

# GUIDELINES FOR STUDENTS

## **Binding Nature of Decisions**

Students are expected to comply with the decisions made by the College, which are considered definitive and obligatory. Contesting these decisions may result in the initiation of disciplinary proceedings against the student(s).

## **Right to Alter, Amend Rules**

The College reserves the right to alter, amend, add or delete any of the rules and regulations at any time without prior notice.

## **Confidentiality of Records**

All materials submitted by students during the admissions process become the property of Don Bosco College. The College will safeguard this information, as well as any records generated during the student's enrollment. Students have the right to request access to and review their academic transcripts and admission files, though this does not extend to confidential items such as letters of recommendation or interview notes.

The College may disclose basic personal details, such as name, permanent address, email, phone number, previous institutions attended, age, gender, activities at Don Bosco College, graduation year, and area of specialization, without student consent, provided the use is educational. Such disclosures may occur in directories, alumni mailings, or aggregated demographic reports. Students may opt out of having their basic information included in directories or alumni mailings by submitting a 'Statement for Removal' to the Principal.

The College will not permit any unauthorized individual to access student records, which include financial details, admissions information, staff and faculty evaluations, and

Governing Board documents. Upon enrollment, students are required to provide an emergency contact name and number. An emergency is defined as a serious health issue (e.g., long-term hospitalization), financial default, or expulsion. In less critical cases, such as minor health concerns or academic issues, the College will not contact the emergency designee without the student's consent.

### **Use of the College Name and Logo**

The use of Don Bosco College's name, as well as any property displaying the College's name or logo, is subject to strict regulation. All banners, advertisements, publications, merchandise, and the distribution of materials that suggest endorsement by the College must receive prior approval. Any violations of these guidelines will result in appropriate corrective measures.

### **Emergency Contact information**

Don Bosco College is committed to ensuring the safety and well-being of its students. In the event of an EMERGENCY, please contact us at the numbers provided below.

<b>No</b>	<b>Contact Person</b>	<b>Contact Number</b>
01	Rev. Fr. Dr. Geo Kalladanthiyil	6363194132
02	Rev. Fr. Wilson K D	8296334635
03	Mr. Vinod Kumar	9980870755
04	Mr. Peter Paul	8310 553655
05	Ms. Pauline	8088 420238
06	Ms. Maria Babitha	9945389976

## **CELL PHONE USAGE POLICY**

Students shall not use cell phones in the classroom while the session is in progress. This includes lectures, discussions, and any other instructional activities. Photography during these sessions is also strictly forbidden.

### **Academic and Formal Events**

Students shall not use the mobile phones during any academic events or formal events held in the college premises. This includes seminars, workshops, guest lectures, official ceremonies, and other such gatherings.

### **Confiscation Policy:**

Students who violate the cell phone policy may have their phones confiscated by any member of the teaching or non-teaching staff. Confiscated phones will be placed in the custody of the class teacher and will be returned only after a period of 15 days. Parents will be informed of confiscation.

### **Photography and Video Recording**

Students are expected to exercise discretion when taking photographs or recording videos on campus. Such activities shall not infringe on privacy or cause inconvenience to others. Any student found engaging in inappropriate or disruptive photography or video recording will face strict disciplinary action, which may include suspension.

### **Emergency Protocol**

In the event of an emergency, parents or guardians are instructed to contact the College through official channels. The office staff will ensure that the message is relayed promptly to the concerned student. Students are strictly prohibited from using cell phones for texting or making calls during classroom sessions.

These regulations are designed to maintain a focused and distraction-free learning atmosphere and to preserve the integrity of academic and formal events.

## **FACILITY USAGE POLICY**

Students are strictly forbidden from misusing, damaging, or removing equipment and devices within the Academic Block and lecture rooms, including but not limited to computers, speakers, and projectors. Any student found engaging in such activities will be subject to penalties deemed appropriate by the College administration. Additionally, students are prohibited from marking or writing on walls, desks, chairs, or any other surfaces within the College premises.

## **CAMPUS POLICY**

Students are solely accountable for their personal belongings, including cash, jewelry, mobile phones, vehicles, and other valuables while on campus. The College assumes no responsibility for any loss or theft of such items.

Prior authorization must be obtained from the College administration before organizing any social events on campus. Students are also prohibited from posting notices without explicit permission from the College Management.

All visitors are required to register at the security station/main gate upon arrival and departure.

For safety reasons, open flames are not permitted on campus, as even small candles left unattended have caused significant fires in student hostels.

No color powders, paints, or stickers are allowed on floors or walls. Students shall refrain from playing loud music, singing, or chanting that could disturb others.

Chewing gum is strictly prohibited within all College buildings, including classrooms, restrooms, and common areas. Any breach of this policy will result in disciplinary measures.

Students are advised against playing on the pathways and may only use the playground during lunchtime or between 3:00 p.m. and 5:00 p.m. Students are required to have lunch only in designated areas and are expected to maintain cleanliness by refraining from littering on campus.

Public displays of affection (PDA) are discouraged to maintain a professional and respectful environment. Any excessive or inappropriate displays of affection may lead to disciplinary action by the College administration.

## **COURSE AND FACULTY FEEDBACK POLICY**

Students are required to complete a feedback form for each course, either during or at the end of each semester, as scheduled by the Principal's Office. Summarized feedback will be shared with the respective faculty members; however, individual student responses and identities will remain confidential. Completion of the feedback form is mandatory for all students.

## **SMOKING, ALCOHOL AND DRUG POLICY**

Don Bosco College is committed to a smoke-free campus. Smoking and possession of cigarettes is strictly prohibited, and violations will result in penalties ranging from fines to suspension. The consumption or possession of alcohol on campus is likewise forbidden, with similar penalties for infractions.

The College enforces a zero-tolerance stance on the consumption, possession, or trafficking of marijuana and other controlled substances. Any student found involved in such

activities will be expelled from the College, pending a review by the Disciplinary Committee, whose decision will be final and binding.

## **VANDALISM POLICY**

Students responsible for damage to College property, including sports equipment, will face strict disciplinary measures, and the cost of repairs will be deducted from their caution deposit. In cases where no individual claims responsibility, the costs will be shared by the entire student body.

## **PHYSICAL VIOLENCE POLICY**

Engaging in fighting or any form of physical violence is strictly prohibited. Students involved in such actions will face expulsion from the College.

## **SAFETY POLICY**

Student safety is a top priority at the College. To ensure this, a dedicated security team will be stationed at the campus entrance. The College reserves the right to inspect student vehicles and bags upon entry and exit.

## **CAMPUS POSTER POLICY**

All banners, posters, and advertisements to be displayed by students must receive prior approval from the Principal of Don Bosco College. The College retains the authority to remove any posters that damage property or conflict with its values. Furthermore, the student council is responsible for removing and properly disposing of posters after the event has been promoted or within two weeks of posting, whichever occurs first. No external organizations are permitted to post advertisements on College property without prior authorization.

## **RELIGIOUS GUIDELINES**

As a Christian institution under the Catholic Church, Don Bosco College upholds respect for all individuals. Regular common prayers are conducted during assemblies and events, and all students are expected to participate or maintain silence. Members of other religions are prohibited from displaying religious symbols, establishing shrines, or conducting religious services on campus. Students may participate in Christian religious services like Holy Mass and Rosary on their own accord, as permitted by the Catholic rite. The College maintains a non-discriminatory stance regarding religion or sect in its hiring, admissions, and grading processes. Everyone is free to follow and grow in the religion of their choice.

## **FEE PAYMENT POLICY**

Students are required to pay their fees by the designated deadlines. A late payment fee of 1% per week will be imposed on overdue amounts if the payment is delayed beyond two weeks. This fee will continue to accrue until the outstanding balance is settled in full.

## **ATTENDANCE POLICY**

Attendance will be recorded for each session, and notifications will be sent to parents or guardians if a student misses a class. An initial message will be dispatched after the first session, with a follow-up message later in the day detailing the total hours missed. To qualify for scholarships or fee concessions, students must achieve a minimum of 90% attendance and 90% scores in internal assessments, preparatory exams, and end-of-semester examinations. Students with full attendance will be recognized and rewarded at an appropriate college

event. Additionally, a high attendance record is a key criterion for eligibility for nomination to the student council.

### **Attendance Requirement for Examinations**

To be eligible for the End Semester Examination, a student must maintain a minimum attendance rate of 75%. If a student consistently fails to meet this attendance threshold, notifications will be sent to parents or guardians via registered post, email, and phone calls. Parents will be invited to meet with the Principal to discuss the attendance issues.

## **PUNCTUALITY POLICY**

Students are expected to report to college well in time to avoid traffic congestion and any other time management concerns. Students should take their seats by 8:55 a.m. in their respective classrooms, the class will commence at 9:00 a.m. with the recitation of the student's prayer.

The maximum permissible time for a student to enter the class is 9:10 a.m. However attendance is not guaranteed as attendance will be marked at 9:00 a.m. after the prayer. If the student is not present in the class while attendance is called, he/she is bound to lose attendance for the hour.

Students arriving after 9:10 a.m. must wait in a designated waiting room on the ground floor, where they are expected to engage in academic work quietly without disturbing ongoing classes. A staff coordinator will supervise the waiting room. Students arriving after the start of the first or subsequent sessions will not be permitted entry once classes have begun.

The Vice Principal will monitor punctuality, and students who are repeatedly late will be documented. If a student is consistently late for the third time, parents will be notified, and appropriate measures will be taken.



Students absent for more than three days must provide a medical certificate upon their return. For extended leaves due to pressing or unavoidable circumstances, students must obtain permission from the Principal, with parental consent.

## **INTERIM ABSENTEEISM POLICY**

- Students must duly fill in the permit slip and submit the same to the front desk for any interim absenteeism.
- The front desk officer will notify the concerned class teacher, Head of Department (HOD), and security personnel.
- The security personnel will permit the student to leave the campus only after collecting and verifying the permit slip, and confirming the notification from the front desk.
- The front desk officer will also inform the student's parent/guardian by phone regarding the interim absenteeism.
- Students who attempt to leave the campus without following this procedure will face disciplinary action.

## **DRESS CODE POLICY**

Monday & Thursday – College Dress Code  
(Executive wear provided by college )

Tuesday, Wednesday & Friday – Formal Dress Code

1st and 3rd Saturday – Casual Dress Code

*Students are expected to dress modestly, in a manner that aligns with the values upheld by the institution.*

## **College Dress Code**

*The executive wear supplied by the college includes the following items:*

- Shirt
- Trousers/pants
- Blazer
- Socks and shoes
- College ID card

### ***Formal Dress Code Guidelines***

For Men:

- Allowed:
  - Formal shirt and formal trousers/pants
  - Formal black or brown shoes with visible socks
- Not Allowed:
  - Informal shoes or party wear shoes

For Women:

- Allowed:
  - Indian formal attire such as salwar kameez, churidar, or kurta/kurti with pants, paired with a dupatta/stole and comfortable footwear
  - Executive wear (shirt, pant, and formal shoes)
- Not Allowed:
  - Jeans, or jeggings
- Special Occasions:
  - The formal dress code applies for Industrial Visits (IV)

### ***Casual Dress Code Guidelines***

For Men:

- Allowed:
  - Collared T-shirts paired with jeans or casual cotton trousers
  - Canvas or casual fully moulded shoes

- Not Allowed:
  - Round neck, or checkered T-shirts with printed texts or pictures
  - Sleeveless T-shirts
  - Ripped/Rugged Jeans
  - Chappals

For Women:

- Allowed:
  - Kurta or kurti/short kurta paired with Jeans
  - Comfortable footwear
- Not Allowed:
  - Round neck, or checkered T-shirts with printed texts or pictures.
  - Sleeveless T-shirts/tops
  - Ripped/Rugged Jeans
  - Crop tops
  - Transparent dresses

#### ***College ID Cards***

- College ID cards are mandatory to enter the college premises.
- Students shall wear their ID cards at all times while on campus.

#### ***Additional Notes***

- Formal dress code is encouraged for both men and women, even on Saturdays.

## GROOMING

### For Men:

- Students shall refrain from growing long hair or punk/weird hair style. Students are expected to look presentable and follow a formal hairstyle.
- Spotting beard is permitted, provided they are trimmed regularly and well groomed.
- Students are prohibited from wearing studs, earrings, other piercings, kadas, or bracelets while on campus.

### For Women:

- Students should dress modestly and maintain a well-groomed appearance.

*Note : When a student's religious obligations require a specific grooming style, the Principal shall make a decision on a case-by-case basis, after receiving a written request from the parent. The decision shall be made in accordance with UGC guidelines and University code of conduct.*

## WITHDRAWAL FROM THE PROGRAMME

If a student decides to withdraw from the programme before the completion of the semester, they shall be responsible to remit the full tuition fee for that semester.

## INFLUENCING OTHER STUDENTS TO WITHHOLD PAYMENT

Students found to be persuading others to delay fee payments or breach college regulations will be subject to disciplinary measures, which may include suspension or expulsion from the college.

## **PARKING AND VEHICLE USE POLICY**

Bicycles are highly encouraged for transportation on campus due to their convenience, ease of parking, and environmental benefits. This initiative aims to promote sustainability, maintain a clean and green campus, and enhance the health of students and staff at Don Bosco College.

Students without a valid driving license are prohibited from bringing two-wheelers onto the campus. Students who possess a driving license (not LL) are permitted to get their two wheelers (only) and are instructed to park their vehicles in the parking area designated for student's vehicle parking. Students bringing vehicles to campus are strictly required to wear helmets, including both the rider and the pillion passenger.

Students are strictly prohibited from parking in neighboring premises, and non-compliance may result in disciplinary actions. Vehicles parked outside the campus may be towed by traffic authorities, and the college will not be liable for any such incidents.

The College assumes no responsibility for damage to, or loss of, vehicles on its premises, nor for any damage to or loss of any accessories/contents.

## **LIBRARY POLICY**

The mission of the Library is to support the College in building an internationally top-ranked, research-driven institution by serving as a central knowledge hub. It enables access to various information resources, besides providing innovative, responsive, and effective services to meet the changing needs of the academic community.

Students must use their ID cards to borrow books from the Library, and membership rights are non-transferable. The

Library will impose fines for overdue items. Access to the Library is restricted to members of the College community. The public, personal friends and relatives shall not have access to the library. The course books for the current and immediate next term shall be made available for reference only.

Library is open (except on holidays) from 08:30 a.m. to 04:30 p.m. from Monday to Friday and from 08.30 a.m. to 03.00 p.m. on Saturdays.

Books and journals may not be photocopied in their entirety. You may photocopy 10% of a book or one chapter whichever is lesser of the two.

Students shall abide by the conditions of the Copyright Act, while using materials/information retrieved from E-resources. These materials can be used only for personal academic research, learning, and teaching purposes. Under no circumstances should the data be circulated/ disseminated or used for commercial purpose.

The library reserves the rights to suspend the borrowing rights of students who repeatedly violate or ignore library rules.

## **INTERNET ACCESS POLICY**

Internet access is provided exclusively for educational purposes. Students should refrain from downloading files that are not essential to their coursework. Individuals found visiting non-educational websites, downloading, or distributing non-educational materials will face disciplinary action, which may be deemed gross misconduct. It is important to note that the main servers track users' internet activity, and any inappropriate use will be reviewed and reported to the Principal's office as necessary.

## **ANTI-RAGGING POLICY**

Don Bosco College is committed to prohibiting, preventing and eliminating the scourge of ragging including 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, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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, and thereby, to provide for the healthy development, physically and psychologically, of all students.

### **WHAT CONSTITUTES RAGGING?**

Ragging constitutes one or more of any of the following acts:

- 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
- Indulging in rowdy or in-disciplined 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
- Asking any student to do any act which a 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

- Any act by a senior student that prevents, or disturbs the regular academic activity of any other student or a fresher
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student
- 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 a fresher/student
- 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

### **Administrative Action in the event of Ragging**

The Anti-Ragging Committee of Don Bosco College shall take an appropriate decision, in regard to punishment. The Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments, namely:



- Suspension from attending classes and academic privileges
- Withholding/ withdrawing scholarship and other benefits
- Debarring from appearing in any examination or other evaluation process
- Withholding results
- Debarring from representing the School in any regional, national or international meet, tournament, youth festival, etc
- Suspension/ expulsion from the hostel
- Cancellation of admission
- No placement assistance to students found guilty of ragging
- Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive)
- Rustication from the College for a term

In case where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.

Students are encouraged to report any ragging act witnessed or experienced by them to any member of the Anti-Ragging Committee. The College ensures the confidentiality of such a disclosure by the student.

## **ANTI-RAGGING COMMITTEE**

<b>NAME</b>	<b>DESIGNATION</b>
Fr. Dr. Geo Kalladanthiyil	Chairperson (Principal)
Mr. Vinod Kumar	Vice-Principal
Dr. Mary Binu	IQAC Coordinator
Adv. Ranjit Xavier	Legal Advisor
Ms. Archana Nair S	Teacher Member
Ms. Reshma S	Teacher Member
Feba Reji	Student Representative
Ajay A	Student Representative
Ms. Maria Babitha	Administrative Office Member

## **SEXUAL HARASSMENT AND VIOLENCE POLICY**

Don Bosco College is dedicated to fostering a safe and respectful environment where students, faculty, and staff can collaborate without fear of violence, harassment, exploitation, or intimidation. This commitment extends to protecting against all forms of human rights violations, including sexual harassment and gender-based discrimination.

Sexual harassment is regarded as a grave offense. Any student engaging in actions that cause discomfort, such as making unwelcome comments, telling sexually suggestive jokes, participating in “ragging,” or spreading false rumors, will face immediate expulsion from the College.

### **Procedure for Registering Sexual Harassment Complaints**

- Complaints must be submitted in person to the Anti-Sexual Harassment Committee by the complainant. If a complaint is made by a third party on behalf of the complainant, the committee will determine if an investigation, intervention, or other assistance is required, except in cases where the complainant is forcibly confined.
- In exceptional circumstances, complaints from third parties or witnesses may be considered. In such cases, the committee will verify if the person alleging harassment wishes to file a formal complaint. Upon receipt of a formal complaint, the committee will follow the established investigation procedures.
- The complainant may choose to be accompanied by a representative during the process.

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

NAME	DESIGNATION
Fr. Dr. Geo Kalladanthiyil	Chairperson (Principal)
Mr. Vinod Kumar	Vice-Principal
Dr. Mary Binu	IQAC Coordinator
Adv. Ranjit Xavier	Legal Advisor
Ms. Rosemary FN	Social Worker
Ms. D. Maria Nirmal Preethi	Teacher Member
Ms. Pooja P Easwar	Teacher Member
Ms. Archana Nair S	Teacher Member
Sr. Amala R	Student Representative

### Enquiry Procedures of Sexual Harassment Complaints

- All complaints made to any committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the committee.
- All meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working day must be given.
- The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).
- After the report has been finalized, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her/him.
- During an enquiry the quorum for all committee meetings will be one-third of the total membership and must include at least one member from the complainant's category as well as the member co-opted from outside.

- The Anti-Sexual Harassment Committee will, within ten days of the receipt of a complaint establish a prima facie case of Sexual Harassment as given in this policy, and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
- In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement), the complaint will be investigated to explore whether a prima facie case of Sexual Harassment exists and whether intervention or some other assistance is required.
- In case a prima facie case is established, the Anti-Sexual Harassment Committee shall set up an enquiry committee of 3 – 5 members, with at least one member of the complainant’s category, as well as a member from outside of Don Bosco College. The sub-committee so formed must inform the accused in writing about the charges made against him/her and he/she should be given a period of three days from the date of receipt of the notification to respond to the charges.
- During the enquiry procedure, the complainant and the accused will be called separately to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.
- The sub-committee must submit its report to the Anti-Sexual Harassment Committee not later than 10 working days. The Complaints Committee will discuss the report and make recommendations for punitive action if required.
- The entire process of enquiry should be completed within one month.
- The complainant or the accused may appeal to the Apex Committee.

- Filing of a grievance/complaint shall not adversely affect the complainant's status/job, salary, promotion, grades etc.
- The Anti-Sexual Harassment Committee shall take action against anyone who intimidates the complainant or member of the committee, during or after the enquiry.
- Any committee member charged with Sexual Harassment in a written complaint must step down as member during the enquiry into the complaint.

### **Redressal**

Disciplinary actions could take the form of:

- Warning
- Written apology
- Bond of good behaviour
- Adverse remarks in the Performance Appraisal
- Debarring from supervisory duties
- Denial of re-employment
- Stopping increments / promotion
- Demotion
- Suspension
- Dismissal from service for member of staff or from the school if student.
- Any other relevant measure