

## CODE OF CONDUCT FOR STUDENTS

### Medium of Communication

To enhance oral communication skills in English, all conversations between teachers and students within the campus shall be conducted exclusively in English. The use of other languages will only be permitted in exceptional cases.

### Dress Code

#### For Boys:

Boys are required to wear a plain white full-sleeve formal shirt, black formal pants, black shoes, and black socks.

#### For Girls:

Girls are required to wear a plain white kurta and pants, a black blazer, and black executive shoes.

Disciplinary action will be taken against students who fail to wear the complete uniform or display their ID card. Boys should maintain short hair, and girls must tie their hair in a manner suitable for an academic setting.

In case of physical injury, students may be granted relaxation from the uniform requirements upon receiving written permission from the Principal.

Students who lose their ID card must obtain a Temporary ID card from the college office by paying the applicable fee.

Students are expected to wear their uniform on special occasions such as guest lectures, legal aid clinics, etc.

Students not in proper uniform will be denied entry into classes or the campus, as applicable.

### Time of Arrival and Campus Regulations

All students must be inside their classrooms by 9:40 AM.

The campus gate will remain open during intervals; however, no entry will be permitted after an interval.

Students are generally allowed to stay on campus only until 5:00 PM.

### Academic Rules

#### 1. Assignment Submission:

Assignments must be submitted on or before the due date set by the subject teacher. Late submissions will not be accepted.

Submission deadlines must be adhered to for each subject, regardless of intervening exams or other academic activities.

## 2. Internal Examinations:

Students must arrive on time for all internal exams. Entry to the exam hall will not be permitted beyond 10 minutes after the exam begins.

## 3. Exam Conduct:

Any student causing disturbances, attempting malpractice, or displaying unruly behavior in the examination hall will have their exam for that subject canceled and may face disciplinary action, as deemed appropriate.

## 4. Mobile Phones:

Students are strictly prohibited from carrying mobile phones inside the examination hall.

## Attendance Rules

### 1. Attendance Verification:

Attendance records will be available on the official website for students to verify. It is the responsibility of each student to check their attendance status daily.

### 2. Grievances or Claims:

Any grievance or claim regarding marked attendance must be submitted to the concerned teacher within three working days from the date of absence.

Claims related to attendance under University Regulations must be submitted before the end of the respective month.

### 3. Late Submissions:

Late submission of attendance grievances or claims will not be entertained under any circumstances.

## Classroom Rules

### 1. Respect for Teachers:

Students must maintain proper decorum and respect towards teachers.

Any student violating classroom discipline or obstructing a teacher from performing their duties will be asked to leave the class. Such incidents will be reported to the Programme Coordinator/Principal.

## 2. Mobile Phones:

The use of mobile phones in classrooms is strictly prohibited. Students must either hand over their phones at the reception counter or keep them in their bags on silent mode. Phones may only be retrieved upon leaving the campus.

## 3. Classroom Behavior:

Students are expected to maintain proper decorum during class and adhere strictly to the prescribed timings.

Entry into other classrooms is not permitted under any circumstances.

## 4. Notices and Communication:

Notices will be read aloud in class and displayed on the general notice board.

Short-notice announcements will be conveyed by class teachers through class representatives.

## External Competitions

### 1. Attendance for External Events:

Students participating in external events or competitions may be granted attendance for the respective days, provided:

Prior written permission is obtained from the Principal through the teacher-in-charge.

A certificate of participation is submitted along with the prescribed attendance claim form.

### 2. Out-of-State Events:

For participation in out-of-state competitions or events, students must provide a written consent letter from their parents.

## General Rules

### 1. Discipline and Conduct:

Loitering, whistling, and howling in corridors or other inappropriate behavior is strictly prohibited.

Students must maintain discipline and proper etiquette at all times.

## 2. Restricted Areas:

Gathering or sitting in areas designated for visitors, the conference room, or the front area of the Law School building is not allowed.

Students may not visit the canteen during class hours.

## 3. Visitors and Celebrations:

Visitors are not allowed on campus without prior approval from the concerned authorities.

Celebrations within the campus require express permission from college authorities, which must be sought in writing at least five working days in advance.

## 4. Vehicles:

Student vehicles are only allowed up to the designated parking area. Entry beyond this point is strictly prohibited.

## 5. Damage to Property:

Students found destroying or defacing furniture or other property will be required to replace the damaged items or pay a fine.

## 6. Prohibited Activities:

Use of crackers or explosives on campus is strictly forbidden, and violators will face suspension.

Political activities of any kind, including the formation of political units or participation in political meetings, are prohibited within the Law School premises.

Agitations, demonstrations, dharnas, or any actions causing disturbance to the smooth functioning of the Law School or classes are not permitted. Violators may face disciplinary proceedings, removal by police, or both, as per the High Court of Kerala's judgment in *Leo Lukose v. CUSAT* (WP (C) No. 33335 of 2015).

## 7. Mandatory Requirements:

Students must wear their ID cards at all times while on campus and adhere to the uniform regulations. Entry into the campus without proper uniform and ID is not allowed.

## 8. Ragging and Harassment:

Ragging and sexual harassment will result in severe disciplinary action, including expulsion and criminal prosecution, as per the law.

9. Violation of Rules:

Any violation of these rules will require the student to submit a written explanation to the Class Teacher. If the explanation is deemed unsatisfactory, further disciplinary action will be taken.

