

ORGANIZATION WIDE AWARENESS AND UNDERTAKINGS ON POLICIES WITH ZERO TOLERANCE

The awareness about grievance redressal measures and policies are made through various channels including

- **Declarations and undertakings at the time of admission**
- **Orientations at the start of the first year classes**
- **Notices and boards within the campus**
- **Notifications through handbooks**
- **Notifications through college website**
- **Through awareness programmes and talks**

• Declarations and undertakings at the time of admission

ANNEXURE I, Part I

UNDERTAKING BY THE CANDIDATE

1. I, Anandhakrishnan. G S/o/D/o, Mr./Mrs./Ms. Girgeesh
Kumar. P

have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.

3. I hereby undertake that

I will not indulge in any behaviour or act that may come under the definition of ragging.

I will not participate in or abet or propagate ragging in any form.

I will not indulge in any kind of political activity in the campus.

I will not hurt anyone physically or psychologically or cause any other harm.

4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC regulations mentioned above and/or as per the law in force.

5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this on the (Tuesday) 31st day of August (month) 2021.....

Name & Address:

ANANDHAKRISHNAN. G.
NEDUNGATTUSSERILCH
PEERMADE(PO)
PLAKKATHADAM
Pin: 685531

Signature

ANNEXURE I, Part II

UNDERTAKING BY THE PARENT/GUARDIAN

1. I, Girgeesh Kumar. P F/o, M/o, G/o, _____
Anandhakrishnan. G. have

carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/daughter/ward will not indulge in any act of ragging.

3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC regulations mentioned above and/or as per the law in force.

4. I assure you that my son / daughter / ward will not indulge in any kind of political activity in the campus.

5. I hereby affirm that my son / daughter has not been expelled or debarred from admission by any institution.

Signed this on the 31st day of August (month) 2021 year.

Name & Address:

GIRGEESH KUMAR. P.
NEDUNGATTUSSERIL. (H)
PEERMADE. P. O. PLAKKATHADAM
PIN 685531

Signature

UNDERTAKING BY THE CANDIDATE

ANNEXURE I, Part I

I, Rejin George S/o D/o, of Mr./Mrs./ Ms. Saya George

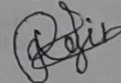
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.

- I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
- I hereby undertake that
 - I will not indulge in any behaviour or act that may come under the definition of ragging.
 - I will not participate in or abet or propagate ragging in any form.
 - I will not indulge in any kind of political activity in the campus.
 - I will not hurt anyone physically or psychologically cause any other harm.
- I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC regulations mentioned above and/or as per the law in force.
- I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this 13 day of 12 month of 2021 year.

Name & Address: Rejin George
Neduvelli (H)
Prakkaram P.O
Pathanamthitta
Pin : 689 643

Signature



UNDERTAKING BY THE PARENT/GUARDIAN

ANNEXURE I, Part I

I, Saya George F/o, M/o, G/o, and Rejin George

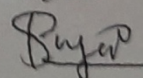
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

- I assure you that my son/daughter/ward will not indulge in any act of ragging.
- I assure you that my son / daughter / ward will not indulge in any kind of political activity in the campus.
- I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC regulations mentioned above and/or as per the law in force.
- I hereby affirm that my son / daughter has not been expelled or debarred from admission by any institution.

Signed this 13 day of 12 month of 2021 year.

Name & Address: Saya George
Neduvelli (H)
Prakkaram P.O
Pathanamthitta

Signature



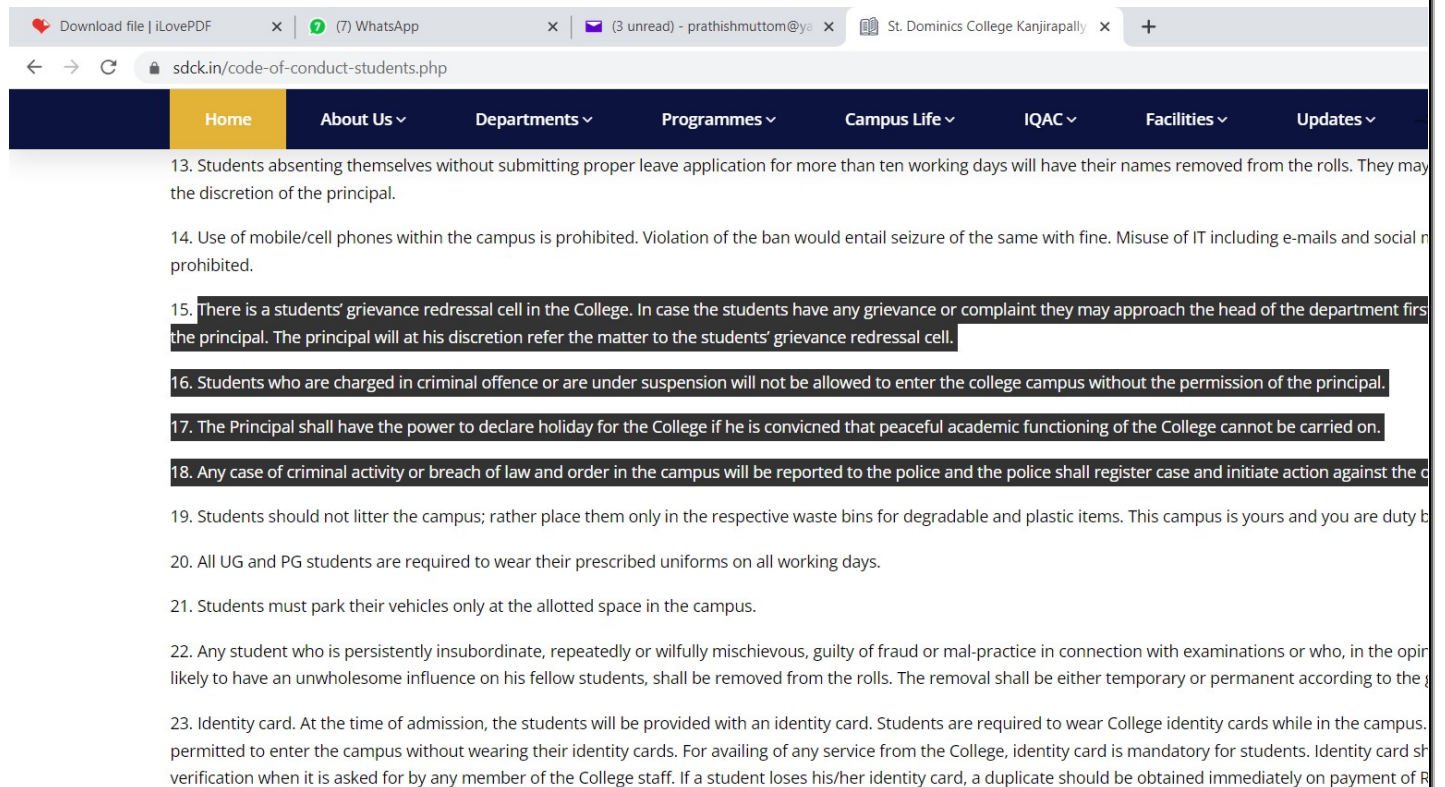
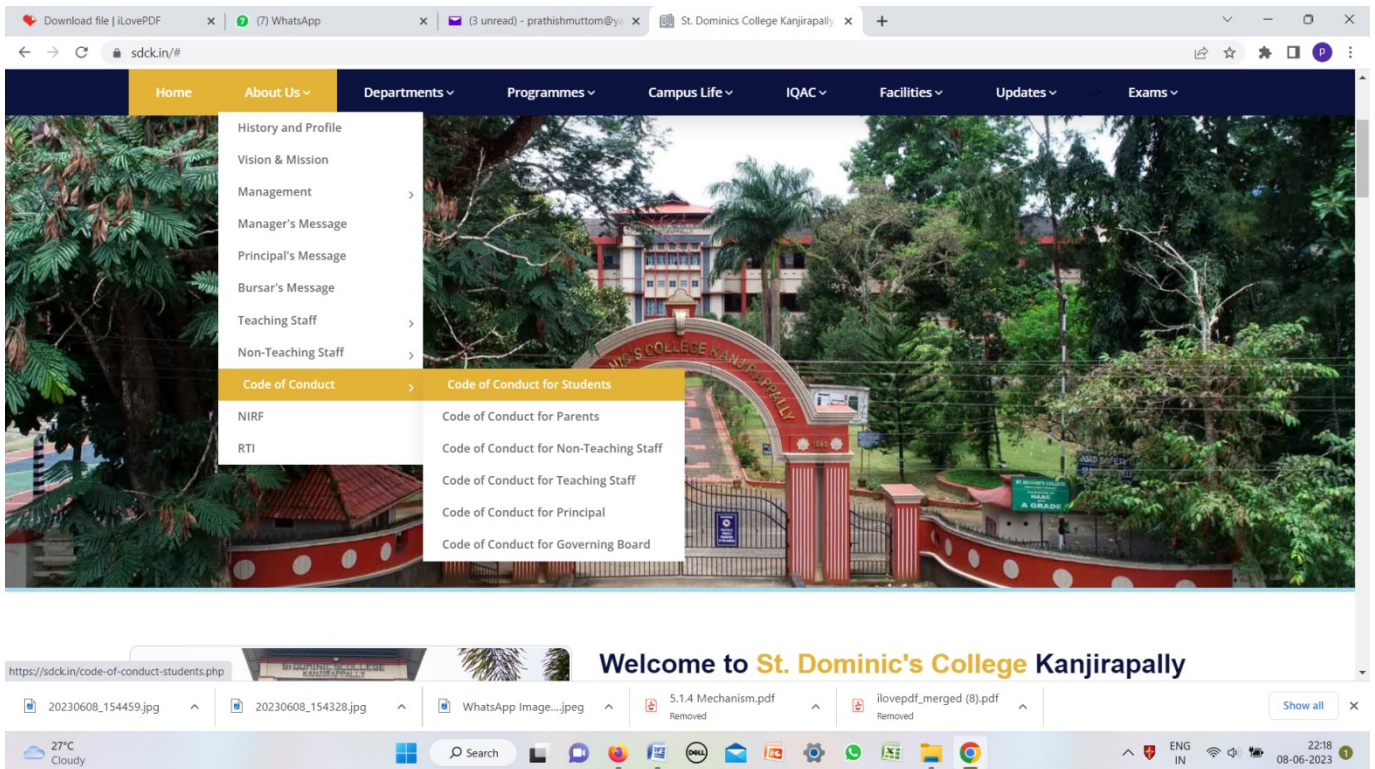
Orientations at the start of the first year classes




Notices and boards within the campus




Publishing Code of Conduct in Website




Awareness programmes and talks


Sakshi
 EQUALITY IS INCLUSIVENESS
 in collaboration with
 National Service Scheme (NSS)


St. Dominic's College, Kanjirappally
 (Affiliated to Mahatma Gandhi University)

organises
**WEBINAR ON
 POCSO ACT 2012
 AND
 GENDER EQUALITY**


Date : **24th June (Thursday)**
 Time : **3:30 P.M**
 Platform : **Zoom**


END Violence

Principal **NSS Programme Officers** **Event Speaker**
Dr. Seemon Thomas **Dr. Jojoy Thomas, Prof. Jinu Elizabeth Sebastian** **Dr. Ramya Nisal**

WOMEN CELL INAUGURATION
WEBINAR ON "LEGAL RIGHTS OF WOMEN"
 CONDUCTED BY THE WOMEN CELL
 ST. DOMINIC'S COLLEGE, KANJIRAPPALLY

Date : 24/08/2020
 Time : 2 : 30 PM



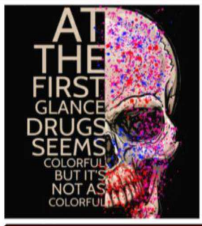
Prayer Song - Meenu Madhu
 Welcome Speech - Prof. Juno jose (Women cell co-ordinator)
 Inaugural Address - Dr. Ancy Joseph (Principal , SDC)
 Introducing the chief guest - Ms. Sruthy Pekson (Faculty of the Dept of Zoology)
 Chief Guest - Webinar- Resource Person - Aneesha P.R
 Vote of thanks - Ms. Manju P Mathew (Women cell student co-ordinator)


**ST DOMINIC'S COLLEGE
 KANJIRAPPALLY**
 ANTI NARCOTIC CELL
 NATIONAL SERVICE SCHEME & IQAC

**INTERNATIONAL DAY AGAINST
 DRUG ABUSE - 2022**
AWARENESS PROGRAMME

INAUGURATION
SRI. K S SURESH
 CIRCLE INSPECTOR OF
 EXCISE


RESOURCE PERSON
SRI. BENNY SEBASTIAN
 COUNSELLER
 EXCISE DEPARTMENT




**24 JUNE 2022
 FRIDAY**
TIME 11:00 AM


**VENUE : GOLDEN
 JUBILEE HALL**

BETTER KNOWLEDGE FOR BETTER CARE


St Dominic's College, Kanjirappally
WOMEN CELL
 Organises Webinar on
CYBER ETHICS

Resource Person


Date and Time:
 28th October 2020
 1.30 pm

Platform


Dr. JUBY MATHEW
 Associate Professor
 Amal Jyothi College of
 Engineering, Kanjirappally

INAUGURAL ADDRESS: **Dr. Ancy Joseph**
 Principal

COORDINATORS
Prof. Smitha Mathew
Amana Shahul
Fathima Salim

The webinar is open for all teachers and students. E certificates will be provided to all participants.

Notifications through handbooks (Attaching the extracts from Handbook)

GUIDELINES AND RULES OF CAMPUS LIFE

All stakeholders (students, parents and staff) of the college are requested to read the 'Code of Conduct' given in the college website www.sdck.in (browse in About us). The following guidelines are formed to train the students to behave themselves in a dignified and courteous manner. To supervise and promote general discipline, a Discipline Committee, a Grievance Redressal Cell, an Anti-ragging cell and an Internal Complaints Committee are functioning in the college.

1. Students shall observe good manners and decorum at all times and be respectful to the teachers. He/She shall have the seriousness of purpose and shall follow strict ethical standards. Please note, it is rude behaviour to enter a room without being asked to, not to say 'Thank you' when something is done for you, to jump queues, to scramble for seats in the bus, to get past a person at a door or passage without saying 'Excuse me' or not to say 'sorry' when you have bumped into someone.
2. Students shall occupy their seats in the classroom before the second bell.
3. Every morning classes begin with a prayer song. Keep standing till it ends, wherever you are in the campus whether in the class or outside. Forenoon session will be from 9.45 am to 12.45 pm and afternoon session will be from 1.30 pm to 3.30 pm. 8.30 am to 9.30 am and 3.30 pm to 4.30 pm will be tutorial time.
4. Rise from your seats and greet your teachers appropriately when the teacher enters the classroom. Rise again and say 'Thank you' when the teacher leaves.
5. Students should not litter the campus; rather keep the waste in the bins provided. This campus is yours and you are duty bound to keep it clean.
6. Consumption or possession of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus. Stringent action will be taken against those who are found to have consumed or possessed them.
7. Students are expected to speak English in the classroom and on the campus. They are encouraged to develop excellent communication skills both in English and Malayalam.
8. Students shall not enter or leave a class in session without permission.
9. Students are not allowed to enter other classes without the permission of the principal / any teacher. Each student must keep his/her valuable items under safe custody. The college authorities will not be responsible for loss of any item.
10. The Management and the Principal shall take appropriate measures to insulate the college campus from political activism and external intervention, to safeguard the interests of students, academic community, parents and the general public. Students and staff shall cooperate with all such measures including mode of college union elections.



11. Without specific permission of the authorities, students shall not bring outsiders to the campus.
12. Students who are charged with criminal offence or are under suspension will not be allowed to enter the college campus without the permission of the principal.
13. Any case of criminal activity or violation of law and order in the campus will be reported to the police.
14. Conduct certificate will not be issued as matter of fact. It has to be earned by student's good conduct. Issue of conduct certificate to a student is a matter absolutely within the statutory and discretionary powers of the principal.
15. There shall not be any discrimination against any community or category of students of the college. Stringent action will be taken against the erring students / staff.
16. Any form of sexual harassment will invite immediate punishments as per the norms of the State.
17. Students can express their difference in opinion or suggestions in appropriate forms or teachers concerned in a courteous manner. Stakeholders of the college can submit their suggestions/ complaints in the box provided in front of the office. Students are not allowed to address the college authorities in a body / gathering, social media or to behave in anyway that is subversive to orderly campus life.
18. Students shall always wear their identity badges on the campus. Those who fail to do so shall pay a fine of Rs.50.
19. Students must obey traffic rules and are instructed to park their vehicles only in the allotted area. Staff and students are encouraged to use public transportation as far as possible.
20. Any student who is persistently insubordinate/ repeatedly or willfully mischievous / likely to have an unwholesome influence on fellow students in the opinion of the principal/ guilty of any serious misconduct, shall be expelled from the college or served with a compulsory T.C., or suspended from the college, in accordance to the gravity of the offence.
21. It may be specially noted that in the event of any misconduct, students are obligated to forfeit the educational concessions extended and the scholarships awarded. The concessions and scholarships may be withdrawn from students who resort to or participate in strikes or misbehave in any other manner.
22. Any student found guilty, within the campus or outside, of ragging or persuading others to engage in such activity will be seriously dealt with as per Kerala Ragging Prohibition Act 1998.



23. Except with the specific permission of the principal, no student shall collect money either by request or by coercion from others within the campus or the hostel.
24. Students are expected to spend their free hours in the Library.
25. In case the students have any grievance or complaint, they may approach the head of the department first and if not satisfied, the principal. The principal will at his discretion refer the matter to the students' grievance redressal cell/ appropriate forum. In the matter of internal discipline the decision of the principal shall be final.
26. Students are encouraged to bring lunch in lunch boxes. If not, students can have food from the canteen at reasonable rates.
27. **Attendance and Leave of Absence**
 - (a) Attendance will be marked at the beginning of each period. Absence for one period will be treated as absence for half a day and absence for two or more periods will be treated as absence for the whole day.
 - (b) No student shall absent himself / herself from any class without the permission of the teacher in charge. If leave is required for a single period, application may be made to the teacher concerned.
 - (c) Students absenting themselves from class without leave for more than 10 working days will have their names removed from the rolls. They may be readmitted at the discretion of the principal in which case they will have to pay the readmission fee and all other dues.
 - (d) Application for leave of absence should be made to the principal through the teacher-in-charge. Application / intimation for leaves must be submitted to the teacher-in-charge in the prescribed leave-form duly signed by Parent / Guardian and in the case of hostellers, signed / countersigned by the Warden.
 - (e) No absence of any kind will ipso facto exempt any student from writing composition, test papers, examinations, or other exercises due on those days.
 - (f) In the case of sick leave for more than three days, application should be supported by a medical certificate.
 - (g) All applications of duty leave duly recommended by the concerned teacher must be submitted within one week after the event.
 - (h) A student who has been absent for five or more consecutive working days, whether with leave or without it, should, on return, report in person to the HoD.
 - (i) The annual certificate of attendance required to appear for university examinations will not be granted unless (a) the student has attended not less than 75% of the total number of working days of the academic year, and (b) the principal is



satisfied with the student's progress and conduct. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of the program may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending university / college union co-curricular activities by treating them as present for the days of absence, on production of participation / attendance certificate, within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

28. **Uniform**

- (a) Both boys and girls have the same dress code. Students shall wear uniform on all days from Monday to Friday unless otherwise permitted by the Principal. Students should always keep dignity and decency in dressing even while they are exempted from uniforms.
- (b) Staff members shall have the power to deny admission to students to classes / offices / labs / library / meetings / cultural programmes and other programmes in the case of violation of the dress code of the college.
- (c) During study holidays, examination days and other days, even if there are no regular classes for a particular section of students, they shall be in full uniform on campus, if it is a regular working day.
- (d) Alteration of uniforms (Narrow fit, Pencil Fit) are not allowed. They must have proper inseam length, which means neither too short nor too long. They must have the right circumference around your waist, seat, thigh, knee and ankle. They shouldn't be too loose and baggy, nor skin tight.
- (e) Only catholic priests and nuns are exempted from wearing uniforms.

29. **Honesty shop**

Essential stationery items are displayed with the price tag attached. Students can take them and deposit its price in the cash box kept there.

30. **Cell Phones**

- (a) The use of cell phones in the college campus is highly restricted. Cell phones may be used with specific permissions from the class teacher or any teacher of the college during special events and academic purposes.



- (b) If any student wants to make a call for urgent reasons, it shall be done only with the explicit permission from any teacher of the Department. In such cases the student shall make the phone call in the presence of the teacher.
- (c) Unauthorized photography and videography using cell phones are strictly prohibited.
- (d) Vibration or ringing of bell during the class or meetings or even during the intervals are considered serious insubordination and in such cases phones will be confiscated and will be returned only at the end of the academic year.
- (e) Any misuse of cellphone would entail seizure of the same with a fine of Rs 1000. Misuse of IT including e-mails and social media is also strictly prohibited.

31. *Residence of Students*

- (a) Students who are not residing with their parents or relatives shall stay only in lodgings approved by the Principal.
- (b) Any change in residence shall be intimated to the Principal.
- (c) For admission to Hostel, application should be made directly to the Warden. Admission to hostel is only for one year and is renewable.
- (d) In all matters of admission, accommodation and disciplinary actions against boarders, the Principal's decision shall be final.
- (e) A boarder leaving the college shall not be entitled to her TC, caution money or both unless she produces a 'No dues Certificate' from the hostel.
- (f) A boarder who remains in the Hostel by absenting herself from class without valid reasons will be directed to quit the Hostel.
- (g) Dismissal from the Hostel for grave misconduct will invoke similar punishment from the college and vice-versa.

32. *Mahatma Gandhi University students' code of conduct rules - 2005*

Mahatma Gandhi University Students' Code of Conduct Rules-2005 introduced vide UO. No. 162/2004/2Elen. dated 16 February 2005 has laid down rules for maintaining discipline in all colleges affiliated to the university, which will be binding on all students of the college. The university order prohibits political activity inside the campus. Political activity is defined as "any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication whatsoever".

Prohibition of political activity inside the campus means the following:-



- (a) No student of a college shall get himself/ herself involved in any political activity by himself/ herself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- (b) Taking part in any political activity by organizing students or gathering inside the college campus for the purpose of doing any political activity as defined above shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal has the power to take disciplinary action against students who indulge in the aforesaid activities.
- (c) It shall constitute gross indiscipline to call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they will be punished as per the rules stated above.
- (d) No student of a college shall stage or indulge in any activity like dharna, gherao, obstructing entry to and from any classroom, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- (e) No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct or cause disturbance to the everyday functioning of the institution.

33. ***Prohibition of damage to property***

The students shall not disfigure the classrooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him/ her, to be fixed by the Principal of the college after evaluating the extent and magnitude of damages so caused. The aforesaid imposed fine is without prejudice to the liability of delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the principal shall be recovered as arrears of land revenue and in the event of non-payment, the recovery proceedings shall be taken against the person responsible.



34. *UGC Regulations to Curb Ragging*

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions.

What is Ragging?

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts.

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- (b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student including a fresher.
- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- (g) Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other danger to health of person.
- (h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- (i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment

As per the UGC regulations, a student found guilty of ragging shall be expelled from the institution. Further, he/she shall be debarred from taking admission elsewhere, upto a specified



period of time. A fine upto Rs.2.5 lakhs may also be imposed.

Round the Clock Helpline

On 30th June 2009 a national helpline started operation. Victims of ragging may register their complaints at **1800-180-5522 (toll-free).**

ISSUE OF CERTIFICATES

1. A student who desires to obtain an Identification / Character / Age / Program / Transfer Certificate shall apply to the principal, stating his / her class, roll number, and other relevant details. Normally, a notice of 24 hours is necessary for the issue of a certificate.
2. A Conduct Certificate is something a student has to earn. It will not be issued as a matter of fact.
3. Transfer Certificate will be issued only after the student has paid up all the dues to the college.
4. In the case of a student who is expelled from the college, or is served with a compulsory T.C. for serious misconduct, the T.C. will be sent to the Registrar of the University and the parent / guardian will be intimated about it.
5. No certificate of any kind will be issued unless the student produces his / her Identity Card.
6. Original certificates surrendered at the college office at the time of admission will not be returned during the course of study.
7. As soon as the program is over the students shall collect these certificates from the office. Delay in doing so may result in the loss of such certificates for which the college will not be responsible.
8. Students shall also collect mark lists and certificates received at the office from the university within two weeks from the date of receipt.

