

RULES AND REGULATIONS

(i) GENERAL DISCIPLINE

Nirmala College is your foster mother, the campus is your home. Apart from your parents, the teachers are most concerned about you and most interested in your future. Do your best to preserve the calm academic atmosphere of the campus.

Every member of the College should carefully note the following rules and accepted traditions and try to respect them both in letter and in spirit.

1. All inmates of the College shall behave always and everywhere with respect for God and love for the country. They shall pay special attention to good manners, gentlemanly behaviour, modest dress, order and cleanliness and shall do everything to maintain the dignity of the human person and the good name of the institution. They shall respectfully follow the instructions issued by the Principal and other competent authorities, from time to time.
2. Each class will be entrusted to a Class Teacher. Besides, students will also be divided into groups and entrusted to the care of a tutor.
3. Students shall greet teachers within the College premises, as also when they meet them in public.
4. The first bell is rung 10 minutes before the commencement of each session, the 2nd bell 5 minutes before, and the third bell at the hour for commencement. By the second bell all students will occupy their seats. At the third bell in the morning all students and members of the staff will stand up and join the College Prayer. At the end of both the morning and evening sessions there are two bells.
5. Students shall be punctual and earnest in attending classes and other academic, co-curricular and extra curricular activities.
6. Students who happen to have no classes are not to loiter about during class hours; they must be in the Library. Outside class hours and Library hours, lady students must always remain in the waiting rooms.
7. Students shall prudently avoid bad company which leads to failure in study, character and life.
8. Students shall not enter classes other than theirs.
9. Lingering on the College roads, the courtyard and the corridors is to be meticulously avoided in order to enable free passage and smooth functioning of the college. Ill-mannered noise-making in the college premises is to be avoided.
10. The campus is plastic free. Plastic glasses, plates etc. are not permitted in the campus.
11. No member shall throw any waste material on the floor or ground, but shall drop them in the waste baskets and bins provided for the purpose.
12. Smoking is strictly prohibited in the campus. Consumption of liquor and other narcotics are banned in the campus and will entitle disciplinary action.
13. Strict disciplinary action will be taken against students bringing outsiders to the college campus without prior permission of the Principal.
14. Students shall not collect money for any purpose from any other student or public without the permission of the Principal.
15. Students are not allowed to bring or use mobile phones in the campus. Teachers can impound such mobile phones in case of violation.
16. Students are not allowed to address as a group any college authority. Such action is subversive of orderly academic life.
17. No student shall enter or leave a class without the permission of the teacher. Students should submit Leave Application to the Class Teacher when they absent themselves for a day or more.
18. No information may be submitted for publication in News papers, Magazines, Journals or other media in the name of the college without the permission of the Principal.
19. Students indulging in and involving themselves in any kind of political activity in the college campus are liable to be punished.
20. Students are forbidden to organize or attend any meeting in the college campus, circulate any notice or petition of any kind, display posters, banners or boards, use megaphone / loudspeaker and paste or write anything in the college campus and premises without the permission of the Principal. No student, on any account, shall make chalk or pencil mark or drawing on walls and furniture.
21. No student of the college shall stage or indulge in any activity like *dharna*, *gherao* and obstruct entry to the college campus, class rooms, office or other places inside the campus. This shall be treated as misconduct.

22. No student shall shout slogans inside the campus, class rooms and *verandah* and disrupt the classes in the college campus. Strict disciplinary action will be taken against students violating this regulation as per Orders issued by the M.G. University (No. 162/2004/2/Elen dated 16-2-2005).
23. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
24. For unbecoming activities and serious offences, punishment may range from heavy fines, to suspension from classes, withholding term certificate, and in extreme incorrigible cases expulsion from the college. Any destruction to properties will be compensated from the student. If the culprit could not be identified, a common fine will be levied.
25. All the members are welcome individually to bring to the notice of the Principal / Grievance Redress Cell, in the right spirit, any reasonable grievance or difficulty they might have.

(ii) KERALA RAGGING PROHIBITION ACT 1998

For the information of the students and their parents, the pertinent parts from the Kerala Ragging Prohibition Act published in 1998, forbidding ragging in the educational institutions of Kerala are quoted below.

2 (B) By Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, humiliation or agitation in him / her.

- (1) It can be any harassment like insulting, teasing, bullying or manhandling.
- (2) It can also be forcing upon him / her to do something which he/she voluntarily won't dare to do normally.
- (3) **Prohibition of Ragging:** Ragging is prohibited both inside and outside an educational institution.
- (4) **Punishment for Ragging:** Any student involved in ragging/ persuades others for ragging or advocates ragging / either inside or outside an educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs. 10,000.
- (5) **Dismissal of a Student:** A student subject to the punishment under section (4) is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his / her dismissal order.
- (6) **Suspension of a Student:** If a student / parent / guardian or any teacher of the institution forwards a written complaint to the head of the institution, he has to make an urgent enquiry into the matter within 7 days of receipt of such a complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter must be referred to the police for further proceedings.
2 (1) As is said in sub-section 1, if a written complaint is received by the head of the institution, he has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.
- (7) **Abetting:** If the head of the institution refuses to take action in the manner described under section 6 or is negligent in initiating any steps, he is to be treated as one abetting the crime and is liable to be punished under section 4.

WHAT CONSTITUTES RAGGING ?

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 of causing or 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 or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a 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, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or 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; 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.

ANTI - RAGGING CELL

Nirmala College traditionally maintains and fosters healthy and friendly relations among students. If any grievance arises from students especially from freshers, regarding the violation of rules in this regard, the anti-ragging cell will take necessary steps.

(iii) GRIEVANCE REDRESS CELL

There is provision for the redress of grievance at four levels. Complaints shall be brought to the notice of the teacher concerned in the first instance. If the student is not satisfied with the decision, he/she may appeal to the Departmental Grievance Redress Cell, which has as members, the Head of the Department, the Class-teacher and the teacher concerned. The student will also have the freedom to make further appeal to the College Level Grievance Redress Cell.

(iv) ADMISSION RULES

1. Application forms and prospectus can be had from the college office on payment of Rs.30/- or mailed if a self addressed stamped cover along with the application fee and a request is received.
2. Application forms NEATLY and CORRECTLY filled up may be sent to the Principal, with self attested copy of marklists. INCOMPLETE applications will be summarily rejected.
3. Selection of students will be made on the basis of merit, taking into account their conduct and character.
4. Applicants who are being favourably considered, will be called for an interview. The applicant accompanied by his/her parent/guardian is to report to the Principal for interview and produce the records called for.
5. Students who have passed their qualifying examinations under other Universities/Bodies have to produce:- 1. Migration Certificate 2. Application for recognition 3. Application for registration as matriculate of this university.
6. In all admissions 50% of the seats will be filled in on the basis of merit. 20% of the seats are reserved for SC/ST candidates (SC 15%, ST 5%). Unfilled SC/ST seats will be allotted to the OEC/OBC applicants. 20% of the seats are filled in by the Management and the remaining 10% reserved for Catholic students of the diocese on the basis of merit.
7. One seat each in each degree course and one for every 20 seats in the PG section will be reserved for candidates with at least district level sports records. One per cent of the general merit seats will be allotted to the physically handicapped in the Degree sections.
8. NCC/NSS students will get bonus marks of 15 for admission to Degree course and five marks for PG admission. Holders of A, B & C certificates of N.C.C are entitled to an additional bonus of 3,5,7 marks respectively. Children of Ex-Service men are entitled to 15 marks bonus for admission to Degree Course.
9. A handicap of 10 marks for every successive attempt after the first attempt to pass the qualifying examination will be imposed.
10. The Principal reserves to himself the right to reject admission to any student without assigning reasons.
11. Those selected for admission will be intimated. Admission process will be complete on payment of the first instalment of fees and submission of the necessary records .
12. Pass certificates once deposited, will not be returned to the student except when leaving the college. In extraordinary cases, students may borrow them for a short period on special application after paying the fees due. Students are advised to keep attested copies of pass certificates.
13. Parents and guardians shall accept all the regulations prevailing in the college. They are recommended to visit the college at least once in a term to ascertain the progress of the student in the college.

(v). FEE RULES

1. The year is divided into three terms, viz.,
1st term - June to September 30

2nd term - October 1 to December 31

3rd term - January 1 to March 31

2. Fee for the whole term will be levied from the students who leave the College without completing the term.
3. Each instalment of fees shall be paid on the date notified in the college calendar/notice board. All cash transactions in the office will be closed at 3.00 p.m.
4. Any student seeking admission shall have to pay the prescribed fee before his/her name is enrolled. No student shall be enrolled after the beginning of a term unless he/she has paid all the instalments of fees from the beginning of the term.
5. A receipt signed by the cashier shall be issued for every payment made, which the student shall preserve and produce whenever required by the Principal.
6. Mistakes if any, in the receipts issued for payments made should be pointed out, then and there, and get corrected on the spot. Complaints made later will not be entertained.
7. Tuition fees will be collected in convenient instalments, the first instalment including the special fees prescribed will be collected at the time of admission. The first instalment will be collected from students of senior classes within a period of seven consecutive working days commencing from the re-opening of the College after the summer vacation. Particular days will be allotted to each class.
8. Subsequent instalments beginning from August to February shall be collected on or before the 7th consecutive working day of the month. Particular days will be allotted to each class.
9. If any student fails to pay the fees or special fees on the due dates, he/she shall be liable to pay a fine of Rs. 5/- along with the fees 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.
10. If the fee with the fine of Rs.5/- is not paid on or before the tenth day after the due date, an additional fine of Rs. 5/- will have to be paid and the fee and fine should be paid on the eleventh day after the due date. Rs. 50/- will be imposed as re-admission fee from those who fail to remit the tuition fee before the last opportunity given for payment.
11. The students, who fail to settle the dues to the college till the last date prescribed, will not be sent up for the University Examination or promoted to the next higher class as the case may be. The last opportunity for clearing one instalment will be at the date previous to the due date for the succeeding instalment. A student will be admitted to the second term only if he/she clears the dues of the first term before the commencement of the second term and so also to the third term only if the second term dues are cleared. The last instalment viz., the fee for February should be paid before the first of March positively.
12. Every student is liable to pay the prescribed fee for the whole term, if his/her name is on the rolls of the college, no matter he/she attended only a part of the term.
13. The Caution Deposit at the rates prescribed is to be paid on admission. Refund of caution deposit may be applied for along with the receipt of the same on completion of the course or on leaving the college on transfer certificate. The caution deposit will be refunded usually on Saturdays after adjusting dues, if any, on cancellation of identity cards. Caution deposit remaining unclaimed after six months of the due date will be forfeited.

DETAILS OF FEES

Tuition fee is payable in three instalments on dates shown in the college calendar. Tuition fees can also be paid in full along with the first instalment. Chart 1 and 2 provides the details relating to the fee payable by a student during an academic year.

FEE CONCESSIONS / STIPENDS

1. Students belonging to Scheduled Castes, Scheduled Tribes, O.E.C. including Kudumbis and converts from them are eligible for full fee concession, lumpsum grant for purchase of books, actual boarding and lodging charges in College hostels or other Government Hostels or monthly stipend at the rate fixed by the Government from time to time. (This concession shall be granted by the Department of Development for Scheduled Castes and Tribes on proper application with necessary certificates and have to be submitted at the prescribed time, to the Harijan Welfare Department through the Principal.)
2. Harness Fee Concession:- Students who are children of Kerala Government servants who died in harness or within six months after retirement will be eligible for full fee concession for one year in each class, subject to their annual family income.
3. Educational Concession to the Children of Political Sufferers:- Award to the children and grand children of political sufferers provided the annual income does not exceed Rs. 15,000.00

4. Poor students who are bonafide subjects of Kerala state, are eligible for full fee concession as per Kumara Pillai Commission Report (KPCR).
5. Scholarships/grants availed by those students in the SC, OEC, OBC, SEBC and FC communities and under KPCR can apply online and check the status of their grants/stipends etc. in the website: www.e-grantz.kerala.gov.in

(vi) ATTENDANCE AND ABSENCE

ATTENDANCE

1. The working day is divided into two sessions, the fore-noon session of three periods and the after-noon session of two periods.
2. Attendance will be marked at the beginning of each period by the teacher engaging the period.
3. Late comers may be denied attendance for the period, or marked late at the discretion of the teacher concerned.
4. For the purpose of attendance, all working days irrespective of the number of working periods shall be considered as full working days.

ABSENCE

1. Absenting from one hour in any session will be considered as half day's absence.
2. Annual certificate of attendance and progress required for admission to university examination and promotion shall not be given unless the applicant has attended at least 75% of the working days of the academic year and the Principal is satisfied with the student's progress and conduct.
3. Leave for one hour may be obtained from the lecturer in charge. Application for longer leaves should be made to the Principal. Application for sick leave for more than three days should be supported by a reliable medical certificate. Any eligible leave should be claimed with supporting documents at the end of every month.
4. Before taking leave from the class, leave application should be submitted to the concerned class teacher.
5. Leave for absence from college terminal examination should be obtained from the Principal after being recommended by the lecturer in charge.
6. Absence for ten consecutive working days in total will result in the removal of the name from the rolls.

(vii) HOSTEL ACCOMMODATION & RESIDENCE

1. Students not residing with parents may reside in the college hostel or approved lodges. They may, however, reside with local guardians approved by the Principal. Students are forbidden from residing in unapproved private lodgings. Approved lodges will be subject to inspection by the staff member appointed for the purpose.
2. They should submit full information regarding their residence to the college office at the time of admission. Any subsequent change in residence may be made only with intimation to the Principal.
3. There are 3 independent hostels for girls: Little Flower Hostel, St. Joseph's Hostel and Alphonsa Hostel. Inter hostel recreational activities keep the inmates more interactive.
4. For admission to a hostel, application should be made direct to the warden, after securing admission in the college.
5. Mess in the hostel is run on dividing system rates, therefore vary according to the menu, fluctuation in prices etc.
6. Information regarding rules, room rent etc. can be had from the hostel warden.
7. Outstanding sports students are given accommodation in the Sports Hostel.

(viii) IDENTITY CARDS & CERTIFICATES

1. Students should wear Identity Cards always with them while in the campus and produce them on demand for inspection by any member of the staff. Identity cards are essential for taking Library books, voting at college union election, refund of caution deposit etc. Duplicate cards will be issued only in extra-ordinary circumstances on formal application establishing the loss of the original and on payment of a fine of Rs. 50/-.
2. Students in need of any certificate shall apply in the prescribed form. Applicants for unusual certificates shall pay service charge of Rs.10.00.
3. A student who has paid all dues to the college only is entitled to a Transfer Certificate (T.C.).
4. Application for the issue of any certificate shall be made in the prescribed form obtainable from the office. Application for T.C. shall ordinarily be countersigned by the parent or approved guardian. Fee prescribed for such certificates will be published separately.

5. Generally a notice of 24 hours is necessary for the issue of certificates.
6. No certificate will be mailed unless the postage is remitted.
7. The qualifying certificates submitted by students on admission will be returned to them only on completion of their respective University Examination and in no case during the course of study.
8. Transfer certificates (T.C.) may be applied for after a week of the last date of one's examinations.
9. Transfer Certificates of students expelled from the college will be sent to the Registrar and the matter reported to the guardians. Duplicate T.C. will be issued only on very extra-ordinary circumstance and would be charged Rs.25/-.

(ix) LIBRARY & RESEARCH CENTRE

Nirmala College Library offers students an excellent selection of books, journals and magazines on all subjects and Internet facilities. Hard bound volumes of the back issues of the leading journals and magazines are also available. The Library has a collection of over 50,000 volumes. The Library subscribes to 190 journals and periodicals both national and international. Book bank facilities are provided by the Departments. The Library is fully computerised with circulation, information retrieval and Online Public Access Catalogue (OPAC) [Refer Library Manual]. The Library will function from 9.00 a.m. to 5.00 p.m. on all working days.

The following services are provided in the Library:-

(a) Loan service (Document Delivery), (b) Literature Search, (c) Reference Service, (d) Compilation of bibliographies, (e) Reprographic Services, (f) Consultancy Service, (g) Internet Service and (h) CD ROM Search.

The Library is four storeyed and the books are arranged subjectwise as per Dewy Decimal Classification Scheme.

Ground Floor : Back Volumes of journals

First Floor : Career House, G.K. House, Computer Science, Reference
Books on all subjects and English literature and News House.

Second Floor : Social Sciences, Political Science, Economics, Law, Elocution,
Linguistics, Management, Commerce, Malayalam Literature,
Sanskrit Language and Literature, Dissertations, and
Nirmala College Publications and NRCDL.

Third Floor : Pure Sciences, Mathematics, Astronomy, Physics, Chemistry,
Life Sciences, Botany, Zoology, Hindi Literature, and History
and Biography.

INSTRUCTIONS TO THE LIBRARY USERS :

1. **Network Resource Centre and Digital Library (NRCDL):** The Library provides access to Internet in the Network Resource Centre. The use of Internet is free of cost to the members for the first 10 minutes and thereafter Rs. 5 will be charged for every 15 minutes. Maximum free time allotted to each member is 20 minutes in 2 stretches in a day. Usage of Internet in NRCDL is restricted only for academic purpose (Browsing educational/career websites). E-mailing and online chatting will not be allowed in the NRCDL. Usage of CDs, Pen drives should be informed in advance. Users should register their name, class/dept., membership number and Log in time before using the digital resources in the NRCDL and should write Log out time, No. of the computer used, signature at the time of leaving NRCDL. Educational/Infotainment CDs are available for reference in the Digital Library. The activities of the users will be monitored by the NRCDL staff.
2. Footwears are not allowed inside the library.
3. Personal belongings like bag, umbrella etc. are not allowed to be taken inside the Library or News House or NRCDL. It may be kept in the property counter. White paper/Note books may be taken inside for the purpose of taking notes.
4. Mobile Phones are not allowed inside the Library.
5. All persons entering the Library should register themselves in the Entrance Register kept for that purpose.
6. While entering the Library students should wear the ID cards in the proper position so as to enable the Staff to identify them.
7. Books of the Reference section will not be lent out but they may be consulted in the Library.
8. Strict silence shall be observed within the Library premises.

9. Readers will be responsible for any damage caused to books or any Library property. To be safe, when a book is issued to a reader, he/she must point out to the Librarian any defect noted concerning the book. Otherwise the presumption will be that the book was quite intact when issued.
10. If a book is damaged or lost by a member, he/she will have to replace it, or pay the cost of the book including postage etc. within the time fixed by the librarian. If one volume of a set is damaged or lost by a member he/she must replace it by a copy of the same edition. If such a copy is not available, he shall replace the whole set within the time fixed by the Librarian. If a student happens to recover a lost volume after having replaced it or paid the value thereof, he will not be allowed to return it to the Library and get back the new copy or its price.
11. To borrow a book from the Library, find out the required book by searching the catalogue or with the assistance of the Library staff.
12. Before getting books and other reading materials students should produce their Identity Cards and Borrowers' Tickets.
13. Books will be issued on all working days according to the schedule. There will not be any Return of books during the Noon Interval.
14. Queue system is to be followed at the circulation counter.
15. Number of books a student can borrow at a time from the Library – Degree: 3, Postgraduate: 8.
16. Exchange of books between the students will not be allowed.
17. The period of loan is 14 days including the date of issue after which period a fine of Re.1/- per day per book will be levied. Overdue charges should be remitted at the time of Return of books. Any book which is in special demand may be lent for shorter periods as determined by the Librarian.
18. Books on loan may be called back at any time if special need arises.
19. Books will be issued to the members of the staff from the Circulation Counter as per the norms. No member of the staff is allowed to keep with him more than 8 books at a time. All the books should be returned or renewed on or before the due date.
20. Periodicals should be replaced in the same display portion of the racks after use.
21. Books should not be misplaced. If the exact position is not clear, it can be kept on the table meant for the purpose.
22. All outgoing students should return the books borrowed from the Library as well as their Library cards before the closing of the academic year.
23. Loss of Borrowers' Ticket should be reported to the Librarian immediately. Duplicate Borrowers' Ticket will be issued only after verification and on payment of a fee of Rs. 25/- for the same.

(x) EXAMINATIONS, INTERNAL ASSESSMENTS & TEST PAPERS

1. The primary purpose of examinations and test papers is to evaluate the academic merit of the students and also to give them training.
2. Exemption from attendance at examinations and test papers is granted only by the Principal.
3. Malpractice in test papers and examinations will be regarded as a serious breach of discipline.
4. College scholarships/ prizes/ concessions, etc. will be awarded only to those students who appear for the internal and terminal examinations and test papers of the college.
5. There are 6 semesters in the undergraduate programme. Each semester will have 90 working days under the fiveday system. Each semester examination will be done in two parts, namely, the continuous internal evaluations and the external evaluation at the end of each semester.
6. Every student shall complete the internal assessment including assignments and seminars by according to the schedule. A record of the internal assessment marks will be maintained by the teachers. Regular attendance is a part of internal assessment. Students are expected to write test papers at regular intervals.
7. The promotion and selection of candidates for University Examination will be on the basis of a) The progress as testified by evaluations throughout the course (b) Regularity of attendance and (c) Good conduct and behaviour.
8. Candidates who do not register their names for the Uni. Examination of the semester/ year will not be permitted to continue the course of study in the next year.
9. Candidates who have appeared for the first year examination will be allowed to appear again for the first year examination for improvement, only along with second year examination and on registering for the 2nd year examination.

(xi) CAMPS & EXCURSIONS

Camps may be organized only with the prior permission of the Principal. If the camp is jointly for men students and women students there should be separate accommodation for both sections and a woman teacher or lady approved by the Principal should stay with the women students throughout the camp. Permission will be granted only after the above mentioned arrangements are ensured by the staff member in-charge.

Excursion parties arranged should be accompanied by the members of the staff and the expenses of these members of the staff shall be borne by the party of students. Where women students go on excursions either alone or in company with men students there should be a lady teacher or at least one senior lady approved by the Principal to accompany them. Principal's permission should be obtained before making plans for excursions. The completed application forms should reach the Principal at least 48 hours before the journey starts.

Excursions will be allowed in the fixed year and only once in a course of study. Excursions may be arranged in such a way to minimize the loss of working days and may be arranged to prefix or suffix Saturdays, Sundays or holidays. Excursions for degree students are restricted to three days (not exceeding 72 hours) and P.G. students one day (not exceeding 24 hours).

(xii) MEETINGS, DEBATES, MATCHES ETC.

At meetings and debates the business should be carried out with the order and dignity befitting to the academic society.

Those who play matches as well as those who watch need to remember that it is as much part of a sportsman's training to take victory with good grace avoiding arrogance and display and to accept defeat honourably without despair and ill will.

(xiii) COLLEGE UNION

1. The objectives of the College Union are (1) to train students of the college in the duties and rights of citizenship. (2) to promote opportunities for the development of character, leadership and spirit of service among students. (3) to organize debates, seminars, work squads etc. and (4) to promote opportunities for students to organize sports, arts and other cultural and recreational activities.
2. All Students of the College shall *ipso facto* be ordinary members of the Union and shall have the right to vote and contest in the election of the Union.
3. The tenure of the College Union shall be one academic year.
4. The Principal shall be the ex-officio Patron and honorary Treasurer of the College Union. The executive of the college union, shall normally formulate the general policy of the union, but the Patron shall be the ultimate authority in all matters connected with the college union. He will depute a staff member to act on his behalf. All union meetings and stage programmes shall be conducted by the guidance and presence of the staff adviser.
5. The funds of the college union shall be held by the honorary treasurer. All the accounts relating to the expenses of the Union and the associations under it shall be placed before the Union Executive for sanction and approval.
6. The Arts Festival should be conducted under the guidance and supervision of the convener of arts festival, stage directors and staff adviser. The editing and publishing of the college magazine require permission of the staff editors, staff adviser and the Principal.
7. The College Magazine is published once a year. The students should also contribute their best literary and artistic efforts to keep up its high standard.

(xiv) ASSOCIATIONS

1. SUBJECT ASSOCIATIONS

There are 9 Subject Associations functioning actively in the campus. A teacher of the department is the President of each Association. These Associations arrange special meetings, seminars, lectures, competitions and social functions. The Associations function for the all-round development of the students of the department concerned. Secretaries of the associations are requested to observe the following rules:

a. Do not invite speakers to the College without first consulting the President of the association or Staff adviser and the Principal.

b. Whenever a meeting is arranged in the College, give particulars about it to the Principal sufficiently early. This will also help to avoid clash with the other programmes in the College.

c. To invite students from other colleges and outside agencies, the details of the performance must be explained to and permission obtained from the Principal.

2. PARENT TEACHER ASSOCIATION (PTA)

There is an actively functioning PTA in our college. The PTA assures the participation and co-operation of the parents and teachers in the all round development of the students of the college. Every year the PTA raises substantial funds meant for the benefit of the student community. Separate parent teacher meetings are held for various departments. The membership fee is collected during the time of admission. Parents are encouraged to meet the staff members in order to facilitate co-operation and collaboration in our educational work.

3. ALUMNI ASSOCIATION

The college alumni association aims at promoting lasting relationship between students and their Alma Mater. It organizes get-together, seminars etc. The Association has overseas chapters in Bahrain, Germany and Chicago.