

RULES AND REGULATIONS OF THE COLLEGE

1. Punctuality must be strictly observed. The student must be present on the college premises, 5 minutes before college day commences. Latecomers will not be permitted to enter the college campus.
2. Students are not permitted to leave the college premises during college hours without written permission from the Principal.
3. Every student is required to attend Extra-curricular or Co-curricular activities in the prescribed uniform. Information is obtained from the office upon request.
4. No student may be absent from class and college functions (except for any genuine reason). Parent/guardian should fill in the absence record when the student goes to college.
5. Guardian or Visitor is not permitted to see the students or interview the Professors during college hours without written permission of Principal. Parent/Guardian is advised to meet Professors only by prior appointment.
6. Parent's attendance at Parent-Professor Meeting is compulsory.
7. The medium of communication on the college premises is English.
8. It is the responsibility of the students to keep the college campus clean and tidy.
9. Mobile phones are strictly prohibited on the college campus.
11. Extra tuition is available upon request and it is subject to availability of Professors and resources.
12. All students should come with a lunch box, snacks are not allowed.

RULES FOR ATTENDANCE

1. A Student will only be eligible to appear in the examinations if he/she has completed 90% attendance.
2. Leave for a student is granted only on a requisition addressed to the Principal through the Class Professor submitted in time and duly signed by the Parent/Guardian.
3. In a case of illness, a medical certificate must be attached to the requisition. Long absences, except in the case of illness will not be permitted.
5. The name of the student will be struck off from the rolls of college if he/she is absent for more than 10 days continuously without the sanction of leave.

COLLEGE TIMING

1. Teaching time 10:00 am – 04.00 pm (It can be changed according to situation, by the college management,)
2. Visiting hours for parents to the office: 2:00 pm – 4:00 pm

STUDENT'S RESPONSIBILITIES

Students are required to:

- * Come to college well prepared, on time and ready to learn;
- * Show respect for themselves, for others and for those in authority;
- * Refrain from bringing anything to college that may compromise the safety of others;

Follow the established rules and takes responsibility for his/her own actions.

- * Maintain cleanliness/tidiness of the college premises to save your life as well as other's life from the disease.
- * Switch off electrical appliances (eg- fans, electric bulbs etc) and turn off the tap of the water sources after their uses to prevent national waste.
- * Make register your valid mobile number in the college to receive the information through SMS and Mobile Phone.

PARENT'S/GUARDIAN'S RESPONSIBILITIES

Parent/guardian plays an important role in the education of their children and has a duty to support the efforts of college staff in maintaining a safe and respectful learning environment for all students. Parent/guardian fulfils the responsibilities when they:

- * Show an active interest in their child's college work and progress;
- * Communicate regularly with the college;
- * Help their child to be neat, clean and appropriately dressed.
- * Ensure that their child attends college regularly and on time;
- * Promptly report to the college for their child's absence or late arrival;
- * Become familiar with the Code of Conduct and College rules;
- * Encourage and assist their child in following the rules of behaviour;
- * Assist college staff in dealing with disciplinary issues.

FINAL REMINDER

An offer of admission is made purely on a provisional basis and it is subject to the verification of original documents which are required to be produced by the candidate at the time of verification.

- * The fee, once paid, cannot be refunded or adjusted in any way.
- * The section will not be changed after the confirmation of admission.
- * There is no vehicle/cycle stand on the college campus.
- * Students will not be allowed to bring two or four wheeler or cycle on the college campus and will not keep it in a public place.
- * Students/Guardian will not demand transport facility from the college administration. Their child will come to college and will go home by public transport or responsibility of parents.
- * College timing is fixed for students. It cannot be extended or reduced on demand of guardian in any season.
- * There is no provision for half-day leave in college. In such case, guardians are requested to not send their child to college.

A student will at the college's discretion be immediately suspended for any serious undisciplined behaviour.

for example:-

- * Swearing at a Professor, another student, a neighbour of the college or another person in authority;
- * Being in possession of pan Masala, Gutkha, Cigarettes, Tobacco, alcohol, drugs, weapons etc;
- * Electronic devices/Camera/black goggles/pointed Iron piece/Lead piece etc, bring on college premises;
- * Damage to college property or property located on college premises.

In these instances, the police will be involved, as required.

Attention of the Guardians is invited to the following points-

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Some unscrupulous Vehicles operators may fraudulently be impersonating themselves as a vehicle operator of MUKULARANAYAM MAHAVIDYALAYA while -

- 1- the college has no transport/Vehicle facility for the students.
- 2- the college has no link or agreement with any transport operator.
3. use of the college name and logo for this purpose on the vehicle by any person has to be treated as an offence.

All the college guardians are advised to remain alert and vigilant themselves from being cheated in the hands of such unscrupulous elements and not to fall into the trap.

IMPORTANT RULES FOR MUKULARANYAM MAHAVIDYALAYA

1. To fill up registration form does not guarantee admission.
2. The fee, once paid, cannot be refunded or adjusted in any way.
3. The course and subjects will not change after the confirmation of admission.
4. Students will not be allowed to bring two or four-wheeler or cycle on the college campus and will not keep it in a public place.
5. Students/Guardian will not demand transport facility from the college administration. Their ward will come to college and will go home by public transport or responsibility of parents.
6. 90% attendance will be compulsory for each student before semester examination.
7. College timing is fixed for students. It cannot be extended or reduced on demand of guardians in any season.
8. There is no provision for half-day leave in college. In such case, guardians are requested to not send their ward to college.
9. "If Professors/parent quarterly meeting is not attended two times consequently by parent" college reserve the rights to take appropriate steps including expelling student and not providing any education services.
10. Parent must specifically mention about candidate's medical problems in details and what medical treatment is given with doctor's letter confirmation.
11. Management of college will organise a quarterly meeting of class Professors with students' parents to update and give progress report/chart of their boys/girls in order to make them aware of the progress of study in order to take extra steps, care helping and moulding them.

College firmly believe that parents have a very vital role and responsibility to assist and giving them conducive facilities for higher education and be a good citizen of the country.

12. **A student will at the college's discretion be immediately suspended for any serious undisciplined behaviour, for example:-**
 - (a) swearing at a Professor, another student, or another person in authority.
 - (b) being in possession of pan Masala, Gutkha, Cigarettes, Tobacco, alcohol, drugs, weapons etc.
 - (c) electronic devices/Camera/black goggles/pointed Iron piece/Lead piece etc, bring on college premises.
 - (d) damage to college property or property located on college premises.

मुकुलारंयम महाविद्यालय के महत्वपूर्ण नियम

- 1- प्रवेश फार्म जारी करना प्रवेश की गारन्टी नहीं है।
- 2- शुल्क एक बार जमा हो जाने के बाद, किसी भी परिस्थिति में लौटाई नहीं जा सकती और न ही किसी तरह से समायोजित हो सकती है।
- 3- प्रवेश की पुष्टि के बाद कोर्स और विषय परिवर्तित नहीं होंगे।
- 4- छात्रों को महाविद्यालय परिसर में दो या चार पहिया वाहन या साइकिल लाने की अनुमति नहीं दी जायेगी और वे इसे सार्वजनिक स्थान में भी नहीं रखेंगे।
- 5- छात्र या अभिभावक महाविद्यालय प्रशासन से परिवहन सुविधा की माँग नहीं करेंगे। उनके प्रतिपाल्य सार्वजनिक परिवहन या माता-पिता की जिम्मेदारी पर घर से महाविद्यालय व महाविद्यालय से घर जायेंगे।
- 6- सेमेस्टर परीक्षा में सम्मिलित होने के लिए प्रत्येक विद्यार्थी को 90 प्रतिशत उपस्थिति अनिवार्य होगी।
- 7- महाविद्यालय का समय छात्रों के लिए निश्चित है। अभिभावक के माँग पर इसे किसी भी मौसम में घटाया या बढ़ाया नहीं जा सकता।
- 8- महाविद्यालय में आधे दिन की छुट्टी के लिए कोई प्रावधान नहीं है। ऐसे मामले में, अभिभावक से अनुरोध है कि अपने बच्चे को महाविद्यालय न भेजें।
- 9- यदि प्राचार्य-अभिभावक त्रैमासिक बैठक में अभिभावक द्वारा दो बार भाग नहीं लिया जाता है तो महाविद्यालय छात्र को निष्कासित करने और कोई भी शिक्षा सेवाएं प्रदान नहीं करने सहित उचित कदम उठाने के अधिकार सुरक्षित रखता है।
- 10- माता-पिता को अभ्यर्थी चिकित्सा समस्याओं से सम्बंधित विवरण को विशेष रूप से उल्लेख करना चाहिए और छात्र को क्या चिकित्सा उपचार दिया जाता है, इसकी पुष्टि के लिए डॉक्टर के रिपोर्ट को संलग्न करना आवश्यक होगा।
- 11- महाविद्यालय प्रबंधन छात्रों के माता-पिता के साथ प्रवक्ताओं की त्रैमासिक बैठक का आयोजन करेगा जिसमें उनके बच्चों के नवीन प्रगति विवरण/चार्ट देगा जिससे कि अभिभावक अपने बच्चों के शैक्षणिक प्रगति के प्रति जागरूक हो सके और वे अपने बच्चों के और अधिक विकास हेतु उचित देखभाल कर उनकी सहायता करने का प्रयास कर सके।
महाविद्यालय प्रबंधन तंत्र का ऐसा मानना है कि अभिभावक द्वारा उनके बच्चों को सहायक सुविधा प्रदान कर, शिक्षित एवं एक अच्छे नागरिक बनाने में उनका महत्वपूर्ण उत्तरदायित्व है।
- 12- एक छात्र / छात्रा को महाविद्यालय प्रशासन के विवेक पर तुरन्त, किसी भी गम्भीर अनुशासनहीन व्यवहार के लिए निलम्बित कर दिया जायेगा। यदि वह:-
 - प्रवक्ताओं, प्राचार्य, अन्य विद्यार्थी, या अन्य प्रशासनिक अधिकारियों से अपमानजनक व्यवहार करता है।
 - पान मसाला, गुटखा, सिगरेट, तम्बाकू, शराब, ड्रग्स, हथियार या अन्य आपत्तिजनक चीज उसके पास मिलता है।
 - इलेक्ट्रॉनिक डिवाइस, फोटो कैमरा, काला चश्मा, अन्य लोहे या शीशे की आपत्तिजनक वस्तु महाविद्यालय परिसर में लाता है।
 - महाविद्यालय की चल अचल सम्पत्ति या परिसर में स्थित चल अचल सम्पत्ति को नुकसान पहुँचाता है।