



Fatima Mata National College

(AUTONOMOUS)

POST BOX No. 511, KOLLAM - 691001, KERALA

(Reaccredited with 'A' Grade by NAAC)

Affiliated to University of Kerala

STUDENT HANDBOOK & ACADEMIC CALENDAR

2018 – 2019

Rules and
Regulations

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RULES AND REGULATIONS

For all UG and PG programmes the academic year consists of two semesters. The duration of the First Degree programme shall be six semesters and PG programme four semesters. The duration of each semester shall be five months inclusive of the days of examinations. There shall be at least 90 working days and a minimum of 450 hours of instruction in a semester. For UG Programmes, odd semester (June-Oct) commences in June and even Semester (Dec-April) commences in December every year.

Admission and Withdrawal

1. Students are ordinarily admitted at the beginning of the first semester of the different programmes of study.
 - 1.1 Applicants for the Undergraduate programme should have passed the Plus-Two Examination or its equivalent and those for the Postgraduate programme should have passed the Undergraduate Examination approved by the University.
 - 1.2 Application shall be submitted online.
 - 1.3 At the time of admission all students should present Transfer and Good Conduct Certificates from the institution they last attended. Students who have obtained their qualifying certificates from Universities or Boards of Examinations other than those of Kerala should produce the following documents.
 - * Migration Certificate from the University in which they were educated,
 - * University Diploma qualifying them for admission to the programme which they wish to undergo and
 - * Eligibility certificate from the University of Kerala (declaring them eligible for admission)
 - 1.4 Qualifying certificates submitted by the students at the time of admission will be returned only on completion of the programme of study. Certificates and mark sheets of

qualifying examinations should be claimed at least within three months after the completion of the programme of study. The college office will not be responsible for the loss or damage of the certificates and mark sheets left unclaimed after the above-mentioned period.

- 1.5 Any candidate who is found to have obtained admission by false representation will be dismissed and will forfeit whatever fees s/he may have paid.
- 1.6 No candidate will be enrolled or allowed to attend any class until the first instalment of fees is paid.
- 1.7 The Principal reserves the right to refuse admission to any applicant without assigning reasons.
- 1.8 Students applying for Transfer Certificate or Conduct Certificate should apply in the prescribed form after clearing all dues. They should surrender their identity cards to the library before taking the Transfer Certificate.
- 1.9 Students, applying for any certificate or corresponding with the principal, should furnish all particulars required for identification such as full name with initials, class last attended, admission number, course to which they belonged and the year in which they left the college. When a reply by post is desired, a self-addressed stamped envelope should be enclosed.
- 1.10 Any student who leaves the college before completing the course without written permission of the Principal or without paying all arrears of fees or dues, will not receive any certificate.
- 1.11 Students shall forward correct information regarding their residence to the college in the prescribed form. Subsequent changes, if any, should be reported to the Principal.
- 1.12 Identity cards will be issued to students at the time of admission.

Class Hours

2. The working hours are between 9.30 a.m. and 4.30 p.m. with a lunch break of 45 minutes (1 p.m. to 1.45 p.m.) On Fridays the lunch break is from 1.00 p.m. to 2.00 p.m.
- 2.1 The first bell for class shall be rung ten minutes before the commencement of the morning and afternoon sessions and the second bell at the hour fixed for the commencement of the class.
- 2.2 At the warning bell before each session, students should go to their respective classes and take their seats so as to be present when the class begins.
- 2.3 There shall be intervals of five minutes at the end of each period.

Campus Discipline

3. All the students should remember that they represent the college, and should honour it by their behaviour. The students are expected to conduct themselves in such a way as to uphold the reputation of the college as well as their own.
All Students shall compulsorily wear their Identity cards while on the campus and shown to authorised persons when demanded.
- 3.1 Students should be respectful to seniors and superiors, polite and courteous to all. They should maintain good order and decorum.
- 3.2 When a student meets a member of the staff of the college s/he is expected to greet him/her.
- 3.3 Strict silence must be observed during the class hours.
- 3.4 When a teacher enters a class, the students shall stand up and not sit down until s/he allows them to do so or until s/he takes the seat.
- 3.5 Whenever the National Anthem is sung, or the college prayer recited, students shall stand with due respect.
- 3.6 Students are not allowed to stand or move about in the corridors of the college during class hours.

- 3.7 Girl students are expected to remain in the quadrangle during free hours. They should go to class rooms only after the first bell during FN & AN sessions.
- 3.8 Irregular attendance, insubordination to teachers, habitual inattention to class work and obscenity in word or action are sufficient reasons for the suspension or dismissal of a student.
- 3.9 Students are forbidden from writing or making any mark on the furniture or walls of any part of the college premises or throwing paper or ink on the floor of the class rooms.
- 3.10 To help keep the college clean and tidy, students are forbidden from throwing used/ waste materials in and around campus.
- 3.11 Smoking and chewing any type of tobacco in the campus is strictly prohibited. Consumption of intoxicants, narcotic drugs and psychotropic substances in the campus, and entering the campus after consuming any of the above mentioned are strictly prohibited.
- 3.12 Mobile Phones are strictly prohibited on the campus. Violation shall lead to fine and confiscation of the gadgets.
- 3.13 Political activism is strictly banned on the campus. Students are forbidden from organizing or attending meetings other than the official ones. Students resorting to strikes are strictly prohibited from entering the veranda of the building or the classrooms.
- 3.14 Men students are not allowed to enter the quadrangle which is set aside for the exclusive use of women students. Forcible entry into the area shall be treated as an intrusion into and violation of privacy.
- 3.15 Strikes, agitations, *dharnas*, demonstrations, rioting in the classes etc. are not allowed.

- 3.16 Banners, flags, posters, etc. are not allowed inside the campus and at the gate and on the compound walls.
- 3.17 No student shall enter a class other than his/ hers when the class is in session except with the written permission of the Principal.
- 3.18 No outsider should be invited into the college by any group of students, without the knowledge of the Principal.
- 3.19 No student shall bring and distribute notices or pamphlets in the campus nor shall they collect any funds.
- 3.20 Cinematic Dance and Fashion shows are not permitted on the campus

Ragging is strictly prohibited

Ragging is strictly prohibited on the campus. Any instance of ragging will be dealt in accordance with the verdict of Hon. Supreme Court, regulations of the UGC/MHRD and provisions in the Ragging Prohibition Act of the Govt. of Kerala.

Dress Code

- 3.1.1 The students should be modestly dressed. They shall not wear low waist trousers, Bermuda shorts, Three fourths, Fancy T-shirts carrying obscene writing, and short/ tight tops, caps and hats.
- 3.1.2 Girls should wear preferably *Saree* or *Churidar*, and Boys *Pants/Dhoti* and shirts.
- 3.1.3 If boys choose to come in *Malayali Dress (Mundu/Dhoti)*, only white double dhoti is permitted. Boys shall not tuck up their *Dhoti* while on the campus.

Petitions and Complaints

4. Students are allowed to submit their grievances to the Principal. However they are not allowed to make complaints in a body or to address any authority in a collective petition. Such combined action is subversive of good order.
- 4.1 Requests and representations may be made to the Principal by class representatives on behalf of their classes.
- 4.2 Anonymous petitions or letters will not be attended to.
- 4.3 After a personal enquiry, the Principal will take a decision on the complaint/representation. However, in cases where a detailed enquiry is required, the matter will be referred to the Disciplinary Committee.
- 4.4 No notice of any kind should be circulated among students without the written permission of the Principal.
- 4.5 No meeting shall be held in the college premises without the written permission of the principal.
- 4.6 Students should not take part in or attend any political meeting or engage in any public movement that is subversive of good order.
- 4.7 Any problem relating to student amenities should be brought to the notice of the Principal through the respective counsellors.

Fee Regulations

5. Fees for each semester are to be paid at the beginning of the semester. Special fees shall be collected along with fees for odd semesters.

- 5.1 Fees shall be collected as per the schedule.
- 5.2 If a student fails to pay the fee on the due date s/he shall be liable to pay a fine of Rs 5/- along with the fee on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.
- 5.3 If the fee with the fine of Rs 5/- is not paid on or before the last date fixed for the fine of Rs 5/-, an additional fine of Rs. 10/- will be levied. If the fee and fine are not paid before the last opportunity given, the name of the student will be removed from the rolls of the college with effect from the date following the expiry of this period and the student will not get the benefit of attendance from the date of removal from the rolls. The re-admitted student has to apply for the special permission from the Principal and also remit all the arrears of fees with fine. No re-admission fee will be realised in such cases. The re-admitted students will get the benefit of attendance only from the date of re-admission.
- 5.4 The last opportunity for payment of fee is the last working day of the semester. If that day happens to be a holiday, the last working day previous to such date will be considered as the last opportunity.
- 5.5 Absence with or without leave from the college will not be an excuse for non-payment of fees at the proper time.
- 5.6 No part payment of fees will be accepted.
- 5.7 The fee rates are as per the notification published every year.

- 5.8 If any student discontinues studies, s/he shall intimate the fact to the Principal in writing, failing which s/he will have to pay the fee for the period s/he remains on the rolls of the college. Acknowledgement thereof should also be obtained from the office while intimating the discontinuance of studies.
- 5.9 The students of the First Degree Programme Students must pay a Recognition fee of Rs 300/-, Matriculation Fee of Rs. 100/- and Eligibility Fee of Rs. 200/-.
- 5.10 The students from other Universities admitted to the PG programme must pay Matriculation Fee of Rs. 300/- and Recognition Fee of Rs.300/-..
- 5.11 Rs. 5/- is to be paid by all first year students as Associate Membership fee to the College Co-operative Society.

Caution Deposit

6. Every student on admission to the college should pay the prescribed caution deposit along with the first installment of the fees.
- 6.1 The caution deposit will be refunded on completion of the course of study after adjusting dues, if any. However, the caution deposit will be refunded before the completion of the course of study in case the student leaves the college with Transfer Certificate.
- 6.2 It is the responsibility of the student to claim refund of caution deposit in the prescribed application form on the date notified on the notice board.
- 6.3 Students should keep in safe custody the receipt issued for the remittance of caution deposit and it should be produced along with the application for refund. Failure

to produce the original receipt will result in forfeiture of the claim for refund.

- 6.4 Claim for refund of caution deposit should be made within twelve months from the date of completion of the course failing which the class number of students who did not claim the refund will be published in the college notice board. Amounts that remain unclaimed after two months (April 1 to May 31) from the date of such publication will be forfeited.

COMMITTEES

Academic Programme Evaluation Committee Internal Monitoring Committee

Academic Performance Evaluation Committee (APEC) / Academic Audit Committee

Dr Vincent B. Netto, Principal (Chairman)
Ms Grata Ildaphonse , Vice Principal (Coordinator)
Dr M. R. Shelley, Vice Principal
Dr S. Parvathy, (Dean)
Dr Sherly Williams, (Dean)
Dr Noeline B. Fernandez, (Coordinator, IQAC)
Heads of the Departments

Mentoring Coordination Committee

Dr Vincent B. Netto, Principal (Chairman)
Ms V. Vimala (Coordinator)
Ms Grata Ildaphonse, Vice Principal
Dr M. R. Shelley, Vice Principal
Dr Mary Antony
Ms Anitha K.S.

Research & Development Committee

Dr Parvathy S. (Convener)
Dr Sherly Williams, (Dean)
Dr Sheena Mary Y.