregating at the entrance of the college gate, sitting on the steps of the staircase, on the steps at the portico and sitting on the parapets along the corridor leading to library block, create a bad impression and, therefore, are to be avoided.
- 12) A teacher may send a student out of class when the teacher has evidence of the student's continued misbehavior and the reentry to the class should be with the written permission from the Principal.
- 13) Students while in the campus should wear their identity cards and identity card must be produced for all transactions in the College. Habitual defaulters will be penalized.
- 14) Smoking in the college campus and coming to the campus consuming liquor is strictly prohibited and if found so will be subjected to severe punishment, including suspension.
- 15) Mobile phones with camera are strictly prohibited in the campus. Anybody carrying such a phone is liable to punishment or fine or both and the phone will be confiscated. Use of mobile phone within the College building is a serious offence against the academic culture and hence it will invite punishment.
- 16) Movement of vehicles in the college campus shall be at a moderate speed. Two - wheelers should be parked only in the parking area. Students may not park Four - wheelers / Three - wheelers in the college campus without the explicit permission of the principal.
- 17) Political activism is strictly banned in the campus, as it is detrimental to the teaching learning process. ( Vide : W.A.No.535 of 2003 - Judgment dt. 26-05-2003 of the Hon'ble High Court of Kerala). Nevertheless the college recognizes the right of a student to dissent and to fight for the legitimate rights of students. However, this right should not infringe upon the right of other students to attend class and / or of the teacher to conduct his/her lesson. Students shall not take out demonstrations along the corridors or enter the class rooms and obstruct the teaching process. Gherao, Dharna, Picketing, Slogan shouting etc. are banned on the campus. Students may not distribute leaflets or bills inside the college campus without the prior written permission of the Principal.
- 18) Students are forbidden to organize or attend any meetings other than those organized by college, in the campus. On no account may outsiders be invited to address the students inside the campus, without the consent of the Principal.
- 19) There is no prescribed uniform for boys. Nevertheless, it is the responsibility of the students to attend class dressed appropriately for such an academic function. Girls, however, may follow the special guidelines given to them in this regard. They shall wear plain sarees or churidhars, whenever they come to college, whether to attend class or to read in the Library.

- 20) Crackers or firework of any magnitude may not be sent off or exploded in the campus.
- 21) Any student may be suspended, dismissed or expelled from the college at any time during the year for the following offences:
  - a) Stealing.
  - b) Any form of cheating or dishonesty.
  - c) Any form of public immorality in campus or during a college function.
  - d) Possessing or bringing into campus pornographic material.
  - e) Bringing alcoholic or any Intoxicating beverages into the campus. Coming into the campus under the influence of alcohol or prohibited drugs and misbehaving.
  - f) Bringing or carrying within the campus fire arms or any lethal weapon.
  - g) Physical assault on others.
  - h) Gross and deliberate discourtesy to college personnel or students on or off the campus.
  - i) Possession or use or trafficking of drugs on the campus.
  - j) Vandalism in campus or of college property.
  - k) Gambling on campus.
  - l) Tampering with and / or falsification of school or public documents.
  - m) Preventing or threatening students or college staff or authorities from discharging their duties, or from attending classes or from entering the college premises.
  - n) Frequent and contemptuous disregard of this disciplinary code or any single offense considered serious in this same code.
  - o) Any other ground similar or analogous to the foregoing.
- 22) Study tours may be arranged by the final year students (III DC and II P.G.) with the consent of the class teacher and Head of the department and prior approval of the Principal. Students will not be allowed to go on tour unless they are accompanied by a member of the teaching staff. Tours may not be conducted on working days. But in the case of three day tour, one working day may be included.
- 23) Students are free to meet, write to and talk to the Principal individually about issues related to them or the college administration. But they may not make any complaint in a body or through a collective petition.
- 24) Everyone is free to follow and practice a religion of his choice but external worship other than catholic is not allowed in the college or hostel.
- 25) Students may not organize programmes for collecting funds nor may they make any kind of fund - collection in the campus, without the explicit prior permission of the Principal.

- 26) Notice must have been served to the principal at least 24 hours in advance, before staging a Dharna, or Strike in the college. It is unlawful to act otherwise and such actions will invite punishment to the students who take the lead in disrupting regular work in college.
- 27) The management has a right to stall organizational activities of students' organizations directly or through their member students in the campus.

## 2. WARNING AGAINST RAGGING

**Ragging is strictly prohibited in the college campus.**

**Ragging means doing of any act, by disorderly conduct, to a student of an educational institution which causes or likely to cause physical or physiological harm or raising apprehension or fear or shame or embarrassment to that student and includes**

- i. Teasing, Abusing, or playing jokes on, or hurting, a student; or**
- ii. Asking a student to do any act or perform some thing which such student will not, in the ordinary course, willingly do.**

**If any incident of ragging comes to the notice of the authority, the concerned student will be given liberty to explain and if his explanation is not found satisfactory, the student will be expelled from the institution.**

**Any written complaint obtained regarding ragging will also be forwarded to the police authorities. College will not be responsible for the criminal proceedings initiated in this regard.**

## VII FEES AND EXPENSES

### 1. SCHEDULE OF FEES (Aided Courses)

	Degree	Post- Graduate
a) Tuition fee	Rs. 1000/-	Rs. 1800/-
b) Laboratory fee--Main	Rs. 250/-	Rs. 1200/-
Sub.	Rs. 150/-	
c) Special fee	Rs. 495/-	Rs. 720/-
d) Caution Money	Rs. 360/-	Rs. 600/-
e) Fees due to the University (Matriculation Fee and Recognition Fee)	Rs. 200/-+30/-	Rs. 200/- +30/-

(For those students who have taken their qualifying exam from other universities)

- NB: i) All students will make a voluntary contribution of Rs. 25/- towards the students special welfare service, Rs. 100/- towards the conduct of Terminal Examinations and Rs. 30/- for Stadium Fund.

- ii) Refund of Caution Deposit may be applied for on completion of the course or on leaving the College with Transfer Certificate. The caution deposit will be refunded after adjusting dues, if any.  
Unclaimed caution deposit even after two months from the due date of the completion of the course will be forfeited.
- iii) Fees once paid will not be refunded.

## 2. FEE REGULATIONS

- a) Tuition fees will be collected from the students at the beginning of the academic year. Special fees and other miscellaneous dues have to be paid along with the Tuition fees.
- b) Fees become due on the reopening day of the college. After the 7th working day, a fine of Rs. 5/- will be levied for 10 days. After that an additional fine of Rs. 10/- will be levied for the rest of the month. After this date students will be considered as a defaulter and he / she will lose attendance. If the student is to be re-admitted, he/she has to apply for the special permission of the principal and also has to remit all the arrears of fees with fine along with a readmission fee of Rs. 50/-
- c) No part payment of fees will be accepted. Students should pay the exact amount due at the office, and receipts will be issued for all payments. Such receipts may be called for later for verification, if necessary.
- d) Students joining the college in between the course will have to pay the fees for the whole year.
- e) Absence with leave or without leave from the college is no excuse for non payment of fees at the proper time.
- f) If any petty amount, remains unclaimed by a student for more than one year, it will be added to the Students' Aid Fund of the college.
- ii) The fees in the following rates will be charged from the research scholars:

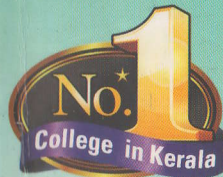
Laboratory / Library fee	Rs. 2000/- per annum
Caution Money	Rs. 2000/- (For Science Department) Rs. 1000/- (For Non Science Departments)
Special Fee	Rs. 180/- per annum (Old)
Special fees – Fulltime	Rs. 1990/- (Science) Rs. 790/- (Arts)
Special fees –Part-time	Rs. 1000/- (Science) Rs. 400/- (Arts)
Security Deposit	Rs. 3000/-

The research scholars may apply for any of the following research scholarships. The Junior and Senior Scholarships of Calicut University, Junior Research fellowship of U.G.C. and C.S.I.R. research fellowships.



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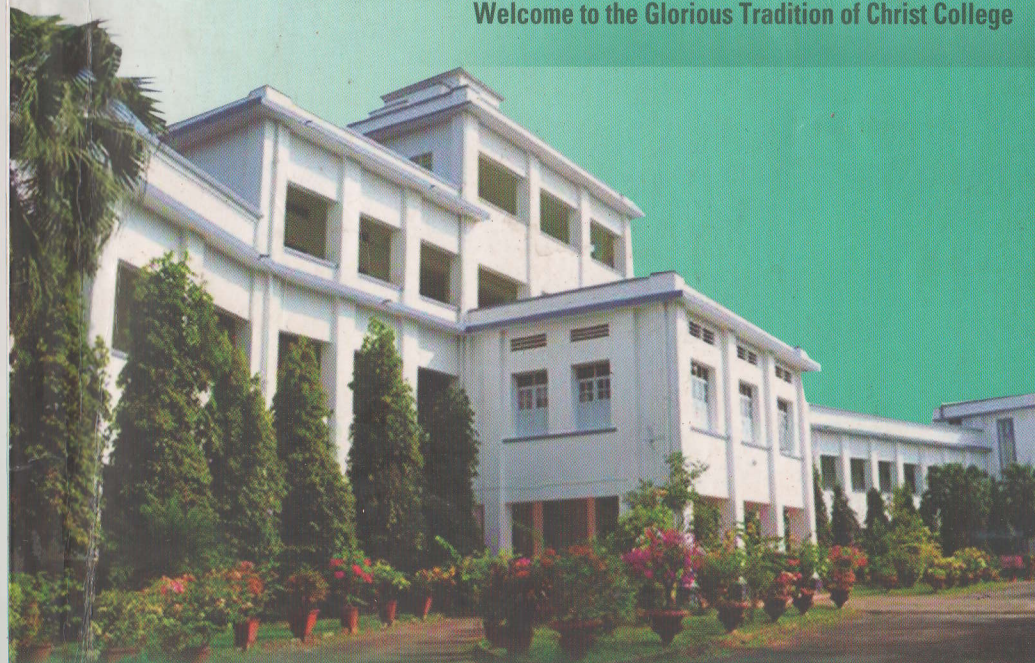


Position in India

Ranked by Central Ministry of HRD, Govt. of India & NIRF



A College Aiming at Quality Excellence and Character  
Welcome to the Glorious Tradition of Christ College



## HAND BOOK 2017 - 2018

- d) The official document submitted by students on admission will be returned to them on completion of their respective University Examination or on his T.C. being issued, but in no case during the course of study. However, if a student requires his documents for producing them elsewhere, he will have to apply to the Principal, clearing all his dues as per rules and paying Search fee Rs. 10/-. In addition he shall make a refundable deposit of Rs.500/- to Rs.1500/-.
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- 14) Smoking in the college campus and coming to the campus consuming liquor is strictly prohibited and if found so will be subjected to severe punishment, including suspension.
- 15) Movement of vehicles in the college campus shall be at a moderate speed. Two-wheeleders should be parked only in the parking area. Students may not park Four-wheeleders / Three-wheeleders in the college campus without the explicit permission of the principal.
- 16) Academic Excellence and Discipline are the main concern of this institution. Any conduct or activity that may adversely affect the excellence, discipline and well being of the institution will be strictly dealt with.

- 17) All political activities and organizational activities are strictly prohibited in the college campus. Student organizations are not recognized by the college authorities. Their requests / demands shall not be entertained by the college authorities. However those organizations and activities that are complementary to the academic pursuit can be permitted by the Principal.
- 18) Use of Cell/ Mobile phone is prohibited inside the college campus. Such device/ gadget shall be kept switched off before entering the campus. Cell phones with camera are banned inside the campus by the State Government. In event of any violation of the above rule, action will be taken including confiscation of the device/ gadget and imposition of fine.
- 19) Nobody shall disrupt the academic atmosphere of the college under any circumstances. Any such activities that may hamper the academic ambience of the institution will be dealt with seriously. Such misconduct would entail major punishment including expulsion from college. If necessary, criminal prosecution also will be invoked.
- 20) Destruction of college properties would entail civil as well as criminal proceedings against the delinquents.
- 21) Nobody shall instigate or engage in activities such as strike, demonstration, agitation ,slogan shouting, dharna , gherao etc. within the college campus .
- 22) College Union Election shall be conducted under indirect mode/ parliamentary system. No external or political interference shall be permitted.
- 23) All legal and reasonable grievances of the students or staff will be addressed by the college authorities. In the event of any such grievance , the student can approach the respective class teacher or the Students' Grievance Reddressal Committee existing in the college. The decision of the Principal shall be final.
- 24) Teachers are directed to insist the compliance of the above Rules strictly. Violations if any shall be reported to the Principal forthwith.
- 25) Ragging and harassment in all its forms both inside and outside the campus are criminal offences warranting prosecution apart from disciplinary proceedings.
- 26) Smoking, chewing /use of tobacco or tobacco products , pan parag , drugs and such other narcotic items ; consumption of liquor etc including all such products that are either banned , illicit or injurious to health are strictly banned inside college campus. Nobody shall enter the college campus after consuming liquor or any drug or under intoxication. The above Rules are applicable to students , teachers and other staff of the college.
- 27) Students are forbidden to organize or attend any meetings other than those organized by college, in the campus. On no account may outsiders be invited to address the students inside the campus, without the consent of the Principal.
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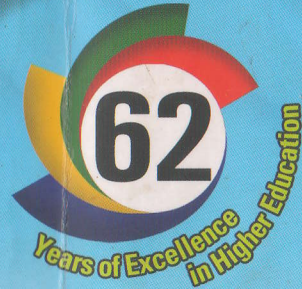
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Re - Accredited by NAAC (Grade A)  
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**63<sup>rd</sup>** Position in India  
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**HAND BOOK 2018 - 2019**

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Re - Accredited by NAAC (Grade A) Affiliated to the University of Calicut

A College Aiming at Quality, Excellence and Character

**63**  
Years of Excellence  
in Higher Education



**HAND BOOK 2019 - 2020**

## **VI. GENERAL REGULATIONS**

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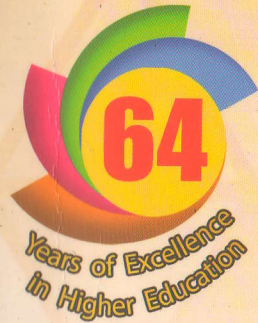


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for one or more such certificates at a time shall be submitted along with an Attestation Fee of Rs. 5/- each. For any and for all such payments, a receipt shall be obtained from the office.

- f) Ordinarily a notice of 24 hours is necessary for the issue of a certificate. Application for Certificate received after 2.30.p.m. will be attended to only on the following day.
- g) No certificate will be sent by post unless transmission charges have been prepaid. Pass Certificate, Mark List etc. have to be claimed at least within an year after leaving the College. The college office cannot be held itself responsible for any damage or loss to the certificate, left unclaimed by students indefinitely.
- h) A search fee of Rs.100 has to be remitted at the office for any document prior to a period of 3 years. For every year thereafter, additional fee of Rs.50 each has to be remitted.
- i) For any transcript to Foreign universities, Rs.500 each has to be remitted per document.

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## VIII FEES AND EXPENSES

### 1. SCHEDULE OF FEES (Aided Courses)

	Degree	Post- Graduate
a) Tuition fee	Rs. 1050/-	Rs. 1890/-
b) Laboratory fee-Main	Rs. 265/-	Rs. 1260/-
Sub.	Rs. 160/-	
c) Special fee	Rs. 1030/-	Rs. 995/-
d) Caution Money	Rs. 360/-	Rs. 600/-
e) Fees due to the University (Matriculation Fee and Recognition Fee)	Rs. 285/-+50/-	Rs. 285/- +50/-

*(For those students who have taken their qualifying exam from other universities)*

- NB: i) All students will make a voluntary contribution of Rs. 25/- towards the students special welfare service, Rs. 100/- towards the conduct of Terminal Examinations and Rs. 30/- for Stadium Fund.
- ii) Refund of Caution Deposit may be applied for on completion of the course or on leaving the College with Transfer Certificate. The caution deposit will be refunded after adjusting dues, if any.  
Unclaimed caution deposit even after two months from the due date of the completion of the course will be forfeited.
- iii) Fees once paid will not be refunded.

### 2. FEE REGULATIONS

- a) Tuition fees will be collected from the students at the beginning of the academic year. Special fees and other miscellaneous dues have to be paid along with the Tuition fees.
- b) Fees become due on the reopening day of the college. After the 7th working day, a fine of Rs. 5/- will be levied for 10 days. After that an additional fine of Rs. 10/- will be levied for the rest of the month. After this date students will be considered as a defaulter and he / she will lose attendance. If the student is to be re-admitted, he/she has to apply for the special permission of the principal and also has to remit all the arrears of fees with fine along with a readmission fee of Rs. 50/-
- c) No part payment of fees will be accepted. Students should pay the exact amount due at the office, and receipts will be issued for all payments. Such receipts may be called for later for verification, if necessary.