



KMCT

COLLEGE OF ALLIED HEALTH SCIENCES

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

CODE OF CONDUCT FOR STUDENTS

1. Respect and tolerance are expected from all students within the college campus, college bus, hostel, and cafeteria. Ragging is strictly prohibited.
2. The college operates from 9am to 3.50pm, subject to change based on practicals, hospital postings, camps, and night duties.
3. Students must wear the prescribed uniform and carry their identity card at all times. Incomplete uniform will result in attendance penalties.
4. Boys must wear the prescribed uniform, including pants, shirts, black executive shoes with socks, and clean-shaven beards. Girls must wear the prescribed uniform, with proper hair arrangements.
5. On the second Friday and last Saturday of each month, as well as on special occasions, students may wear color dress with their ID card. However, certain clothing items are not allowed.
6. Altering the uniform is strictly prohibited.
7. Punctuality is mandatory. Continuous absences without valid reasons and late arrivals to classes will result in attendance penalties.
8. Parents must inform the class coordinator of their child's leave details in advance. Leave letters and medical certificates must be submitted on the next working day.
9. Parents can contact the class coordinator during specific hours for inquiries and leave applications.
10. Latecomers will not be allowed in class and their parents will be notified. Frequent latecomers will face further action.
11. During free hours, students should remain in the classroom or library and not wander around.
12. Mobile phones are strictly forbidden on college and hospital premises. Violations may result in phone confiscation.
13. Students must maintain cleanliness, neatness, and discipline within the campus, hostel, and hospital, as well as on the college bus.
14. Any misconduct, indecent behavior, or disrespect towards faculty members will be taken seriously and may lead to expulsion.
15. Students are not permitted to leave the college premises without proper permission. The college will not be held responsible for any unforeseen events.



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Principal
KMCT College of Allied Health Sciences
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16. Damaging college property, including furniture, equipment, college bus, or hostel furniture, will result in serious consequences and payment for damages.
17. Damaging laboratory equipment will result in double the cost of the damaged items.
18. Students with vehicles must park them in the designated parking lot.
19. Students must keep attested copies of certificates and submit originals to the college.
20. Certificates submitted to the college will not be returned until the completion of the course. If a student discontinues the course, they must pay full term fees to retrieve the submitted documents.
21. Students are not allowed to use lifts in hospitals.
22. Any form of gathering, meeting, protest, or disruptive behavior will not be tolerated and may result in legal action.
23. Violation of college rules may lead to suspension or dismissal.
24. The college may make necessary amendments to maintain discipline within the college and college bus.

Academic Attendance

25. Students must be seated in the lecture hall or laboratory at least five minutes before class begins. Latecomers will not be allowed without written permission from the Head of Department.
26. 80% attendance is required to be eligible for the final university examination.
27. Long leaves during the course period for personal reasons, such as marriage or other functions, are not allowed.

Internal Marks

28. Students must attend scheduled class tests, internal exams, model exams, and revision exams.
29. Monthly reports will be sent to parents for signature and return to the class in-charge.
30. Internal marks will be determined by academic and non-academic performance, attitude and behavior, and attendance. Students must secure 50% aggregate internal marks to be eligible for the university exam.
31. Parents must attend all Parent-Teacher Association (PTA) meetings without fail.



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Hostel Rules

32. Ragging is strictly prohibited within the college hostel.
33. Hostel students must adhere to designated study hours and keep the room door unlocked during those times.
34. Movement between rooms during study hours is not allowed without permission from the warden.
35. Students must obtain permission from their department to use laptops during study hours.
36. Students must be in the hostel after class hours and are not allowed to leave before 6 am or after 6 pm without valid reasons.
37. Students leaving the hostel for personal reasons must seek permission from the warden and inform their parents and class coordinator.
38. Students leaving the hostel during holidays must seek permission one day in advance and inform their parents and class coordinator.
39. Students can go home every second Saturday with prior permission from parents, class coordinator, and warden.
40. In case of medical reasons, students must inform the warden and class coordinator, consult a doctor, and provide necessary documentation.
41. All communication with the warden and class coordinator must be made from the registered mobile number provided during admission.
42. Monthly town visits are allowed with parental permission, accompanied by the hostel warden and provided transportation.
43. Hostel fees and other charges must be paid at the time of admission, and receipts should be kept and produced when required.
44. Fees once paid will not be refunded.
45. Before vacating the rooms, students must complete a room vacating slip and return all furniture and electrical installations intact.
46. Hostel authorities are not responsible for any loss of money, jewelry, or personal belongings. Students are advised not to keep valuables in their rooms.



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47. Bikes and motor vehicles are not allowed in the hostel premises.
48. Inmates must hand over their mobile phones to the warden, with specific usage times allocated.
49. Students must occupy the rooms allotted to them. Room changes require permission from the hostel management.
50. Room allocations will be randomly shuffled every year.
51. Outside food is not allowed in the hostel after 8 pm.
52. Surprise checks may be conducted in hostel rooms by the warden or resident warden. Any acts of threats, violence, damage to property, or unruly behavior will result in severe punishment, including expulsion.
53. Firearms, ammunition, explosives, and inflammable goods are strictly prohibited in the hostel premises.
54. Alcohol, drugs, smoking, and gambling are strictly prohibited in the hostel. Violators will face disciplinary action, including rustication.

Bus Guidelines

55. The college offers the convenience of a dedicated bus service for students' travel needs, ensuring a hassle-free commute. By paying the bus fee and establishment charges in advance during admission, students can enjoy this convenient facility.
56. The college provides one bus concession pass per year to students, allowing them to avail of discounted travel. In case of a lost pass, a nominal fee of Rs. 50/- is required for a duplicate pass.

Library

57. The library operates from 9 AM to 5 PM, providing ample time for students to access its resources and study in a conducive environment.
58. Silence is highly valued in the library to create an atmosphere conducive to concentration and focused study. Maintaining absolute silence ensures that all library users can fully immerse themselves in their academic pursuits.



[Signature]
P.D. Secretary, Hostel
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59. To maintain a quiet and focused environment, discussions and group study sessions are not permitted within the library. This policy allows each individual to concentrate on their own studies without distractions.

60. Bringing a valid college identity card is essential for borrowing library books. This requirement ensures that books are issued to authorized students, promoting accountability and efficient book management.

61. Students are allowed to borrow up to 2 books at a time for a period of 7 days. If more time is needed, an extension of 1 week can be granted for the same books. This policy allows students to access the necessary resources for their academic endeavors.

62. Returning borrowed books by the specified due date is important to maintain the library's collection and serve all users efficiently. By adhering to this policy, students contribute to the smooth functioning of the library.

63. In the event of delayed book returns, a nominal fine of one rupee per day is imposed. This policy encourages students to be mindful of due dates and promotes timely book returns for the benefit of all library users.

64. It is important for users to inform the librarian if they need to keep a book for more than one week. By communicating any necessary extensions, users can maintain their library membership and continue accessing resources.

65. The librarian reserves the right to recall any book from any member at any time. This policy ensures fair access to resources for all library users and allows for efficient book circulation.

66. Borrowers are expected to handle library books with care and not detach any pages or figures. Students are responsible for any damages or loss that occur to the books they borrow. A thorough check of the book's condition before signing the lending register is advised.



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Librarian
KMCT College of Allied Health Sciences
Mukkam, Kozhikode
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67. In the event of a lost book, the borrower is required to replace the book with the same edition or pay triple the value of the book's cost. At the end of the course, students must return all books and obtain clearance, along with a no-due certificate from the librarian.
68. To ensure proper monitoring and security, users are requested to show the books and materials they are taking out of the library to the staff at the entrance counter.
69. Users are kindly requested to return the books in good and proper condition, promoting the longevity of the library's collection for the benefit of all users.
70. The library is open during prescribed hours for reference purposes, allowing all users to access its resources for study and research.
71. Personal books brought by students are not allowed inside the library, ensuring the availability of library resources for all users. Once a book is issued, students are requested not to carry the same book inside the library.
72. Library books will not be issued to non-teaching staff unless they receive permission from the Principal. This policy ensures that library resources are primarily accessible to students.
73. Students must enter the library without an apron to maintain cleanliness and hygiene. In case of a violation, a fine of Rs.10 is imposed to promote compliance with this policy.
74. To prevent clutter and ensure a neat and organized environment, no personal belongings are allowed inside the library. Students are encouraged to keep their belongings at the property counter.
75. Proper entry in the register is required when entering and leaving the library. This practice helps maintain accurate records of library usage for administrative purposes.



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76. The use of mobile phones and audio instruments, with or without speakers or headphones, is strictly prohibited in the library premises. This policy ensures a quiet and focused environment for all library users.

77. After every university exam, students are required to obtain a no-due certificate from the library. This process ensures that all borrowed books are returned, allowing for proper book management and accountability.

78. Hostellers are required to stay back in the college until 5 PM after 4 PM. During this period, they can utilize the library or engage in recreational activities. This policy aims to provide a productive and engaging environment for hostellers during their stay in college.




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