



Founded in 2015

MAR IVANIOS COLLEGE OF ARTS AND SCIENCE

Kallumala P O, Mavelikara

(Affiliated to University of Kerala)

Managed by Malankara Catholic Diocese of Mavelikara

HAND BOOK AND ACADEMIC CALENDAR 2020-2021



'Lucem sequimur'
"We follow the light"

GENERAL DISCIPLINE

- All students are responsible to the Principal/HODs for their conduct both in and out of the college.
- They shall respect all the teachers and greet them when they meet for the first time each day either on the campus or outside.
- When a teacher or a visitor enters the classroom the students should stand up and remain so until they are permitted to sit.
- Students should not enter or leave classrooms without permission. They shall not enter other classes without permission.
- During free hours students are expected to make use of the library. No one should be found loitering on the veranda disturbing other classes.
- They shall not deface the college walls and furniture by writing, engraving, stamping, pasting etc. Everyone shall consider and handle the college property and library books as their own.
- Students are forbidden to organize or attend any meeting on the campus without the prior permission of the Principal. They are not allowed to address the college authorities in a group; such action is subversive. Written sanction of the principal is necessary to collect any fund or to circulate notice or petition of any kind by any student either on the campus or outside.
- Students are requested to carry with them duly signed identity cards and show them whenever authorities demand them.
- Any student who is persistently insubordinate, willfully mischievous and who is likely to have an unwholesome influence on fellow students may be removed from the rolls.
- The students are free to consult the Principal on any matter of college discipline, academic performance, co-curricular activities etc. On any matter of dispute, the decision of the Principal shall be final.
- Smoking which is injurious to health is strictly prohibited inside the college campus and those consuming intoxicants of any type will be expelled.
- Political activism is strictly banned inside the campus. Students are forbidden to organize or attend meetings other than the official ones. Students resorting to strikes are strictly prohibited from entering the veranda of the building or the classroom.
- The students shall come to college wearing the official college uniform on all working days except on Wednesday.

ETHICS AND ETIQUETTE

- **Punctuality:** Students are required to reach the college in time. College timing is from 9.30 am to 3.30 pm and the first bell is at 9.20 am and second bell at 9.25 am followed by prayers, pledge etc.
- **Sincerity:** Attend every class with genuine interest and wholehearted co-operation.
- **Cleanliness:** Cleanliness is next to Godliness. Keep the campus clean. Don't throw any waste materials on the floor or ground but shall drop them in the dustbins kept for the purpose.
- **Discipline:** After the second bell in the morning, turn up for the assembly. If there is no assembly every student must be in the class room. Standing on the

'Veranda' is not allowed. Observe silence during prayer and participate in the pledge. Keep silence in the library. Learn to give respect and take respect.

- **Dressing:** Keep modesty in dressing. Collarless T shirts, short skirts and tight dresses are not allowed.
- **Etiquette:** Decent behavior is expected in bus and other vehicles. Any complaint of misbehavior will be seriously dealt with. Vulgar comments on the opposite sex will invite serious actions. Wandering inside the campus is prohibited. Take care to use decent language only.

- **General code of conduct:** Use English for communication. Utilize library during lunch break and free hours. Actively participate in the extra-curricular activities like NSS, Clubs and Subject Associations etc.
- **ID Badges:** It is mandatory for all the students to wear the ID Badges on the campus.
- Smoking and use of intoxicants like drugs, liquor, pan masala etc. strictly banned. Anybody violating this has to face serious consequences.

MOBILE PHONE

Government had banned the use of mobile phones in College campus Vide G. O. No. RT/No.346/05. Higher Education dated 1/3/2005. The College Council, the PTA General Body & the PTA Executive have discussed the matter seriously and decided to enforce it strictly for the good of the student community. The Ethics Committee worked out the details of the enforcement and the following decisions were taken.

- Students are not allowed to bring or use mobile phones on the campus, including classrooms and library.
- Strict disciplinary action will be taken against those who violate the instruction.
- If any student is found with mobile phone in hand or using it, it shall be reported to the department concerned.
- All the teachers are authorized to report the same to the department concerned.
- A fine of Rs. 100/- will be charged as penalty and the parents can claim the phone equipment from the Principal.
- If repeated by the same students, the equipment will be withheld by the Principal. She/he can claim it along with caution deposit at the end of the course.
- If parents want to contact their wards in an emergency, if any, during college time, they can do so on the following phone numbers. 0479 2344601, Mob: 9061202814 at the office.

TWO WHEELERS PARKING

Motor bikes, bicycles, etc. Park in the area marked for the purpose near the main gate. As per the direction of the Govt. of Kerala no. 26483/G1/ 15/H. Edn, dated no type of vehicles should be used during celebrations inside the campus. The whole-hearted co-operation of the students, teachers, non-teaching staff, parents and all other well-wishers of our college are solicited for the smooth running of the college.