

ALPHONSA COLLEGE PALA

I. CODE OF CONDUCT –PRINCIPAL

- Manifest integrity, dignity, decorum and efficiency at all levels.
- Carry out unprejudiced decision making strategies with members of the staff and students.
- Maintain tolerance while dealing with burning issues among students and subordinates.
- Treat the faculty members and students from various socioeconomic groups equally.
- Allow liberal participation of faculty in the affairs of the organization.
- Conduct accurate and unbiased evaluation of colleagues.
- Work towards the upliftment of the institution into a centre of excellence through good governance.
- Prepare basic financial plan and blueprint for the institution; communicate the same with a basic format, to colleagues.
- Promote a culture of research among faculty and students and inculcate investigative and analytical learning, through sufficient incentives.

II. CODE OF CONDUCT - TEACHERS

A. Commitment to the Profession

- Devote working hours to teaching, preparation and research works.
- Refrain from engaging in external jobs that might hamper teaching quality.
- Continuous efforts should be made for professional development, especially by involving in research activities and keeping oneself updated in their area of expertise.
- Create a culture that encourages useful collaboration and discourse among colleagues and stakeholders.
- Employ latest techniques of education in classrooms to improve the quality of demonstrations.

B. Commitment to Colleagues

- Treat colleagues as professional equals, regardless of their status.
- Open confrontations unsuitable in professional environment of should be avoided.
- Professional opinions and suggestions from other colleagues should be respected and given consideration.
- Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups.

- Support the noble ventures of the colleagues that are useful for the institution, students and the society.
- Maintain a peaceful work environment, in order to work together for the common interest of the institution.

C. Commitment to the Institution

- Be regular and punctual and should report on time for classes. Teachers should be available in campus from 9:00 a.m to 4:00 p.m unless they are assigned duties elsewhere.
- Teachers can leave the campus during their working hours only with the permission of the Principal.
- Teachers should be present in all the programmes organized for the students to maintain the discipline and encourage students.
- May report unbiased to responsible persons in matters involving the welfare of students, the college system, and the profession.
- No periods should be left free. Head of the department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Principal and the Head of the Department without delay. Duly filled application form should be submitted to the Principal on joining duty immediately after the casual leave.

D. Commitment to Students

- Teachers should be available to the students as far as possible, especially on week days.
- Teachers should demonstrate to students, their commitment to excellence in work, manners and achievements.
- Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
- Teachers should uphold human dignity and promote equality of gender, religion and ethnicity.
- Encourage students to maintain discipline.
- Help students to develop a sense of responsibility, self-reliance and independence, through skill development practices.
- Encourage students to show respect to teachers, parents and authorities.
- Help students to develop democratic and constitutional values.
- Inculcate patriotic spirit among the students.
- Help students to differentiate right from wrong and justice from injustice.
- Train students to show respect and appreciation for personal and public property.

- Assist students to exercise tolerance as they strive for understanding other's ideas and beliefs, which will equip them to survive in a multicultural society.
- Instill a feeling of pride in self, institution and the community, in students.
- Initiate a mutual courtesy and respect between teachers and students.
- Work towards developing and promoting good human relations and qualities.
- Poor students should be provided special attention and support for their betterment.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do not involve in any activities that are likely to corrupt students.
- Students shouldn't be exploited, in any means, for the personal interest of the faculty.
- Stimulate the spirit of enquiry in students.
- Encourage the students to balance their academic and co-curricular involvement.
- Promote and develop anti-narcotic attitude in students.
- Encourage research oriented learning.
- Make responsible efforts to protect students from conditions harmful to their health and safety.

E. Commitment to the Community

- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discussions on controversial issues should be encouraged to instill critical analysis in the classrooms.
- Encourage the involvement of students in social service activities
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Develop respect for the cultural diversity of India among students.
- Avoid taking part in such activities that hamper democratic ideals.
- Promote collaboration with external agencies that help social interaction.

F. Commitment to Women Empowerment

- Work to improve education of women, especially by encouraging post secondary education among girl children

- Encourage participation of girl students in co curricular activities at intra and inter college levels.
- Enrich women students with skills, self confidence and knowledge through awareness classes and workshops.
- Promote soft skill training programs for girls in college, to make them competent in their respective careers, in the future.
- Expose students to latest technology by installing latest softwares and hardwares, Wi-Fi facilities, smart class rooms etc.
- Conduct of debates, quiz competitions, extempore etc to help girl students articulate the concerns and needs of womanhood.
- Promote activities of women cell, entrepreneur club and other associations towards making girl students self reliant.
- Promote students to work for disadvantaged sections of women in the society for their upliftment, through community projects and similar endeavors.

G. Commitment to Environment

- Monitor the activities towards maintenance of the eco friendly campus.
- Follow sustainable building practices and promote waste recycling and management.
- Plant more trees in the campus.
- Train students to generate zero waste from activities they undertake.
- Conduct seminars and workshops on sustainable development and conservation of environment.
- Preserve rare herbal plant species as a part of botanical garden.

III. CODE OF CONDUCT - ADMINISTRATIVE STAFF

- The administrative staff must be present in the office from 9:00 a.m to 4:30 p.m. There is no provision to leave the campus during office hours.
- They should work orderly and incorrupt, for the effective administration of the institution.
- They should indulge in effective communication and interpersonal interaction while at the college.
- They should be welcoming to the visitors of the institution, while maintaining professionalism in their dealings.
- Their behavior towards students, teachers and other staff of the institution should be accommodative.
- They should bear commitment to their duties and maintain confidentiality whenever required.
- They should be good team players who are able to cooperate with different departments for the

completion of assignments on time.

- Technical and non-technical staff, in-charge of the tidiness, maintenance and repair should always monitor and work towards the adherence of college facilities to quality standards.
- Kind and considerate behavior is expected in their dealings with the students and alumnae of the institution.
- Discrepancies in dealings should be avoided and if found, should be reported to the higher authorities for timely intervention.

Mahatma Gandhi University

Students Code of Conduct Rules - 2005

Mahatma Gandhi University Student's Code of Conduct Rules- 2005 introduced vide UO. No. 162/2004/2/Elen. 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 on political activity inside the campus means the following:-

- a) No student of a college shall get herself involved in any political activity by himself 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 activity as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross 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, and obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- e) No student shall shout slogans inside the class room, office or any other place inside the campus and obstruct or cause disturbance to every day functioning of the institution.

b) Attendance

The working day is divided into two sessions : the forenoon session of three periods and the afternoon session of two periods. Attendance will be marked at the beginning of each period by the teacher engaging the period. Late comers may be given or refused attendance for the period or marked late at the discretion of the teacher concerned. For the purpose of attendance, all working days irrespective of the number of working periods shall be considered as full working days.

The annual certificate of attendance and progress required by the University for promotion or for admission to the University examination will in no case be granted unless:-

- i. The student has attended not less than 75% of the number of working days of the academic year.
- ii. The Principal is convinced that the student's progress and conduct has been satisfactory.

c) Leave of Absence

1. A student requiring leave for a particular period may be granted leave by the teacher concerned.
2. Application for leave (for more than a period) must be made to the Principal by the student herself in the prescribed form and it should reach the office by 10 a.m. When absence is due to unforeseen cause, application for leave must be submitted as early as possible and in no case later than the first day of return to the college.
3. As leave is readily granted for all reasonable cases, no student should absent herself from class without leave.
4. Absence without leave from college or any class examination or from a composition or practical work

5. period will be reported by the respective teachers to the Principal. Such absence will be tantamount to losing attendance for the day.
6. Leave of absence from a college terminal examination should be obtained from the Principal after being recommended by the classteacher.
7. A student absenting herself for a period exceeding five working days, whether with leave or without leave should, on her return to the college report herself to the Principal.
8. When leave is required in case of sickness for more than three consecutive days, application for the same must be supported by a medical certificate.
9. A student absenting herself without leave for more than ten consecutive days will have her name removed from the rolls and she may be re-admitted at the discretion of the Principal on payment of the prescribed readmission fee and college dues if any.
10. Every application for leave shall be countersigned by the student's guardian and recommended by the teacher in charge of attendance or the head of the department. For hostel students, the warden's recommendation is sufficient.
11. A student who repeatedly absents herself on insufficient grounds or who obtains leave under false pretexts will be seriously punished.
12. If a student requires leave for personal reasons she must get permission from the Principal or Class Teacher.
13. The application for leave on account of illness should be supported by a medical certificate.

d) Behaviour & Discipline

1. Student are expected to use the uniform prescribed by the college authorities. Students shall always wear identity cards issued by the college with tag and show them as and when demanded by the principal, teachers and office/ security staff.
2. Every student shall handle college property with care.
3. Students who happen to have no class are not to loiter on the verandahs during class hours. They have to remain in their respective class rooms.
4. Students are not allowed to address any college or hostel authority in a body as such action is subversive of orderly academic life.
5. All correspondence requiring replies should be accompanied by self-addressed stamped envelope.
6. Students must observe strict discipline in the campus; behave with dignity and courtesy to the Principal, faculty members, administrative staff, visitors and fellow students.
9. No students shall bring in to the college campus or hostels any banner, flag, board, notice, pamphlet or other such materials for purpose of any political activity of student organizations or other organisations.
10. The College Management and 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 the mode of College Union elections as decided by the college Management and Courts from time to time.
11. Election to the College Union, if required, will be conducted under Parliamentary Mode, as per Lyngdo Committee recommendations, under the verdict of the Hon.ble High Court of Kerala in WPC © No.19411 of 2012, de hors the directions issued by the University.
12. No meeting or entertainment shall be organized nor any fund collected in the college or the hostels without the permission of the Principal.
13. Students should not go outside the college during class hours. In the event of unavoidable necessity they should seek special permission of the Principal/ Head of the Department/Advisor/Tutor.
14. Staff members/ Discipline Committee shall have the powers to deny admission to students to classes/office/labs/library/meetings/ cultural programs and other programs in the case of violation of the dress code of the college.
15. No student shall use or keep in possession alcoholic drinks or drugs. Using/keeping of these items will lead to immediate expulsion of the student from the college and hostels.
16. On the basis of the orders issued by various authorities including the Hon.'ble High Court of Kerala (WP (c) 23377/09) the use of mobile phones in the college campus is strictly prohibited. A fine

of Rs.500/- will be imposed on those who violate this rule. Mobilephone with Camera shall be confiscated. A surprise Inspection Squad is formed to implement the rule.

17. The Principal shall have the power to inflict the following punishment: fine, loss of attendance, loss of term certificate, suspension, compulsory issue of T.C. and expulsion.
18. Conduct certificate will not be issued as matter of course. It has to be earned by student's good conduct. Promotion to a higher class, selection for University examinations and issue of progress, attendance conduct certificates are matters absolutely within the statutory and discretionary powers of the Principal and no appeal shall lay against the Principal's decision to any other authority.
19. The principal shall have the right to issue Transfer Certificate to a student admitted to the college without an application from the students or the guardian at any time during the course of his/her study in the college without assigning any specific reason.
20. The principal or other duly constituted college or hostel authorities may frame and issue from time to time disciplinary rules of permanent or temporary character regulating the conduct of students within and outside the college and the Hostel Premises with a view to maintaining the credit and reputation of the college and the hostels.
21. Students shall desist from disfiguring the class rooms, compound walls and buildings on the college campus by pasting posters or writing on them. They shall also desist from disfiguring the compound walls of neighboring building.
22. Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the Prevention of Damage to Public Property Act 1984.
23. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
24. Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.
25. Students from other institution and outsiders disrupting any unit thereof, shall be treated as infringing in the rights of college authorities to run the institution in a good manner for the public interest. All such deeds will be treated as infringement of the rights of students especially those belonging to orphan, SC/STs and other backward communities to have uninterrupted education. Legal actions including contempt of court will be initiated in all such cases.
26. Banners, posters, holdings, cutouts, flex boards, flag posts or any other things of temporary or permanent nature shall not be erected, installed or placed within 200 meters of the college gate without the permission of the authorities.
27. There shall not be any discrimination against any community or category of students of the college and immediate stringent action will be taken against the erring students/officials/faculty members.
28. Outsiders including media shall not enter the campus without the permission of Principal.
29. Photography/video/audio recording and playing in the campus is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.
30. Students are not allowed to bring vehicles into the campus. They have to park their vehicles at the allotted place at their own risk. Stunting and racing vehicles within and in a radius of 200 metres outside the campus are strictly banned. Students and staffs have to register their vehicles' number and licence number with the security. Parking permits will be issued to physically handicapped students and they have to park their vehicles at the area allotted.
31. The security Personnel/designated college staff are authorised to inspect the records of the vehicles entering the campus and register the details in the gate register.
32. The College Council and Parent Teacher Association can advise Principal on internal matters of the college.
33. Students and staff members can make use of the grievance redressal Mechanism available in the college.
34. The college authorities reserve the rights to amend, repeal or modify any of the above rules.
35. All celebrations in the campus should be with prior sanction from the Head of the Institution.

e) UGC Regulation on curbing of 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 either by words spoken or written or by an act which can be interpreted as rudeness by 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 raise fear or apprehension thereof in any fresher or any other student.
 - c. Asking any student to do any act which a student will not in the ordinary course do and which has the effect of causing a sense of shame or torment or embarrassment so as to adversely affect the physique 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 group of students.
 - f. Any act of financial extortion or forceful expenditure put on a fresher or any other students 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 words which would also include deriving perverted pleasure, vicarious or sadistic thrill from active or passive participation in the discomfiture to a 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 sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- J. Ragging is prohibited by law. Students shall not indulge in any such activities.

Punishment

The UGC regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being found guilty of the offence.

The regulations say students can be fined up to Rs. 2.5 lakhs if found guilty of ragging. The UGC regulations provide for rustification of a student a period from one to four semesters.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship / fellowship and other benefits.
3. Debarring from appearing in any test / examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
6. Suspension/expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for a period ranging from 1 to 4 semester.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. Fine ranging between Rs. 25,000/- and Rs. 2.5 lakh.

11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

F. College Union

The College Union is organized with the following objectives

- (a) To train the students of the college in parliament democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights.
- (b) To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- (c) To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- (d) To encourage extracurricular activities like Youth Festival, Sports Meet etc. that are conducive to the above objectives.

The election to the College Union will be conducted on the parliamentary model as per para 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High Court of Kerala. The college union will have a students' general council and an executive. All students are members of the students' general council. In order to conduct election to the executive council an electoral council consisting of two elected representatives from each class will be formed. The electoral council will elect the executive committee consisting of the following office bearers: the Chairman, Vice Chairman, General Secretary, University

Union Councillors, Magazine Editor and the Arts Club Secretary. One member representing the students of each degree and P.G. classes elected by and from among the student representatives of the respective years in the electoral council will also represent in the executive council. The head of the depts. of Malayalam, English and Hindi will function as assistant editors for the respective sections of the college magazine. The candidates contesting to the electoral council should possess a minimum of 75% attendance in the previous year (except in the case of first year students) and should have passed all the examinations held so far. Those who were granted condonation of attendance in the previous year are not eligible to contest in the election. Similarly, anyone against whom disciplinary action of any kind has been taken (inside or outside the campus, civil or criminal) ipso facto stands debarred from contesting elections to electoral council. Students are forbidden to contest in the Union election on the label of students organizations.

Various departmental associations based on the students' optional subjects are also functioning under the college union. The office-bearers of these associations will be elected by the members under the supervision of the Department Heads.

The Principal is the ex-officio Treasurer and Patron of the College Union. Expenses for the activities of the college union requires prior sanction of the principal and the college union advisor.

G. Library Rules

1. Strict silence should be observed in the library.
2. Only the members of the staff and students of the college are entitled to the use of the library. (UG/PG students from other colleges, research scholars and the general public can also access the resources of the library on producing their ID's and a letter of introduction from the heads of their institutions and with prior permission of the principal of this college.)
3. The service hours of the library are: Week days : 8.30 am - 11.30am
12.30 pm - 5.30 pm Holidays : 9.30 am - 4.30 pm (Noon Break
- Third hour)

The library will be closed on Sundays, public holidays and specially announced holidays of the college.

4. Students are allowed to take only paper into the library. Books, umbrellas etc. should be left at the entrance.
5. The Library follows the Open Access System. Make the necessary entries in the borrower's card and in the ledger placed in the library. Then hand over the book to the library assistant who will stamp the due date on the date label and issue the book.
6. No person shall write upon, tear out or make any mark on any book or article belonging to the library.
7. Each student is given two borrowers' cards (PG Students - 4 cards) which are not transferable. One book can be borrowed at a time against each card. When the book is returned to the library the card will be given back.

8. Students are expected to take care of the cards issued to them. A student to whom the cards are issued will be responsible for all the books borrowed against that card. When a student has to get a no dues chit or a clearance certificate from the library, she must submit to the library all cards issued to her.
9. If a card is lost by a student, she shall make a written report to the librarian. A duplicate card will be issued on payment of a fee of Rs.10/-
10. Students shall return their cards at the end of the particular course.
11. Two books can be borrowed at a time for a period of 14 days and must be returned on or before the date indicated in the book. An overdue charge of Rs. 1/- per volume will be levied per day after the due date. Once a book is issued it will not be taken back on the very same day.
12. If a book is damaged or lost by a member, she shall pay the cost for replacing the book (three times). If one volume of a set of books is damaged or lost by a member she must replace it with a copy of the same edition. If it is not available she shall replace the whole set. If a lost book is recovered after having replaced it or paid the value there of the member shall not be permitted to return it to the library and get back the new copy or its price.
13. Before leaving the counter, the members must examine the book borrowed and report to the library staff any damage found therein. If they fail to do so, they will be held responsible for any damage detected afterwards.
14. The librarian can recall from a borrower any book at any time.
15. The loan can be renewed for a further period of seven days if the book is not required by others.
16. Dictionaries, periodical publications and other reference books shall not be lent out. If any of them is issued out with special permission for overnight reference, it shall be returned to the library the very next day as soon as the library opens.
17. Members are not permitted to sublet the books or cards issued to them.
18. Books are issued to members of the staff when library staff make the necessary entries in the ledger maintained for them. At the end of the academic year they are expected to return all the books and periodicals borrowed.
19. The Library provides free internet facilities to the students.

H. Identity Card

At the time of admission the student will be provided with an Identity Card. Students are expected to carry the Identity Cards with them while on campus and produce them on demand for inspection by any member of the Staff. It may be noted that the ID card has to be produced on many occasions in the campus like voting at the college elections, claiming hall-tickets, marklists, certificates, scholarships, stipends etc.

I. Issue of Certificates

1. A student who has paid all dues to the college is entitled to a transfer certificate (T.C.) at the end of the course.
2. 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.
3. Generally a notice of 24 hours is necessary for the issue of certificates.
4. No certificate will be mailed unless the postage is remitted.
5. 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.

J Residence of Students

2. Students not residing with their parents should normally reside in the following hostels. They can however reside with approved guardians.
3. Students shall submit to the college office in the prescribed form full information regarding their residence.
4. Any subsequent change in residence can be made only with the written permission of the Principal.
5. Application to the hostels should be made directly to the warden after securing admission in the college. Information regarding rules, rates of fee, room rent etc. can be obtained from the warden.

Student Charter

Every stakeholder of higher education has a role to play for quality enhancement and sustenance. The stakeholders such as the Government, management, teachers, students and the external quality assurance agencies have an important role in ensuring quality of higher education. Of all stakeholders mentioned above, the students have a unique role to play in ensuring quality of higher education institutions (HEIs). Firstly, the students should realize that they have the right for quality education and it is the responsibility of the HEIs to provide quality educational experience to learners. Secondly, the students should equally be aware of their responsibilities which in turn will help the institutions to provide quality education. The NAAC advocates the public display of student charter in every institution as an act of promotion of student participation in Quality Assurance.

Institution's responsibilities towards students

The institution shall :

- communicate its goals and objectives systematically and clearly to all students.
- offer programmes that are consistent with its goals and objectives.
- offer a wide range of programmes with adequate academic flexibility.
- obtain feedback from students on the initiation, review and redesign of programmes if and when necessary.
- facilitate effective running of the teaching - learning programmes.
- implement a well conceived plan for monitoring student programmes continuously.
- ensure that the student assessment mechanism is reliable and valid.
- provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
- ensure sufficient and well run support services to all students.
- promote healthy practices.

Student's responsibilities of learning

The student shall:

- appreciate the institutional goals and objectives and contribute to the realisation of the same by participating in relevant institutional activities.
- have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- follow the time schedules, rules and regulations of the institution.
- undertake regular and intense study of learning materials.
- make optimum use of learning resources and other support services available in the institution.
- prepare for continuous internal assessment and term end examinations.
- give feedback for system improvement.
- have faith and ability to pursue life long learning.
- live as worthy alumni of the institution.