

SREE SANKARA COLLEGE, KILIMANOOR

ADMISSION & WITHDRAWAL

1. All candidates for admission must acquaint themselves with the rules and regulations of the college and are bound to obey if admitted
2. They must produce, before admission, their transfer and conduct certificates from the school/college which they last attended and certificates for qualifying examination
3. Those who are chosen for admission will have to show up for an interview with the principal with their legal guardian. The decision is tentative and will only be confirmed following the interview and certificate review.
4. Before being permitted to attend classes, candidates must pay the first instalment of their tuition, special fees, caution deposit, and any other fees specified by the university.
5. Anyone who is found to have obtained admission by false representation is liable to dismissal and forfeiture of all the fees paid.
6. Any student, who leaves the college without the permission of the principal before completing the course, will not be given a certificate of character. But on sufficient cause being shown, the Principal will transfer a student to another college or will allow him to discontinue study and will give him a certificate of character at such time as in the opinion of the principal may deem proper.
7. Only upon the successful completion of the course of study will the certificates that the students submitted at the time of admission be returned.
8. Application for T. C. and conduct certificate must be submitted immediately once student leaves the college.
9. If a student applies for a transfer certificate and does not pay all fees or other dues, or just a portion of them, in accordance with the current regulations, they will not receive the certificate.
10. In the case of a student, who has been the candidate for a University examination, the results of which have not been published before the beginning of the college term, the eleventh day after, the results of the examination have been announced shall be counted

for him as first working day of the college so far as the grant of a transfer certificate concerned.

11. Transfer certificate to a student who has been enrolled for the University examinations shall be issued after the provisional results of the examination are published.
12. The minimum age prescribed in the ordinance for admission of students to the first year degree course is 17 years on the 1st October of the year of Admission.
13. The 1st October of every year has been fixed by the University as the last date receipt of return of the matriculation related to students admitted that year.
14. Application for recognition of their qualifying examination from the other universities or examination Bodies are to be received in the University Office within one month after joining the college.
15. In respect of delay in submission of application by individual applicants for the return of matriculates and recognition of qualifying examinations, a penalty of ₹ 25/- per candidate is levied by the University.
16. In the case of students who have passed from any University other than Kerala University the necessary migration certificate must be produced within a month of enrolment.
17. It is necessary to claim certificates and mark sheets no later than three months following the end of the study program. After the aforementioned time, the college office will not be held liable for the loss or damage of certificates and mark sheets that are unclaimed.

ATTENDANCE

1. Those who secure a minimum of 75% attendance during the semester only will be allowed to register for the End Semester Examinations. Attendance will be taken at the beginning of each class.
2. No student shall absent himself/herself from a class without leave.
3. At roll call, impersonation will be regarded as a very serious offense.
4. A single period of absence is equivalent to a half-day of absence.
5. In case of absence on account of illness, a medical certificate is to be produced.
6. Condonation of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of the U.G. Programme may be granted by the University. Union activities, meetings of the University bodies and participation in extra

curricular activities will be treated as present for the above purposes on production of participation/attendance certificate in such activities, subject to a maximum of 10 days in a semester.

7. Students whose attendance falls below the minimum of 75% shall apply for exemption through the Principal to the University.
8. A student who misses more than 15 days in a row without getting permission will be removed from the college roll.

DRESS, BEHAVIOUR AND DISCIPLINE

1. Students have to behave in a polite and decent manner. Any inappropriate behaviour will be strictly dealt with.
2. It is expected of students to know and follow the college's rules and regulations. Ignorance of rules is not an excuse.
3. Since ragging is clearly illegal, it is subject to harsh disciplinary action.
4. Students are required to be neat and tidy in dress and person. They are advised to be courteous.
5. Students should handle college properties with care. Further, they are expected to do whatever they can to protect and promote the beauty, charm and dignity of the campus. Any damage done to college property will have to be made good.
6. Students should not write, carve or paint anything on any part of the college building, walls, furniture etc.
7. It is against the rules for students to gather money without the principal's approval or to attend or arrange any meetings held within the college.
8. It is expected of all students to conduct themselves in a way that upholds both the college's and their own reputations.
9. A ruling by the Honorable High Court of Kerala prohibits political activism on campus. It is against the rules for students to call meetings other than official ones or to attend them. It is strictly forbidden for students to enter the campus when they are participating in strikes.

10. Using cell phones in classroom is not permitted for students. (G.O.RT/No. 346/05/H.Edn., dated March 1, 2005).